



## Development Report Dummy A

Date	19/10/2012
Company	Assessment Plus Marketing
Project	



Founded on the highly respected Facet5 model of Personality<sup>1</sup>, SpotLight can light the path to self-awareness.

## What is SpotLight?

Self-awareness is pivotal to individual development. Trainers and Coaches may differ in when and how they deliver this but few deny its value and relevance.

Self-development starts with a good understanding of your personal style and the attitudes, values and beliefs that drive it. This, together with an appreciation of how you might be seen by others, and a language for describing differences in behaviour, lend background, perspective and a framework to any developmental exercise.

## The SpotLight Development Matrix

The SpotLight Development Matrix provides individuals with their personality related Strengths, Risks, Frustrations and Challenges. SpotLight provides immediate, personal feedback and also delivers a simple, practical process for creating tailored development goals and plans.

Spotlight should be seen as a starting point for building development plans. It highlights potential strengths and development issues. It should be viewed in the light of other relevant information such as the requirements of your current role or future aspirations within your organisation.

## What does the SpotLight Report show?

### Strengths

Strengths are things you do well. They require little effort, come naturally to you and will be seen by others.

### Risks

A Risk appears when you take your Strength to extremes. Then it works against you. It can become a weakness.

### Frustrations

Frustrations arise when others are different from you. They work differently and that causes tension.

### Challenges

Your Challenges are potential development goals related to your Risks and Frustrations

To help you understand how these impact you at work we have grouped them into **five Domains** as follows:



#### Making decisions and setting goals

Do you decide quickly or take time to think?  
Do you argue strongly or try to placate others?  
Do you decide independently or see what others think?



#### Engaging with and consulting others

Are you openly enthusiastic or more reserved?  
Do you socialize easily or prefer privacy?  
Do you discuss broadly or prefer private research?



#### Focusing on people and tasks

Do you focus on the task or look at the big picture?  
Do you make allowances for others or expect them to look after themselves?  
Do you trust what you are told or do you look for proof?



#### Managing your work and commitments

Do you prefer to be structured and to plan ahead or do you prefer to remain flexible?  
Are you careful and prudent or prefer to keep a light and responsive touch?






#### Responding to stress and identifying risk

How do you respond to stress and identify risk?  
Is it normal for you to feel anxious about things or are you generally relaxed?  
Do you always see the bright side or do you continually check for obstacles?

<sup>1</sup> For more information on Facet5 please visit [facet5.com](https://www.facet5.com).






### Making decisions and setting goals

	Strengths	Risks	Frustrations	Challenges
	You ...	You may be seen as ...	You may be frustrated by ...	Your challenge could be to ...
<input type="checkbox"/>	 hold clear views about most issues and are able to explain them well	too ready to promote your own ideas and not listen to others	people who won't make up their mind or who seem uncertain	be patient, listen and explain your thinking. Encourage others to contribute
<input type="checkbox"/>	 allow others to have their say but still make your point. You can see both arguments	giving in when strongly opposed. You may also override less outspoken people	those who either argue too forcefully or refuse to defend themselves	be consistent when making your case and explain your argument simply and clearly
<input type="checkbox"/>	 are independent and can act alone when needed. You do not need others' support	going your own way and being slow to consult others	people who lack initiative or who seem to need other people's approval	explain your intentions and rationale before acting. Be more willing to defer to others



### Engaging with and consulting others

	Strengths	Risks	Frustrations	Challenges
	You ...	You may be seen as ...	You may be frustrated by ...	Your challenge could be to ...
<input type="checkbox"/>	 will appreciate and respond to enthusiasm in others without getting carried away	unwilling to get involved in or excited by the ideas put forward by others	people who are either uninterested or are overly enthusiastic and impulsive	see when you should reflect more or when you could take more initiative and start things
<input type="checkbox"/>	 are as sociable and as outgoing as the occasion requires. Has a private side	more sociable than you actually are. May surprise when you avoid a social event	loud, self-promoters and those who are slow to respond or difficult to engage with	let people know when you need time and space to yourself and that this is temporary
<input type="checkbox"/>	 can develop ideas independently but will also value input from the outside world	waiting for input from others. Not taking the initiative	people who are either too quick to change their views or too insular and detached	encourage people to share and discuss. Push to make sure all alternatives are covered



Statements highlighted in these colours show where you are most likely to differ from other people.

Statements highlighted in these colours show where you differ slightly from other people.

Statements highlighted in these colours show where you are similar to other people.



### Focusing on people and tasks

	Strengths	Risks	Frustrations	Challenges
	You ...	You may be seen as ...	You may be frustrated by ...	Your challenge could be to ...
<input type="checkbox"/>	detect opportunities and protect your own and your organisation's interests	opportunistic, short term and self serving which may challenge relationships	people who lack commercial sense and are naïve	think longer term and accept that some issues are not simple. Consider other's interests
<input type="checkbox"/>	expect people to get on with their work and to deliver with the minimum of support	expecting too much from others. Underestimating the support they need	people who don't meet the demands of a role or require a lot of help or assistance	be mindful of the needs of others and the help they need to perform at their best
<input type="checkbox"/>	are guarded with other people and are therefore rarely taken advantage of	too quick to take advantage and misjudge people's motives	people who always see the best in others and do not question their motives	Take time to assess the situation. Sometimes relationships can be as important as a quick win



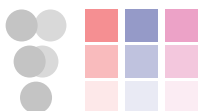
### Managing your work and commitments

	Strengths	Risks	Frustrations	Challenges
	You ...	You may be seen as ...	You may be frustrated by ...	Your challenge could be to ...
<input type="checkbox"/>	champion the need for freedom and the autonomy to choose how to go about your work	disorganised and undisciplined. Constantly challenging rules	people who tell you what to do and restrict you or impose their idea of process	prove that your radical ideas can work. Be realistic about what you can deliver
<input type="checkbox"/>	are free thinking and non-judgemental. You adapt easily to changing situations	casual, irreverent, irresponsible and rebellious	people who insist there is a right and wrong way for everything and everybody	select how and when you challenge the status quo. There may be unforeseen consequences



### Responding to stress and identifying risk

	Strengths	Risks	Frustrations	Challenges
	You ...	You may be seen as ...	You may be frustrated by ...	Your challenge could be to ...
<input type="checkbox"/>	maintain perspective and any worrying or anxiety you feel will be in proportion to events	some may feel you don't appreciate their anxieties	people who are continually anxious or who fail to recognise risks	help others to manage their anxiety and maintain proportion
<input type="checkbox"/>	are comfortable with who you are and realistic about what to expect of yourself and others	not always responding to pressure as others would wish	people who never learn and ignore warning signs or are overly negative and uncertain	explain the logic behind your reactions. This could be helpful to those with a tendency to over or under react



Statements highlighted in these colours show where you are most likely to differ from other people.

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For SpotLight to be useful it must provide information that you understand and can relate too. This section of your report provides a process for exploring your Matrix and formulating a development plan that is meaningful to you.

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### About the Development Planner

**Step 1** is designed to make you really think about behaviours that are working well for you and those that are proving less effective.

**Step 2** helps you create your first development goal.

**Step 3** has you producing a detailed action plan.

You will find a fully Worked Example attached and a blank Development Form for use later in the exercise.

### Two heads are better than one

You may choose to complete the process alone but working with a partner has a number of advantages as they:

- act as a sounding board;
- help you think things through by offering another point of view and challenging your attitudes and assumptions;
- can open up opportunities or solutions that you had not thought of.

There is a strong case for forming development partnerships with people from within your organisation. They have an insider's knowledge of the workplace culture, operating standards, practices and accountabilities and an appreciation of constraints;

Partnerships where both parties are working on their development can also work well. In this case you will take it in turns to act as 'coach' for each other.

### Objective

To determine which Strengths present a development challenge for you.

There are **three** types of Challenges that could be associated with any of your Strengths:

- The Challenge statements in your Matrix relate to a Strength you **overplay** and is now a Risk.

Review and reflection may reveal two additional types of challenges:

- A Challenge related to a Strength that you **underplay** – this could be something you have not previously recognised, have undervalued or have had little opportunity to apply
- A Challenge related to a Strength you **overplay** in response to a Frustration.

### Guidelines

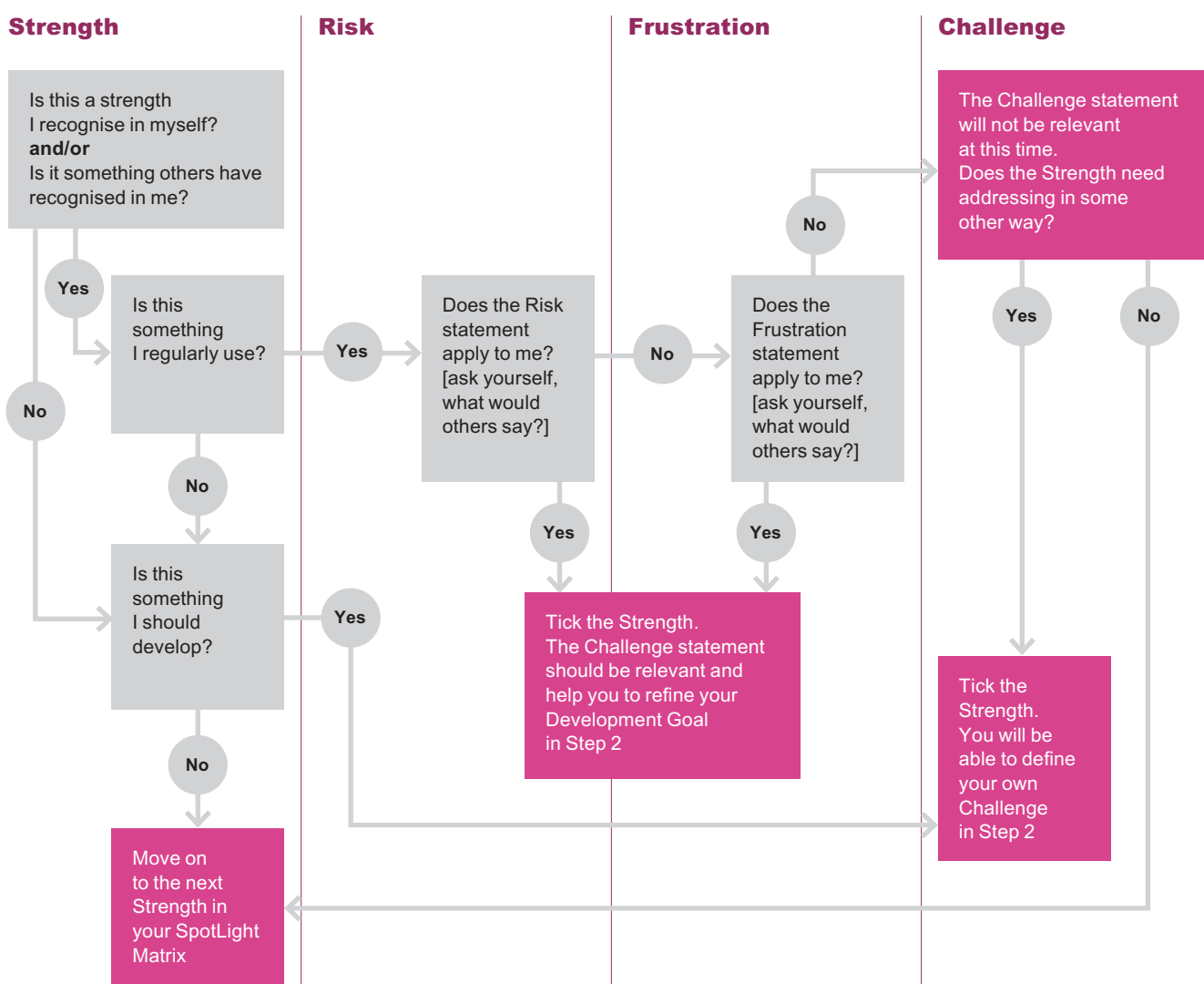
- Review all of the statements in your SpotLight Report. SpotLight uses shading to show where your approach is most likely to differ from the average person. We suggest that you pay particular attention to these but the decision about what to prioritise should be based on your own analysis and judgement.
- Think about your results in relation to your behaviour, performance and the quality of your relationships at work. Do the statements reflect your understanding of yourself, your experience or any feedback you might have received?
- Be honest with yourself. This is a time for reflection. Avoid the temptation to dismiss anything that you do not like or would rather not acknowledge.

## Process

Work through each of the five Domains in turn.

Review the associated Strengths, Risks, Frustrations and Challenges using the chart below.

Decide which strengths contain *any* kind of development challenge for you and identify them by ticking the boxes provided in your report.



### Objective

The aim of a Development Goal is to define the change in behaviour that you want to make to address your Challenges.

### Guidelines

We recommend that you select one Challenge to work on at any one time.

### Process

Of the Strengths you have ticked, decide which, if developed or managed, **would make the most significant difference to your effectiveness at work.**

Using the blank **Development Form** provided, record the Strength you have selected.

Answering the questions below will then help you to:

- describe what is happening now;
- describe the nature of the Challenge;
- create the Development Goal to describe what you want to achieve. These usually include the words 'I will' and should be stated in the positive (see **Examples** below).

### Questions

- Why is this strength important for you to address?
- What is happening now?
- How will it help you in your role?
- What are the consequences of not working on it – for you and for those you work with?
- So what would you like to achieve?

### Examples

#### Strength

I hold strong views about most things and am able to explain them well

I plan and implement procedures to drive and monitor performance

I am patient and tolerant

#### Challenge

To develop the strength  
To develop the ability to express my views when dealing with more senior people

To avoid the risk  
To moderate my use of this strength to allow for new approaches that could improve performance

To manage the frustration  
To develop effective ways of dealing with argumentative people

#### Development Goal

I will express my views when I believe it could improve outcomes

When faced with a task I will consider new, more innovative ways to approach it

I will be more assertive with argumentative people about issues that are important to my team or me



### Guidelines

Work through the following questions and record your findings in the relevant section of your Development Form.

### Process

#### New behaviours I will use to achieve this goal

- What do you need to do differently in terms of behaviour?
- What would your wisest friend/colleague advise you to do?
- What do you see others do in similar circumstances that make them successful?
- What do they do that you can emulate?
- What kind of attitude would it be useful for you to develop to support this new behaviour?

#### Committing to building new habits

- What opportunities are there to try these new behaviours?
- When will you do this by?
- What support do you need and from whom?
- What could get in the way of you progressing your goal?
- How will you overcome this?
- How will you know you have succeeded?

Name		Date	Coach
<b>Strength</b>	<b>The Challenge</b>	<b>Development goal</b>	
I hold strong views about most things and am able to explain them well.	To develop the strength. To develop the ability to express my views when dealing with more senior people.	I will express my views when I believe it could improve outcomes.	
<b>1 What is happening now?</b>			
<p>I lack the confidence to voice my views when they differ from those of more senior colleagues.</p> <p>I respect their experience and position and their ability to make quick decisions.</p> <p>I know that I have a much better solution to our Production Line Maintenance problem than is currently being proposed but I am unsure how well it will be received.</p> <p>Our senior management is very traditional and hierarchical and new ideas are not always welcome.</p> <p>Introducing new ideas is important for the future of our organisation and I would be letting myself and others down if I do not grasp this opportunity to challenge current thinking.</p>			
<b>2 New behaviours I will use to achieve my goal</b>			
<p>Ask for support and advice.</p> <p>Do the research to add credibility to my ideas.</p> <p>Develop my writing and presentation skills.</p> <p>Adopt the attitude 'nothing ventured, nothing gained' and 'it is better to have failed than never to have tried'.</p>			
<b>3 Committing to building new habits</b>			
<b>Actions I will take</b>	<b>What could get in the way?</b>	<b>Support required</b>	<b>By whom</b>
Test out my idea with Bill and Rosie in my team. Ask them for their advice.	No time/opportunity/privacy during working hours.	Interest and availability.	Bill and Rosie.
Research and find additional evidence to support my idea.	Time constraints – I am very busy at work and I need to act quickly.	Free time this weekend and evenings next week.	My Partner.
Ask for a meeting with my Manager to present my proposal. Elicit her support and ask for advice on the best approach to take.	Lack of time to add this on to our usual two weekly agenda. The confidence to ask for an additional meeting.	Availability of my manager for an additional meeting.	My Manager.
			<b>Measure</b>
		End of next week. Lunch on Tuesday or after work drink.	Bill and Rosie support my idea.
		End of next week.	A well written and argued proposal to present to my manager.
		In the next two weeks.	Having my proposal added to the agenda for the next project meeting with senior management.

Name		Date	Coach
Strength	The Challenge	Development goal	
1 What is happening now?			
2 New behaviours I will use to achieve my goal			
3 Committing to building new habits			
Actions I will take	What could get in the way?	Support required	By whom
			Timeframe
			Measure

