

SOFT SKILLS IN WHICH YOU HAVE SOME MASTERY

This section of your report lists and describes the soft skills in which you have some mastery based on your responses to the questionnaire. The statements listed below describe the consistent actions of individuals who have mastered these soft skills. Read each statement and think of when and where you have consistently demonstrated the actions described.

Some Mastery of a soft skill means you consistently demonstrate some of the actions described but not all of them. Place a star next to the statements that describe actions you demonstrate on a consistent basis. Then, place an X next to the statements that describe actions you don't demonstrate often, if at all. These statements describe the actions you must begin to demonstrate more consistently if they are required in your job.

ANALYTICAL PROBLEM SOLVING: Anticipating, analyzing, diagnosing, and resolving problems.

- * Anticipates, identifies and resolves problems or obstacles.
- * Utilizes logic and systematic processes to analyze and solve problems.
- * Defines the causes, effects, impact and scope of problems.
- * Identifies the multiple components of problems and their relationships.
- * Prioritizes steps to solution.
- * Develops criteria for optimum solutions.
- * Evaluates the potential impact of possible solutions and selects the best one.

LEADERSHIP: Achieving extraordinary business results through people.

- * Inspires others with compelling visions.
- * Takes risks for the sake of principles, values or mission.
- * Builds trust and demonstrates integrity with a noticeable congruence between words and actions (walks their talk).
- * Demonstrates optimism and positive expectations of others.
- * Delegates appropriate responsibilities and authority.
- * Involves people in decisions that affect them.
- * Addresses performance issues promptly, fairly and consistently.
- * Adapts methods and approaches to the needs and motivations of others.
- * Makes decisions to avoid or mitigate the negative consequences for people.
- * Demonstrates loyalty to constituents.