



TTI
SUCCESS
INSIGHTS®

DNA® 25
Talent

Dina Sample
ABC Corp
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NEW
25



Introduction

Your success in any job depends on the value of your contribution to the organization. Managers, mentors and professional coaches can encourage, advise and guide you as you grow professionally. However, the ultimate responsibility for your career development is yours and yours alone.

This report is designed to assist you in managing and developing your career. For many jobs, personal skills are as important as technical skills in producing superior performance. Personal skills are often transferable to different jobs, whereas technical skills are usually more specific.

Based on your responses to the DNA 25 questionnaire, this report indicates your development of 25 personal skills. These 25 personal skills contribute to superior performance in many jobs. Your development of these personal skills are categorized into four levels:

- 1) Well Developed
- 2) Developed
- 3) Moderately Developed
- 4) Needs Development

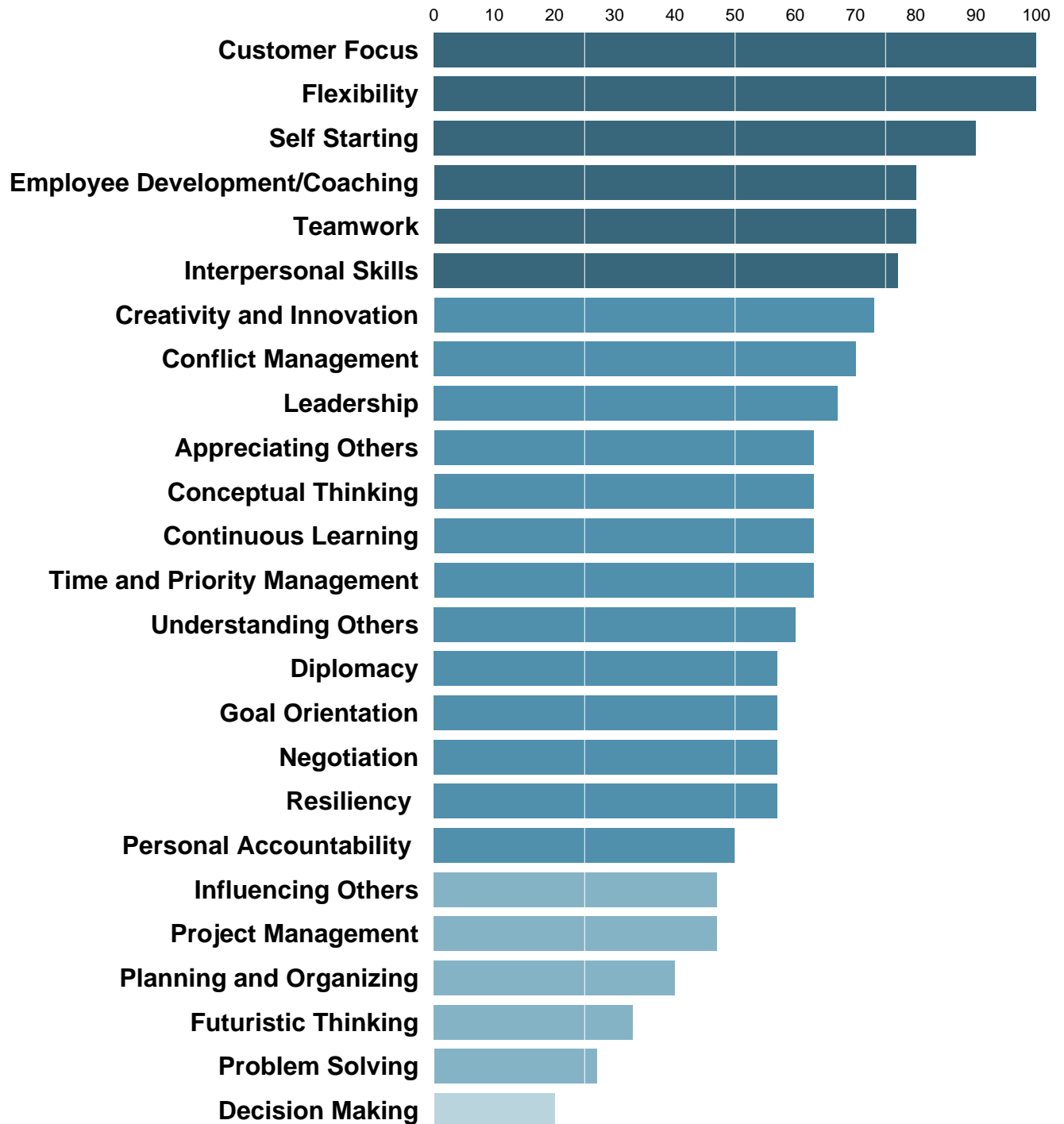
While personal skills are certainly important for career development, it is not necessary to fully develop every one. In fact, development of a personal skill may not benefit your career if it isn't required in your current job. In order to optimize your career potential, it is best to focus your development efforts on the personal skills that are required in your current job, or the job you want.

Be sure to read the entire report with an open mind. Everyone has areas where they can improve. Before deciding to work on developing personal skills you have not yet fully developed, you may want to discuss the report with a trusted peer, mentor or professional coach. You may even wish to share the report with your manager. In most cases, management takes a very positive view of individuals who wish to develop their skills.



Development Indicator

This section of your report shows your development level of 25 personal skills based on your responses to the questionnaire.

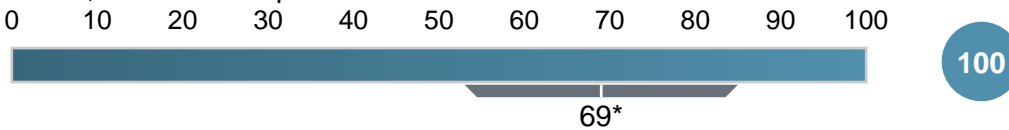




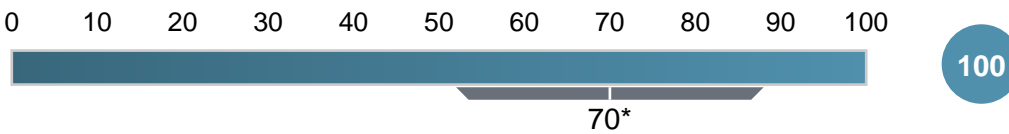
Competencies Hierarchy

Your unique hierarchy of competencies is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your competencies from top to bottom.

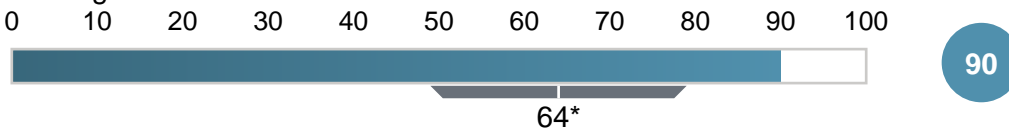
1. Customer Focus - Anticipating, meeting and/or exceeding customer needs, wants and expectations.



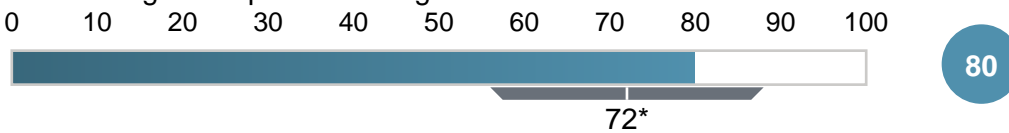
2. Flexibility - Readily modifying, responding and adapting to change with minimal resistance.



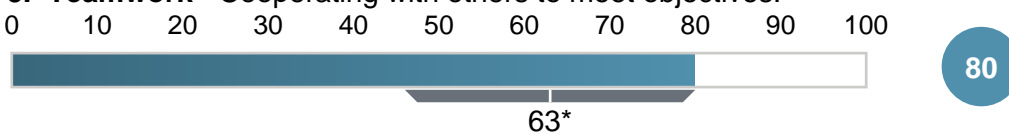
3. Self Starting - Demonstrating initiative and willingness to begin working.



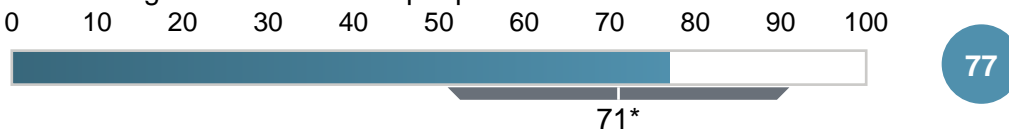
4. Employee Development/Coaching - Facilitating, supporting and contributing to the professional growth of others.



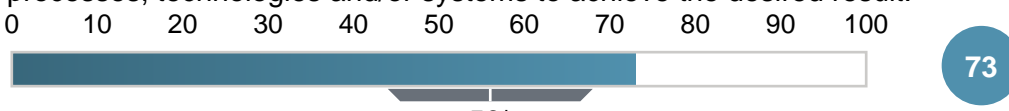
5. Teamwork - Cooperating with others to meet objectives.



6. Interpersonal Skills - Effectively communicating, building rapport and relating well to all kinds of people.



7. Creativity and Innovation - Creating new approaches, designs, processes, technologies and/or systems to achieve the desired result.

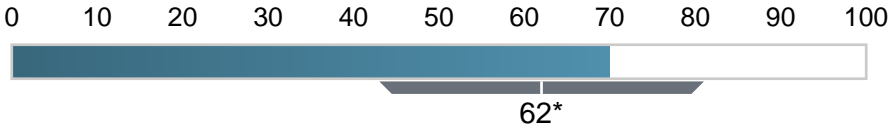


* 68% of the population falls within the shaded area.



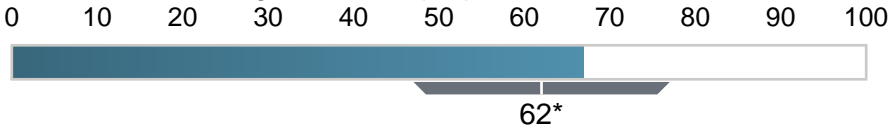
Competencies Hierarchy

8. Conflict Management - Understanding, addressing and resolving conflict constructively.



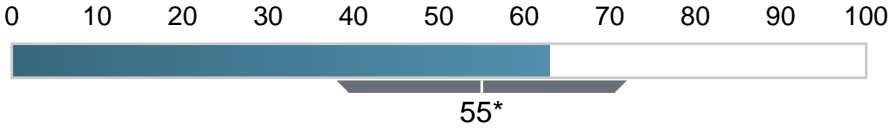
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9. Leadership - Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.



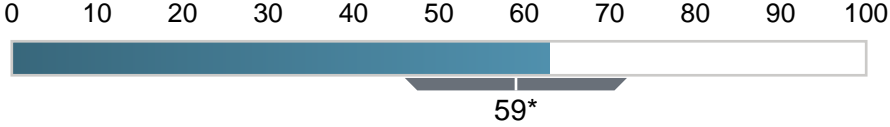
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10. Appreciating Others - Identifying with and caring about others.



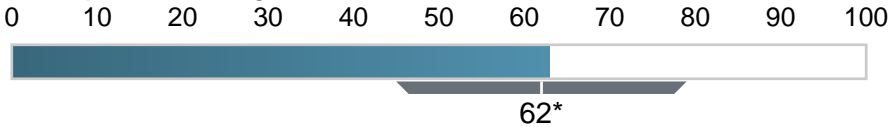
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11. Conceptual Thinking - Analyzing hypothetical situations, patterns and/or abstract concepts to formulate connections and new insights.



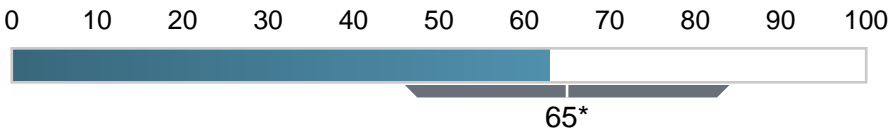
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12. Continuous Learning - Taking initiative to regularly learn new concepts, technologies and/or methods.



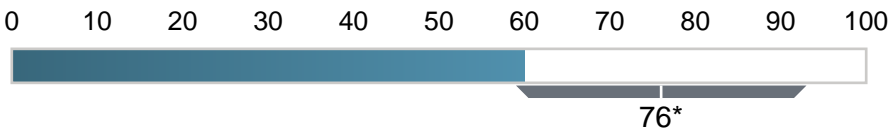
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13. Time and Priority Management - Prioritizing and completing tasks in order to deliver desired outcomes within allotted time frames.



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14. Understanding Others - Understanding the uniqueness and contributions of others.



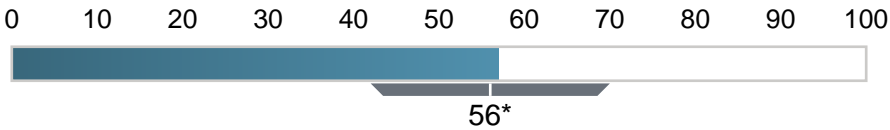
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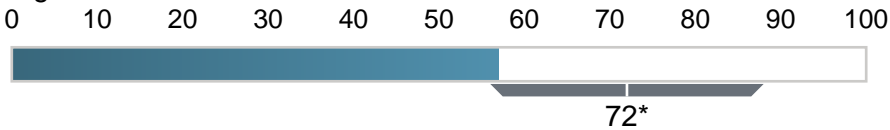
Competencies Hierarchy

15. Diplomacy - Effectively and tactfully handling difficult or sensitive issues.



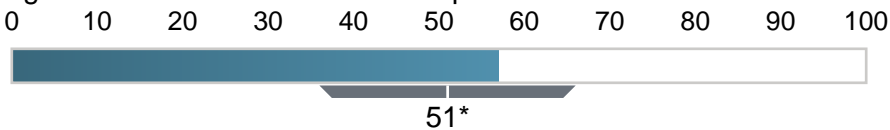
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16. Goal Orientation - Setting, pursuing and attaining goals, regardless of obstacles or circumstances.



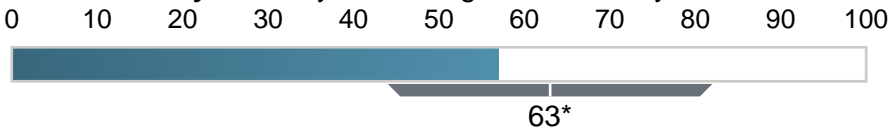
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17. Negotiation - Listening to many points of view and facilitating agreements between two or more parties.



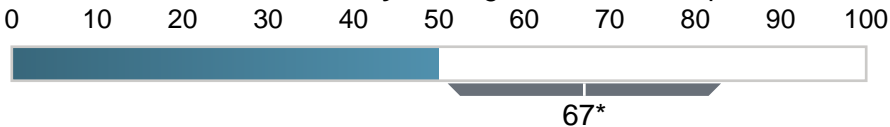
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18. Resiliency - Quickly recovering from adversity.



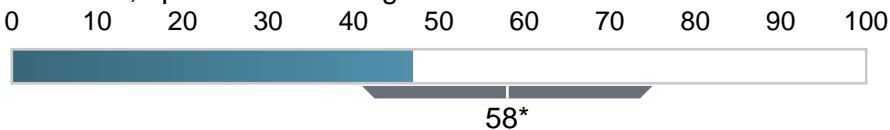
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19. Personal Accountability - Being answerable for personal actions.



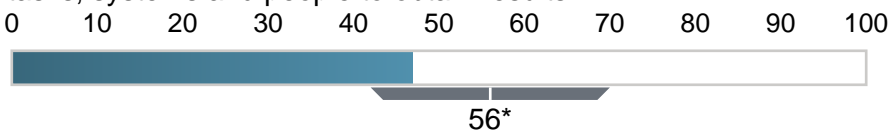
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20. Influencing Others - Personally affecting others actions, decisions, opinions or thinking.



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21. Project Management - Identifying and overseeing all resources, tasks, systems and people to obtain results.



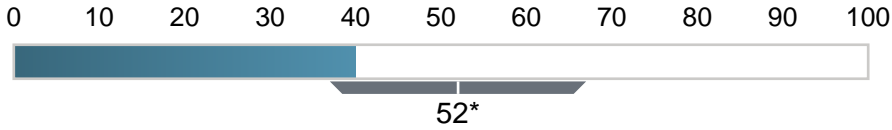
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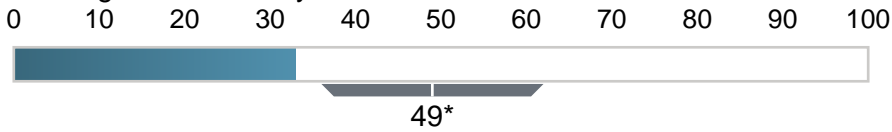
Competencies Hierarchy

22. Planning and Organizing - Establishing courses of action to ensure that work is completed effectively.



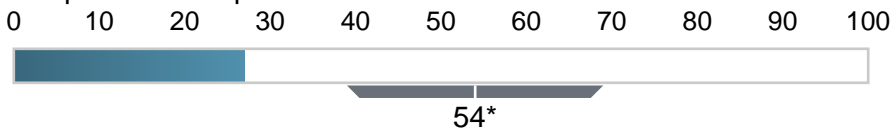
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23. Futuristic Thinking - Imagining, envisioning, projecting and/or creating what has not yet been actualized.



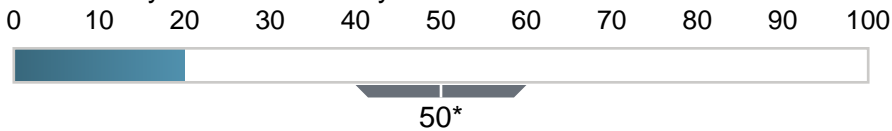
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24. Problem Solving - Defining, analyzing and diagnosing key components of a problem to formulate a solution.



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25. Decision Making - Analyzing all aspects of a situation to make consistently sound and timely decisions.



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Summary of Top Competencies

Your unique hierarchy of competencies is key to your success. Knowing what they are is essential to reaching your goals. The following are your 7 highest-ranked competencies:

1. Customer Focus: Anticipating, meeting and/or exceeding customer needs, wants and expectations.
 - Strives to anticipate, identify and understand customers' wants, needs and concerns.
 - Responds to customers with a sense of urgency.
 - Follows through on customer requests.
 - Is patient and courteous with customers.
 - Resolves issues and complaints to the satisfaction of customers.
 - Expends extraordinary effort to satisfy customers.
 - Develops relationships with customers.
 - Partners with customers to assist them in achieving their objectives.
 - Acts as an advocate for customers' needs.
 - Takes professional risks for the sake of customers' needs.

2. Flexibility: Readily modifying, responding and adapting to change with minimal resistance.
 - Responds promptly to shifts in direction, priorities and schedules.
 - Demonstrates agility in accepting new ideas, approaches and/or methods.
 - Effective in shifting priorities and tasks.
 - Modifies methods or strategies to fit changing circumstances.
 - Adapts personal style to work with different people.
 - Maintains productivity during transitions.
 - Embraces and/or champions a shift in activity.
 - Strives to adapt to situational demands.
 - Capable of changing or adjusting to meet particular or varied needs.
 - Able to step outside their comfort zone and try something they haven't done before.





Summary of Top Competencies



3. Self Starting: Demonstrating initiative and willingness to begin working.

- Possesses a strong work ethic and belief in getting results.
- Takes initiative and does whatever it takes to achieve objectives.
- Projects self-assurance in getting the task started.
- Starts quickly to avoid setbacks.
- Asserts self in personal and professional life.
- Willing to begin working regardless of circumstances.
- Accepts personal responsibility for achieving personal and professional goals.
- Functions effectively and achieves results regardless of circumstances.
- Takes initiative and acts without waiting for direction.
- Displays self-confidence, conscientiousness, assertiveness, persistence and is achievement-oriented.

4. Employee Development/Coaching: Facilitating, supporting and contributing to the professional growth of others.

- Inspires confidence in others' ability to grow professionally.
- Identifies and facilitates developmental opportunities.
- Encourages initiative and improvement.
- Provides opportunities for enhancement.
- Gives new and challenging work assignments.
- Acknowledges and praises improvements.
- Supports, coaches and mentors the development of others.
- Views mistakes as opportunities for learning.
- Promotes learning and professional growth.
- Understands the uniqueness and current level of each participant.

5. Teamwork: Cooperating with others to meet objectives.

- Respects team members and their individual perspectives.
- Makes team objectives a priority.
- Works toward consensus when team decisions are required.
- Meets agreed-upon deadlines on team assignments and commitments.
- Shares responsibility with team members for successes and failures.
- Keeps team members informed regarding projects.
- Supports team decisions.
- Recognizes and appreciates the contributions of team members.
- Behaves in a manner consistent with team values and mission.
- Provides constructive feedback to team members.
- Responds positively to feedback from team members.
- Raises and/or confronts issues limiting team effectiveness.



Summary of Top Competencies

6. Interpersonal Skills: Effectively communicating, building rapport and relating well to all kinds of people.

- Strives for self-awareness in a social setting.
- Demonstrates sincere interest in others.
- Treats all people with respect, courtesy and consideration.
- Respects differences in the attitudes and perspectives of others.
- Listens, observes and strives to gain understanding of others.
- Communicates effectively.
- Shows sensitivity to diversity issues.
- Develops and maintains relationships with many different kinds of people regardless of differences.
- Handles any situation gracefully by using non-verbal communication, in-depth questioning and listening skills.
- Recognizing other’s perspectives, by actively listening, thus providing many views of a given situation.

7. Creativity and Innovation: Creating new approaches, designs, processes, technologies and/or systems to achieve the desired result.

- Notices unique patterns, variables, processes, systems or relationships.
- Expresses non-traditional perspectives and/or novel approaches.
- Synthesizes data, ideas, models, processes or systems to create new insights.
- Challenges established theories, methods and/or protocols.
- Encourages and promotes creativity and innovation.
- Modifies existing concepts, methods, models, designs, processes, technologies and systems.
- Develops and tests new theories to explain or resolve complex issues.
- Applies unorthodox theories and/or methods.
- Imagines new or revolutionary concepts, methods, models, designs, processes, technology, systems, products, services or industries.
- Combines knowledge, curiosity, imagination, and evaluation to achieve desired results.
