



EXCELLENCE FOR LEARNING™

Student Version

*"He who knows others is learned.
He who knows himself is wise."
—Lao Tse*

Jane Doe

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INTRODUCTION

Successful communication with others involves skills that are developed through practice and effort. It is a process that must include the active participation of each person involved.

This program was developed to help each person achieve the following objectives:

- 1) To identify and understand your natural behavioral style
- 2) To understand and appreciate other styles
- 3) To improve your communication with others

The key areas identified in this report are:

- a. The kinds of activities you like, and how you do them
- b. How you like to communicate
- c. Study tips

Identify those statements that are most important to you, and WHY. **REMEMBER:** Effective communication requires a commitment from everyone concerned!



GENERAL STATEMENTS

Understanding yourself and others is the first step toward developing effective communication. Based on Jane's responses, the report has selected statements to provide a basis for understanding her behavior. Read each statement and discuss it with other family members. Eliminate any statement which EVERYONE agrees does not apply.

- I am a big dreamer and sometimes have bigger dreams than I can fulfill.
- I'm very good at working with other people.
- I not only like to explain what I have been doing, but how I've been doing it.
- When in trouble I enjoy talking my way out of it.
- Others sometimes fail to see the logic in my conversation simply because I don't always talk in a logical order.
- I like recognition for my achievements. The more people know about my achievements the better.
- I try to get others in a good mood before I ask to do something; otherwise, I may not be able to get their approval.
- I like others to ask for my opinion.
- I have a very high trust level and trust that people will do what they say.
- I like attention and sometimes show off to get this attention.
- I can be very sensitive to criticism if I am confronted in front of others.
- I like for others to say nice things about me to my friends or family.
- I like to be a member of a winning team.
- I will seldom ask others for a favor unless the environment is friendly.
- I sometimes laugh and giggle because I am easily excited.
- I want to be a friend to many people.



GENERAL STATEMENTS

- I'm good at generating enthusiasm in other people.
- I can be motivated by status power.
- I can't wait for tomorrow because tomorrow will be a great day.
- I like to tell wild stories about myself and others.
- I become enthusiastic about things very easily and sometimes people see my enthusiasm as being overly enthusiastic.
- I like an environment where I can sell my ideas.
- I have a very positive sense of humor which others may not always appreciate.
- I prefer conversation that is stimulating, fun-loving and fast-moving.
- I can be quickly aroused and highly excited by those who influence me.



CHECKLIST FOR COMMUNICATING

This section of the report provides methods for communicating with Jane. Read and discuss each statement. Identify those statements which are most important to Jane. Share these statements with other family members. Make a list and practice using them in your daily communication with Jane.

- Be stimulating, fun-loving and fast-moving.
- Share your feelings.
- Be specific and leave nothing to chance.
- Be isolated from interruptions for important talks.
- Talk about her goals and opinions.
- Encourage her to write down her goals and the action needed to achieve them.
- Use her jargon.
- Provide ideas for the action needed to achieve her goals.
- Plan follow-up meetings.
- Be open, honest and informal.
- Understand that her sporadic listening is caused by her active mind.
- Plan interaction that supports her dreams and goals. Lead conversation to a plan that will result in achieving her dreams or goals.



DON'TS ON COMMUNICATING

This section of the report lists the things NOT to do when communicating with Jane. Read each statement and identify those that result in frustration or ineffective communication. Share them with all family members so they can refrain from using these methods.

- Don't become upset when she shows off.
- Don't take credit for her ideas.
- Don't be cool and distant. She prefers a warm, friendly environment.
- Don't dictate to her in all aspects of her life. She will be turned off by overcontrol.
- Don't solve her problems for her all the time. If it's her problem let her solve it. Listen to her solutions.
- Don't assume she heard what you said.
- Don't forget to follow up and check on her promises.
- Don't leave decisions hanging in the air.
- Don't talk down to her.
- Don't overcontrol the conversation. Remember, she likes to talk.
- Don't talk too slow or her mind will wander.



STUDY TIPS

After reading your study tips, select two or three tips and incorporate the ideas into your studying habits.

- Review your notes after class.
- Write detailed instructions for each class assignment.
- Use short sentences when taking notes - leave out unnecessary words.
- Set aside time to plan.
- Analyze your time and see how you are spending it.
- Socialize after studying - not before.
- Don't doodle.
- Use Library for studying when possible.
- Review notes from previous class to prepare yourself for the class.
- Cut down on some of your activities and devote this time to studying.
- Listen for ideas and the facts to support the idea.
- Determine the grade you want in each class before the term begins and study accordingly.
- Take vigorous notes.

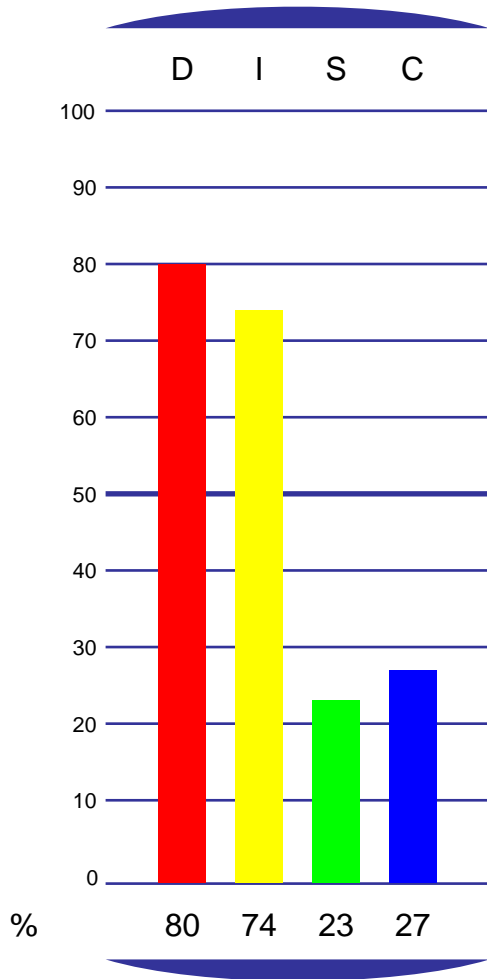


STYLE INSIGHTS™ GRAPHS

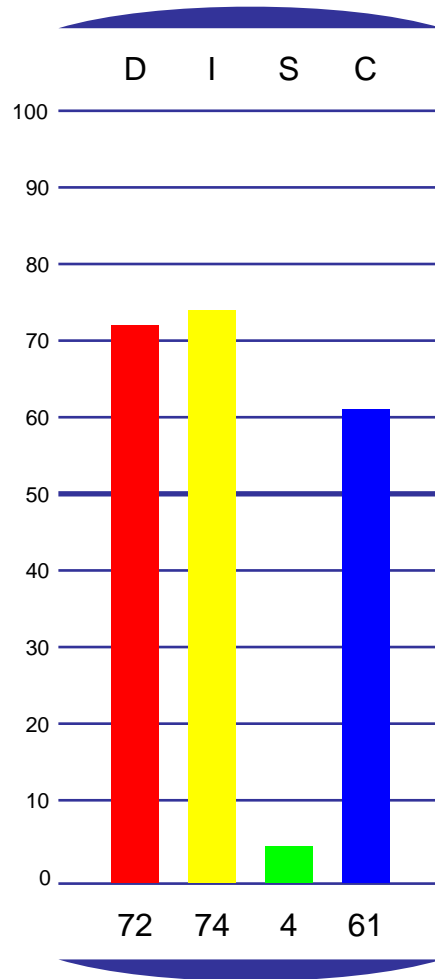
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MOST
Graph I
Adapted Style



LEAST
Graph II
Natural Style



Norm 2003



THE SUCCESS INSIGHTS® WHEEL

The Success Insights® Wheel is a powerful tool popularized in Europe. In addition to the text you have received about your behavioral style, the Wheel adds a visual representation that allows you to:

- View your natural behavioral style (circle).
- View your adapted behavioral style (star).
- Note the degree you are adapting your behavior.
- If you filled out the Work Environment Analysis, view the relationship of your behavior to your job.

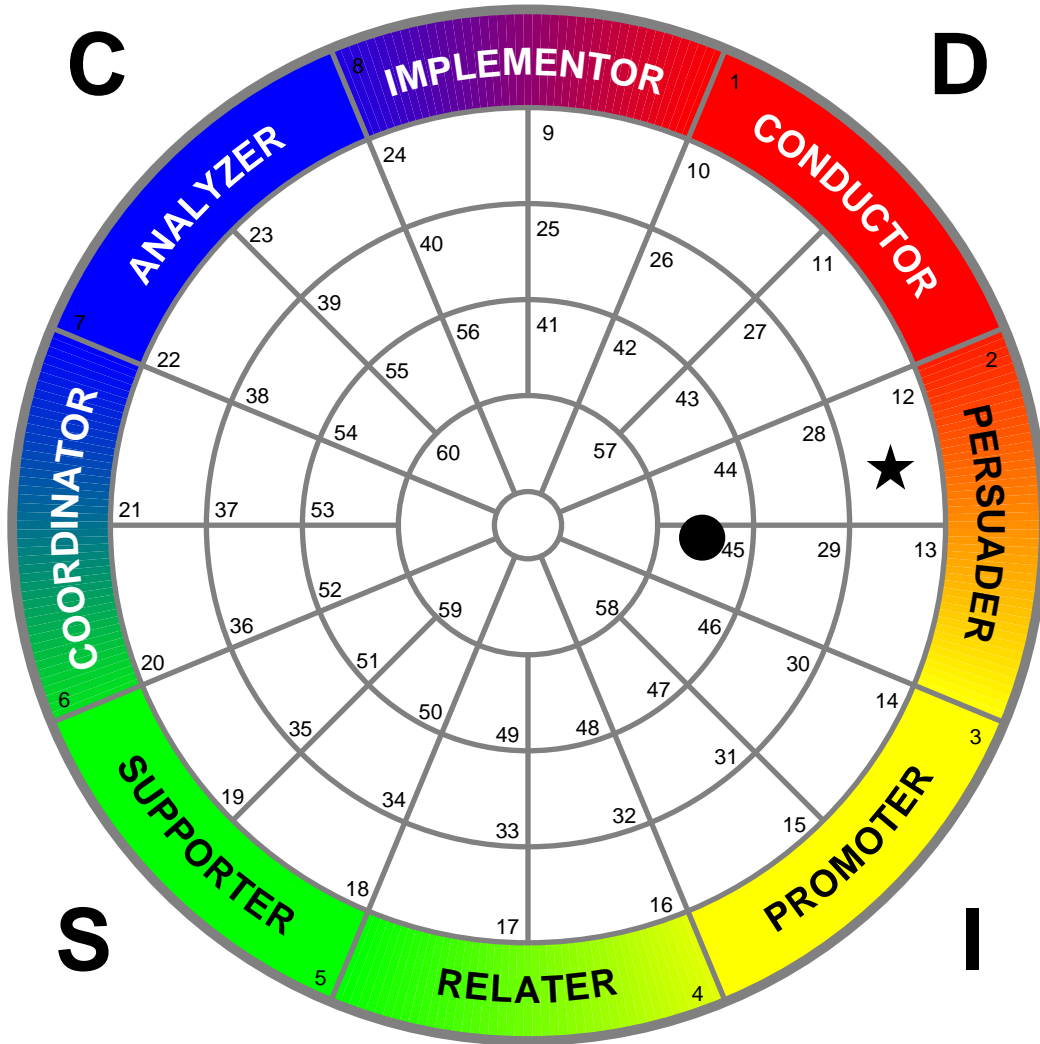
Notice on the next page that your Natural style (circle) and your Adapted style (star) are plotted on the Wheel. If they are plotted in different boxes, then you are adapting your behavior. The further the two plotting points are from each other, the more you are adapting your behavior.

If you are part of a group or team who also took the behavioral assessment, it would be advantageous to get together, using each person's Wheel, and make a master Wheel that contains each person's Natural and Adapted style. This allows you to quickly see where conflict can occur. You will also be able to identify where communication, understanding and appreciation can be increased.



THE SUCCESS INSIGHTS® WHEEL

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Adapted: ★ (12) CONDUCTING PERSUADER
Natural: ● (45) PROMOTING PERSUADER (ACROSS)
Norm 2003



JOB INDICATOR

Jane Doe

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INTRODUCTION

Today's workplace is in constant change. As a result, careers are changing to keep pace. The average person can expect to change careers 5 times during their working life. That does not take into account the average 2-4 job changes within each career. Given this reality, it becomes more important than ever to make informed career decisions. There is no better preparation for career changes than in-depth knowledge of your own talents and how you can maximize them to succeed.

The Job Indicator section of your report has been developed to assist you in matching your natural behavioral design "talents" to jobs. This section will guide you through jobs that best match your behavioral design based on the education level you selected at the beginning of the assessment process. The job list is prioritized with your best behavioral design match at the education level you selected at the top. This will assist you in making informed career choices based on what best suits your natural behavioral design.

Research suggests that over 50% of people at work hold jobs that do not suit them behaviorally and they are neither fully motivated nor satisfied with their contribution. The good news is the closer the behavioral demands of the job match your own natural behavior, the more satisfaction and personal reward you will find in your work.

It is difficult if not impossible to incorporate in this report all the information on the subject of job content and career planning. There are websites available that cover these topics and will give you additional insights into the jobs listed in this section. The websites are the O*NET Occupational Information Network: <http://online.onetcenter.org> and the US Dept. of Labor, Employment & Training Administration: www.doleta.gov/programs/onet.

NAME : Jane Doe

EDUCATION : High School

CODE	OCCUPATION
41-3011.00	Advertising Sales Agents
33-2021.01	Fire Inspectors
51-1011.00	First-Line Supervisors/Managers of Production and Operating Workers
41-3021.00	Insurance Sales Agents
11-9081.00	Lodging Managers
43-5061.00	Production, Planning, and Expediting Clerks
11-9141.00	Property, Real Estate, and Community Association Managers
41-9021.00	Real Estate Brokers
39-9032.00	Recreation Workers
41-9099.99	Sales and Related Workers, All Other
41-3099.99	Sales Representatives, Services, All Other
41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
39-6022.00	Travel Guides



JOB INDICATOR

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NAME : Jane Doe

EDUCATION : A.A. or B.A.

CODE	OCCUPATION
11-2011.00	Advertising and Promotions Managers
13-1011.00	Agents and Business Managers of Artists, Performers, and Athletes
29-1121.00	Audiologists
27-3021.00	Broadcast News Analysts
11-3041.00	Compensation and Benefits Managers
11-9021.00	Construction Managers
13-1041.03	Equal Opportunity Representatives and Officers
43-6011.00	Executive Secretaries and Administrative Assistants
11-3031.02	Financial Managers, Branch or Department
51-1011.00	First-Line Supervisors/Managers of Production and Operating Workers
41-1011.00	First-Line Supervisors/Managers of Retail Sales Workers
11-9051.00	Food Service Managers
11-3040.00	Human Resources Managers
11-3051.00	Industrial Production Managers
41-3021.00	Insurance Sales Agents
13-2053.00	Insurance Underwriters
11-9081.00	Lodging Managers
11-9199.99	Managers, All Other
11-9111.00	Medical and Health Services Managers
11-1011.02	Private Sector Executives
21-1092.00	Probation Officers and Correctional Treatment Specialists
11-9141.00	Property, Real Estate, and Community Association Managers
11-2031.00	Public Relations Managers
27-3031.00	Public Relations Specialists
27-3011.00	Radio and Television Announcers
41-9021.00	Real Estate Brokers
41-9099.99	Sales and Related Workers, All Other
11-2022.00	Sales Managers
41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
11-9151.00	Social and Community Service Managers
11-3042.00	Training and Development Managers
11-3071.01	Transportation Managers
13-1022.00	Wholesale and Retail Buyers, Except Farm Products



JOB INDICATOR

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NAME : Jane Doe

EDUCATION : B.A. Plus

CODE	OCCUPATION
11-2011.00	Advertising and Promotions Managers
13-1011.00	Agents and Business Managers of Artists, Performers, and Athletes
13-2021.02	Appraisers, Real Estate
11-9031.00	Education Administrators, Preschool and Child Care Center/Program
11-9041.00	Engineering Managers
43-6011.00	Executive Secretaries and Administrative Assistants
35-1012.00	First-Line Supervisors/Managers of Food Preparation and Serving Workers
41-1011.00	First-Line Supervisors/Managers of Retail Sales Workers
11-1011.01	Government Service Executives
11-3049.99	Human Resources Managers, All Other
41-3021.00	Insurance Sales Agents
11-9199.99	Managers, All Other
11-9111.00	Medical and Health Services Managers
11-1011.02	Private Sector Executives
11-9141.00	Property, Real Estate, and Community Association Managers
11-2031.00	Public Relations Managers
41-9021.00	Real Estate Brokers
25-1193.00	Recreation and Fitness Studies Teachers, Postsecondary
41-9099.99	Sales and Related Workers, All Other
11-2022.00	Sales Managers
41-3099.99	Sales Representatives, Services, All Other
41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
11-9151.00	Social and Community Service Managers
27-3042.00	Technical Writers
11-3042.00	Training and Development Managers
13-1022.00	Wholesale and Retail Buyers, Except Farm Products