TTI SUCCESS INSIGHTS®

DNA® 25
Talent

Dina Sample
ABC Corp.
7-5-2017

NEW 25

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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.

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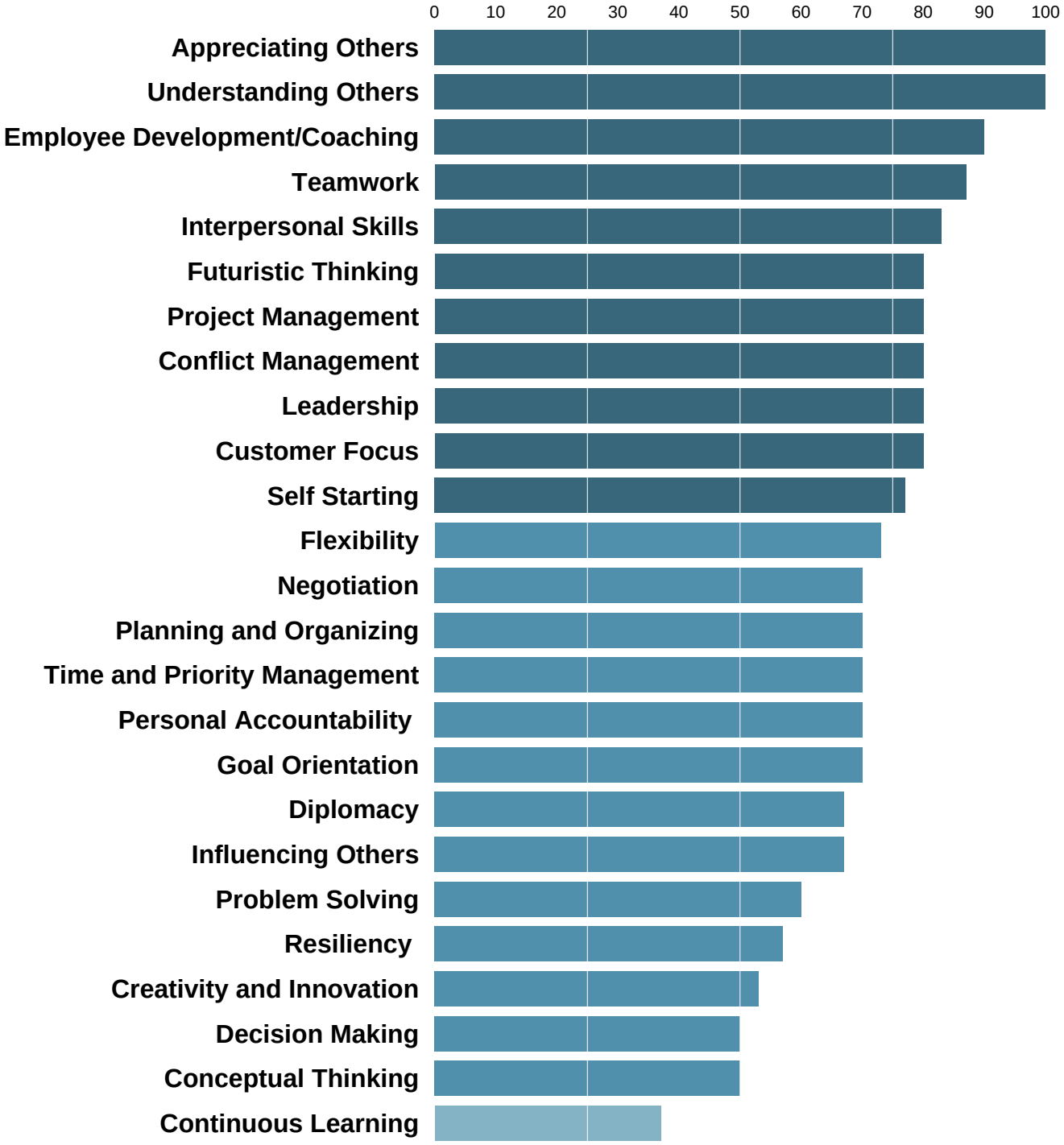
Development Indicator

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



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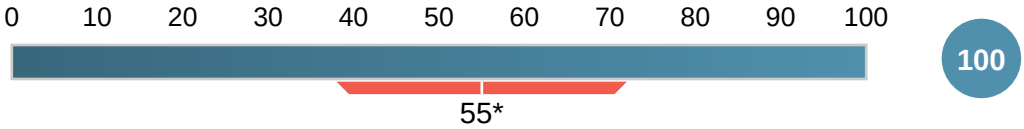
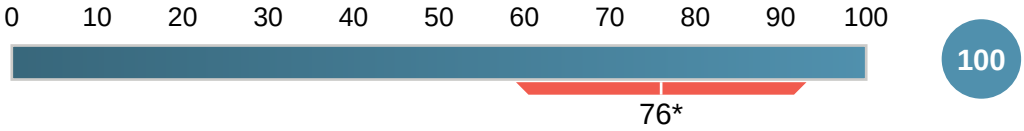
Competencies Hierarchy

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. Appreciating Others - Identifying with and caring about others.



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



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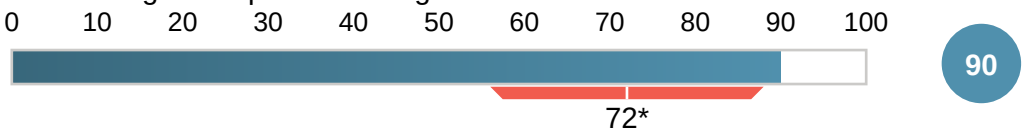
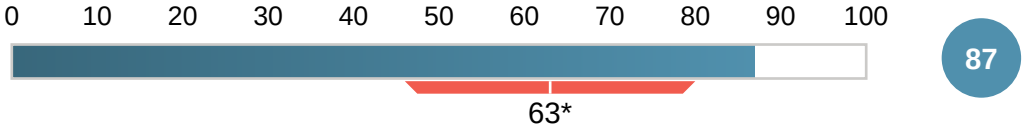
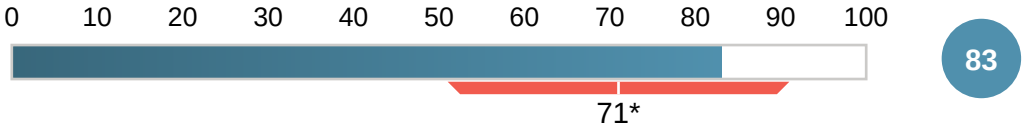


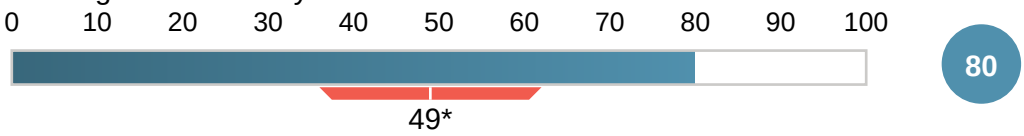
4. Teamwork - Cooperating with others to meet objectives.



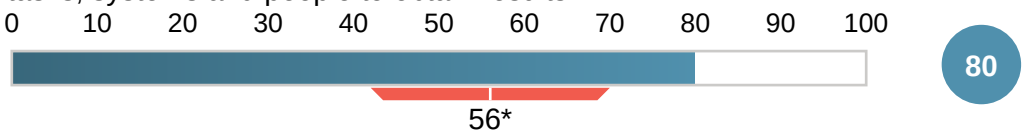
5. Interpersonal Skills - Effectively communicating, building rapport and relating well to all kinds of people.



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



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



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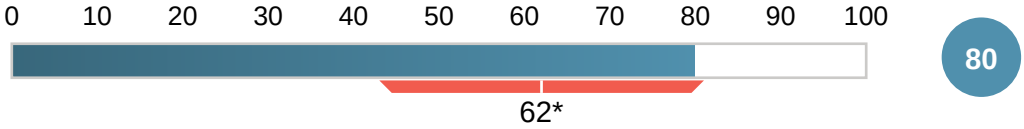
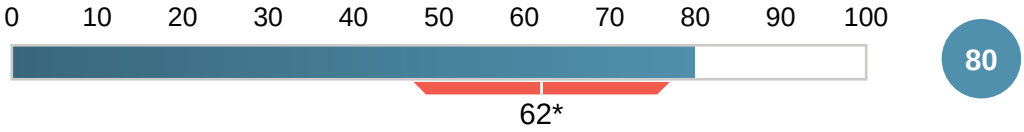
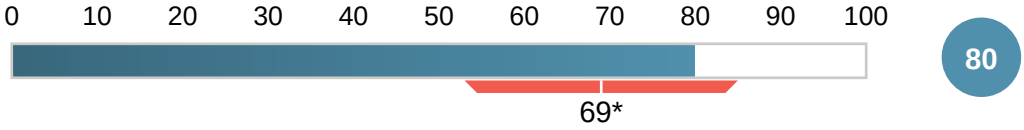
8. Conflict Management - Understanding, addressing and resolving conflict constructively.



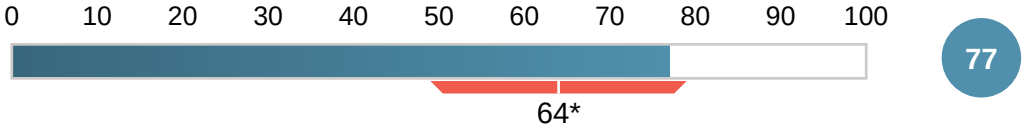
9. Leadership - Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.



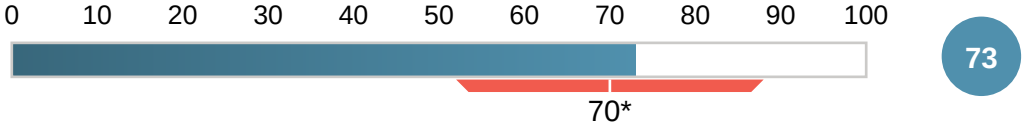
10. Customer Focus - Anticipating, meeting and/or exceeding customer needs, wants and expectations.



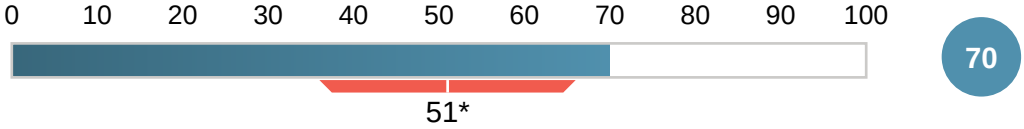
11. Self Starting - Demonstrating initiative and willingness to begin working.



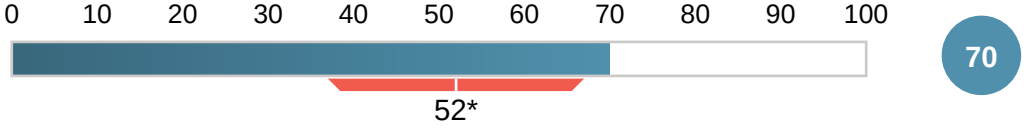
12. Flexibility - Readily modifying, responding and adapting to change with minimal resistance.



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



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



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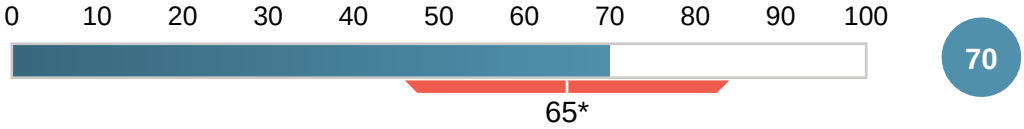
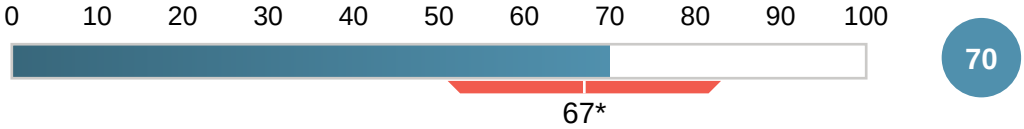
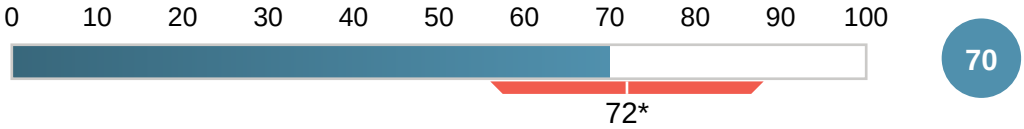
15. Time and Priority Management - Prioritizing and completing tasks in order to deliver desired outcomes within allotted time frames.



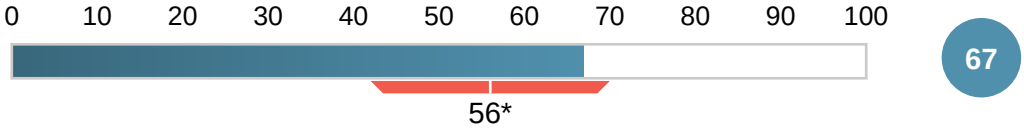
16. Personal Accountability - Being answerable for personal actions.



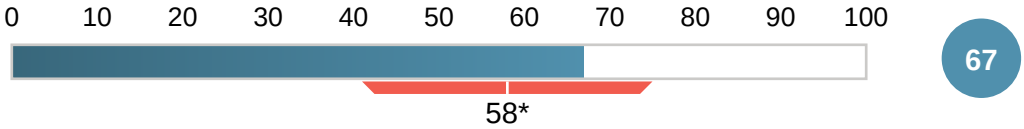
17. Goal Orientation - Setting, pursuing and attaining goals, regardless of obstacles or circumstances.



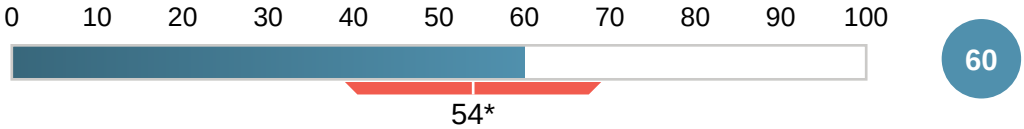
18. Diplomacy - Effectively and tactfully handling difficult or sensitive issues.



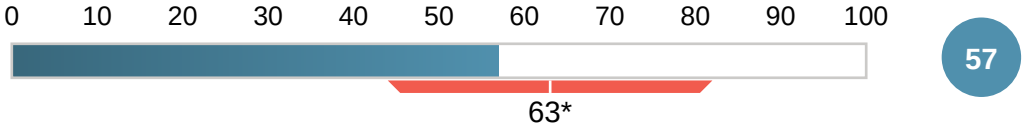
19. Influencing Others - Personally affecting others actions, decisions, opinions or thinking.



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



21. Resiliency - Quickly recovering from adversity.



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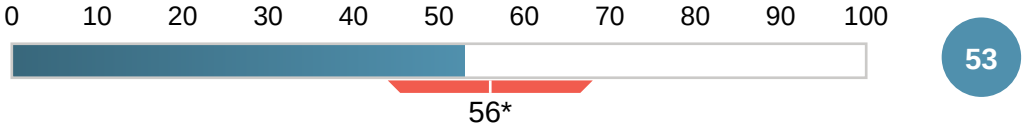
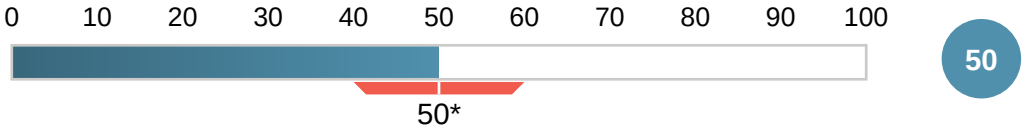
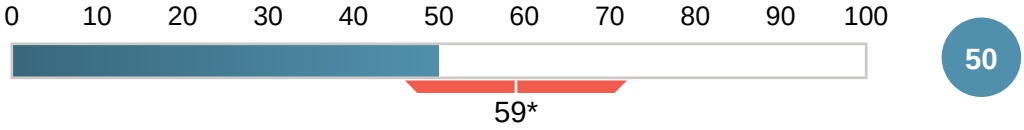
22. Creativity and Innovation - Creating new approaches, designs, processes, technologies and/or systems to achieve the desired result.



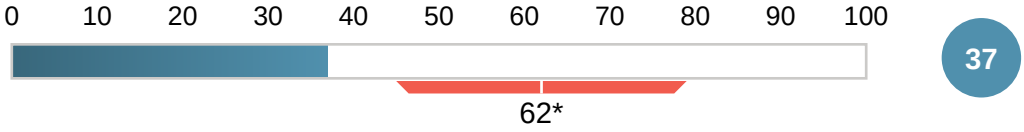
23. Decision Making - Analyzing all aspects of a situation to make consistently sound and timely decisions.



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



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



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Summary of Competencies

Your unique hierarchy of competencies is key to your success. Knowing what they are is essential to reaching your goals.

1. Appreciating Others: Identifying with and caring about others.
   - Demonstrates genuine concern for others.
   - Respects and values people.
   - Wants to ensure people experience positive emotions.
   - Expends considerable effort to impact the needs, concerns and feelings of others.
   - Advocates for the interests, needs and wants of others.
   - Demonstrates sensitivity and understanding.
   - Takes personal and/or professional risks for the sake of others.
   - Recognizes and enjoys the good qualities of others.
   - Provides support, appreciation and recognition.
   - Displays kindness and concern for others.

2. Understanding Others: Understanding the uniqueness and contributions of others.
   - Demonstrates the ability to evaluate others.
   - Strives to understand the unique qualities of all people.
   - Evaluates many aspects of the people in her surroundings.
   - Recognizes how other people can contribute.
   - Accepts individuals' unique abilities and looks for ways for them to contribute.
   - Utilizes feedback to identify strengths in other people.
   - Seeks to understand how certain decisions can impact others.
   - Sees the unique contributions of colleagues.
   - Relates and connects with others.
   - Understands the unique motivations, needs and aspirations of others.

3. 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.

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Summary of Competencies

4. 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.

5. 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.

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Summary of Competencies

6. Futuristic Thinking: Imagining, envisioning, projecting and/or creating what has not yet been actualized.
   - Demonstrates an ability to connect the dots and see the big picture.
   - Looks beyond the forces driving the current reality that may have long-term effects.
   - Utilizes foresight and intuitive perception as well as factual events to draw inferences.
   - Recognizes, supports and/or champions cutting-edge ideas.
   - Anticipates future trends or events.
   - Envisions possibilities others may not.
   - Imagines and/or predicts changes in current reality based on deductive and conceptual reasoning.
   - Creates an environment where forward thinking is the norm not the exception.
   - Envisions ideas that may be seen as unobtainable by others.
   - Mentally lives in the future and does not allow current technology to cloud their vision.

7. Project Management: Identifying and overseeing all resources, tasks, systems and people to obtain results.
   - Identifies all required components to achieve goals, objectives or results.
   - Demonstrates the ability to utilize the right people to complete the project.
   - Establishes high performance standards.
   - Holds people accountable and is focused on goals and priorities.
   - Identifies barriers to objectives and removes them.
   - Delegates appropriate responsibilities and authority.
   - Ensures adequate resources are available to achieve objectives.
   - Makes decisions that benefit the outcome of the project.
   - Plans, organizes, motivates and controls resources, procedures and protocols to achieve specific goals.
   - Maintains the objectives while honoring designated constraints.

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Summary of Competencies

8. Conflict Management: Understanding, addressing and resolving conflict constructively.
   - Readily identifies and addresses issues, concerns or conflicts.
   - Recognizes opportunities for positive outcomes in conflict situations.
   - Reads situations accurately to pinpoint critical issues.
   - Listens to gain understanding of an issue from different perspectives.
   - Diffuses tension and effectively handles emotional situations.
   - Assists people in adversarial positions to identify common interests.
   - Strives to settle differences equitably.
   - Settles differences without damaging relationships.
   - Strives to limit the negative aspects of conflict while increasing the positive.
   - Focuses on enhancing learning and group outcomes, including effectiveness or performance.

9. Leadership: Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.
   - Inspires others with compelling visions.
   - Takes risks for the sake of purpose, vision or mission.
   - Builds trust and demonstrates integrity with a noticeable congruence between words and actions.
   - Demonstrates optimism and positive expectations of others.
   - Delegates appropriate levels of responsibility and authority.
   - Involves people in decisions that affect them.
   - Addresses performance issues promptly, fairly and consistently.
   - Adapts methods and approaches to create an environment to allow others to be successful.
   - Makes decisions that are best for the organization and attempts to mitigate the negative consequences for people.
   - Demonstrates loyalty to constituents.

10. 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.

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Summary of Competencies

11. 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.

12. 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.

13. Negotiation: Listening to many points of view and facilitating agreements between two or more parties.
    - Understands both parties must get something they want before agreement is feasible.
    - Listens to identify and understand what each party wants.
    - Determines what each party is willing to accept in an agreement.
    - Establishes a non-threatening environment conducive to open communication for discussing possible terms of agreement.
    - Develops the terms for an agreement.
    - Ensures each party understands the terms of agreement.
    - Binds agreements between parties with verbal and/or written contracts.
    - Listens to all sides involved and ensures all parties understands the issues.
    - Allows all parties to express their viewpoints.
    - Facilitates mutually beneficial outcomes to satisfy various interests.

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Summary of Competencies

14. Planning and Organizing: Establishing courses of action to ensure that work is completed effectively.
    - Works effectively within established systems.
    - Utilizes logical, practical and efficient approaches.
    - Prioritizes tasks for optimum productivity.
    - Develops procedures, processes and systems for order, accuracy, efficiency and productivity.
    - Anticipates probable effects, outcomes and risks.
    - Develops contingency plans to minimize waste, error and risk.
    - Allocates, adjusts and manages resources according to priorities.
    - Monitors implementation of plans and makes adjustments as needed.
    - Establishes action plans to ensure desired results.
    - Allows for practical, systematic and organized conclusions.

15. Time and Priority Management: Prioritizing and completing tasks in order to deliver desired outcomes within allotted time frames.
    - Effectively manages difficulties and delays to complete tasks on time.
    - Effectively manages time and priorities to meet deadlines.
    - Presents completed tasks on or before the deadline.
    - Demonstrates an ability to maintain deadlines in the midst of crisis.
    - Strives to improve prioritization.
    - Balances timelines and desired outcomes.
    - Takes initiative and prioritizes tasks to stay on schedule.
    - Accepts responsibility for deadlines and results.
    - Creates an environment conducive to effectiveness.
    - Reduces the amount of time spent on non-priorities.

16. Personal Accountability: Being answerable for personal actions.
    - Demonstrates the ability to self evaluate.
    - Strives to take responsibility for her actions.
    - Evaluates many aspects of her personal actions.
    - Recognizes when she has made a mistake.
    - Accepts personal responsibility for outcomes.
    - Utilizes feedback.
    - Observes and analyzes data to learn from mistakes.
    - Sees new possibilities by examining personal performance.
    - Accepts responsibility for actions and results.
    - Willing to take ownership of situations.

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Summary of Competencies

17. Goal Orientation: Setting, pursuing and attaining goals, regardless of obstacles or circumstances.
    - Acts instinctively to achieve objectives without supervision.
    - Expends the necessary time and effort to achieve goals.
    - Recognizes and acts on opportunities to advance progress to meet goals.
    - Establishes and works toward ambitious and challenging goals.
    - Develops and implements strategies to meet objectives.
    - Measures effectiveness and performance to ensure results are attained.
    - Acts with a determination to achieve goals.
    - Demonstrates persistence in overcoming obstacles to meet objectives.
    - Takes calculated risks to achieve results.
    - Employs a strategy that affects how they approach tasks and future projects.

18. Diplomacy: Effectively and tactfully handling difficult or sensitive issues.
    - Effectively utilizes tact and diplomacy in working with people across hierarchical, functional and/or cultural borders.
    - Understands cultural, climate and organizational issues.
    - Adapts conduct and communications to "politically correct" standards.
    - Effectively leverages networks of influence to enable progress.
    - Is sensitive to the needs of special interest groups within organizations.
    - Builds relationships and networks with key people of influence.
    - Provides advice, counsel and mentoring on organizational issues.
    - Utilizes both formal and informal networks internally to obtain support and achieve results.
    - Expresses the context of a situation in a non-confrontational or positive manner.

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Summary of Competencies

19. Influencing Others: Personally affecting others' actions, decisions, opinions or thinking.
    - Utilizes the knowledge of others' needs, wants, beliefs, attitudes, and behavior to promote a concept, product or service.
    - Builds trust and credibility before attempting to promote concepts, products or services.
    - Understands and utilizes the behaviors of others to personally affect an outcome.
    - Uses logic and reason to develop rational arguments that challenge current assumptions.
    - Identifies and addresses the barriers that prevent people from seeing the benefits.
    - Adapts techniques to understand and meet the needs and wants of those being influenced.
    - Understands the role self-awareness plays in influencing others.
    - Leverages a person in an indirect but important way.
    - Produces effects on the actions, behavior and opinions of others.
    - Brings others to their way of thinking without force or coercion.

20. Problem Solving: Defining, analyzing and diagnosing key components of a problem to formulate a solution.
    - Anticipates, identifies and resolves problems or obstacles.
    - Utilizes logical 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 a solution.
    - Defines and develops criteria for optimum solutions.
    - Evaluates the potential impact of possible solutions.
    - Looks for specific goals, clearly defined solution paths, and/or clear expected solutions.
    - Allows for initial planning including some abstract thinking to come up with creative solutions.
    - Understands and defines the problem before jumping to a solution.

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Summary of Competencies

21. Resiliency: Quickly recovering from adversity.
    - Demonstrates the ability to overcome setbacks.
    - Strives to remain optimistic in light of adversity.
    - Evaluates many aspects of the situations to create a positive outcome.
    - Recognizes criticism is an opportunity to improve.
    - Accepts setbacks and looks for ways to progress.
    - Utilizes feedback to forge forward.
    - Seeks to understand how certain obstacles can impact results.
    - Sees the unique opportunities by overcoming challenges.
    - Swiftly works through the emotions and effects of stressful events.
    - Copes with the inevitable bumps in life.

22. 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.

23. Decision Making: Analyzing all aspects of a situation to make consistently sound and timely decisions.
    - Demonstrates an ability to make thorough decisions in a timely manner.
    - Gathers relevant input and develops a rationale for making decisions.
    - Evaluates the impact or consequences of decisions before making them.
    - Acts decisively once all aspects have been analyzed.
    - Focuses on timely decisions after the situations have been completely diagnosed.
    - Willing to update decisions if more information becomes available.
    - Provides a rationale for decisions when necessary.
    - Systematically analyzes information before making a decision.
    - Looks at all aspects of a situation including historical components.
    - Asks the right questions rather than making assumptions to produce a timely decision.

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Summary of Competencies

24. Conceptual Thinking: Analyzing hypothetical situations, patterns and/or abstract concepts to formulate connections and new insights.
    - Demonstrates the ability to identify patterns, themes or connections not noticed by others.
    - Gathers hypothetical or abstract concepts to formulate new insights.
    - Evaluates many patterns to formulate connections.
    - Recognizes unique or unusual perspectives.
    - Envisions hypothetical situations to formulate new concepts.
    - Utilizes patterns to develop new ways to process information.
    - Observes and analyzes data to create new methods, techniques or processes.
    - Sees new possibilities by dissecting the situation and examining the parts.
    - Integrates issues and factors into a practical framework.
    - Understands a situation or problem by identifying patterns or connections, to address key underlying issues.

25. Continuous Learning: Taking initiative to regularly learn new concepts, technologies and/or methods.
    - Demonstrates curiosity and enthusiasm for learning.
    - Takes initiative in acquiring and mastering the skills and knowledge requirements of a position.
    - Keeps abreast of current or new information through reading and other learning methods.
    - Actively interested in new technologies, processes and methods.
    - Welcomes or seeks assignments requiring new skills and knowledge.
    - Expends considerable effort and/or time on learning.
    - Genuinely enjoys learning.
    - Identifies opportunities to gain knowledge.
    - May be considered a knowledgeable resource by others.
    - Enjoys new resources or methods for learning.

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