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The McQuaig Self-Development Survey®

Sample Report



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Introduction

Self-awareness is the foundation for achieving higher levels of performance. Highly successful people are not necessarily blessed with a higher intellect or more charisma than others, but they do know how to make the best use of their talents and how to avoid the pitfalls that could limit their success.

The McQuaig Self-Development Survey Report will help you identify your strengths and become aware of weaknesses that decrease your effectiveness. This knowledge will enable you to improve your performance, increase your job satisfaction and achieve greater success.

The report focuses on your preferred or natural style of behaviour. Your responses indicate that, like many people, your natural pattern of behaviour is made up of some elements which may seem slightly contradictory. Before you disregard any of the items, however, discuss them with someone who knows you well and whose opinion you respect. Then concentrate on those Action Items that make the most sense at this time.

This report will provide you with information that will not only make you more effective in your current role but will also give you concrete ideas as you look forward and consider new assignments and roles.

Read the report, absorb its contents and complete your Personal Action Plans. Then review the report with your manager or coach. Finally, determine the most appropriate plan of action.

Remember, your development starts and ends with you.

How to Get the Most Out of Your Report

STEP 1: Read Section A - Your Behavioural Profile

- review Your Profile Highlights and Understanding Your Behavioural Profile
- scan the Action Items

STEP 2: Complete Section B - Optimising Your Strengths

- prioritise the items and identify two or three key Strengths that are most important to you at this time
- focus on the one priority you want to work on immediately - don't over commit yourself

STEP 3: Complete Section C - Managing Your Developmental Areas

- again, prioritise the items and identify two or three key Developmental Areas
- focus on the one priority you want to work on now

STEP 4: Use Section D - Getting Input from Your Manager or Coach

- discuss your Personal Action Plans with your manager or coach
- gain further insight and ensure that you are getting the support you need

STEP 5: Review your Personal Action Plans Frequently

- track your progress
- remember to revise your Personal Action Plans as you work through each priority

This report is based on an assessment of your temperament and behaviour patterns exclusively. As you are working through this report, remember that your overall performance will also be influenced by other factors, including your attitudes, values, intelligence, aptitudes, emotional maturity, education, skills, etc.

A Graphical Summary of Your Behavioural Profile

Accommodating ↔ Competitive



Preferring to be part of a team, to seek consensus, to be helpful.

Having the desire to win, to assert yourself and to influence others.

■ Your natural behaviour pattern.

■ Your adjustments to your current situation, if significant.

SAMPLE REPORT - SDS

Your Profile Highlights

Your responses are typical of individuals who...

Accommodating ↔ Competitive



- are accommodating and seek consensus when working with people;
- are generally risk averse and will weigh all factors carefully;
- take a non-confrontational approach with others;
- are unpretentious and do not need the spotlight.

SAMPLE REPORT - SDS

Understanding Your Behavioural Profile (Ranked in order of Strength)

Note: From this page on, the strongest aspect of your behavioural profile will be described first, followed by the second strongest, and so on.



This scale measures the degree to which you are more inclined to be Sociable (empathetic and outgoing) or Analytical (logical and work focused) or a combination of both.

Detailed Analysis of Your Strengths and Developmental Areas:

Focusing on People	Focusing on Numbers
Strengths <ul style="list-style-type: none"> You look for the best in others and have confidence in their work. You believe that a positive attitude and a dedicated team can overcome all odds. You clarify issues by talking things through rather than depending on written documentation. 	Developmental Areas <ul style="list-style-type: none"> You can lose interest in analyses or methodologies. You often defer to others on technical or financial issues. In being guided by your emotions to resolve issues, you can ignore the facts.

Action Items:

To optimise your strengths...

- Build bridges. Use your networking ability to raise the profile of your team. Reach out and build a network of partners with whom you can cultivate mutually beneficial relationships.
- Encourage open communication. Help set up informal networks and forums so that people can be kept in the loop. These can range from a company newsletter to lunch-and-learn sessions. Provide opportunities for people to belong.

To manage your developmental areas more effectively...

- Make numbers your friend. Get to know percentages, figures and bottom line financial details – any information that is important to success in your role and the success of your organisation.
- Get technical. Determine areas where special training may be required. If you are in a field that requires a level of technical competency, join a society dedicated to that field.

Your Personal Action Plan – Strengths

STRENGTH _____	
DEVELOPING ON-THE-JOB ACTION ITEMS (Review the Action Items that will help you optimise this Strength). <ul style="list-style-type: none"> Personalise the Action Items related to the key Strength you have selected or create your own Action Items below. State your desired outcome. 	TARGET DATE
POTENTIAL OBSTACLES (Identify any potential barriers to success)	WAYS TO OVERCOME OBSTACLES (What might you do to overcome these barriers?)
ASSESSING YOUR PROGRESS (To be completed once you have had the opportunity to implement your Action Plan). How did it go? What was the outcome? In what ways could you further optimise this Strength to achieve greater effectiveness?	

Your Personal Action Plan – Developmental Areas

DEVELOPMENTAL AREA _____	
DEVELOPING ON-THE-JOB ACTION ITEMS (Review the Action Items that will help you manage this Developmental Area more effectively). <ul style="list-style-type: none"> Personalise the Action Items related to the key Developmental Area you have selected or create your own Action Items below. State your desired outcome. 	TARGET DATE
POTENTIAL OBSTACLES (Identify any potential barriers to success)	WAYS TO OVERCOME OBSTACLES (What might you do to overcome these barriers?)
ASSESSING YOUR PROGRESS (To be completed once you have had the opportunity to implement your Action Plan). How did it go? What was the outcome? In what ways could you further manage this Developmental Area to achieve greater effectiveness?	

Getting Input from Your Manager or Coach

It is critical that you get input and buy-in from your manager or coach on your Personal Action Plans. Outlined below is the suggested agenda for a one-on-one meeting:

STEP 1: Review Section A - Understanding Your Behavioural Profile

- prior to the meeting, highlight a handful of key Strengths and Developmental Areas to address
- in the meeting, discuss these with your manager

STEP 2: Review Section B - Leveraging Your Strengths

- get your manager's agreement on the key Strength you have selected - in what areas will this change make the most positive contribution?
- make note of additions/deletions

STEP 3: Review Section C - Managing Your Developmental Areas

- get your manager's agreement on the key Developmental Area you have selected
- make note of additions/deletions

STEP 4: Review Your Personal Action Plans Frequently.

- get your manager's agreement on your Action Items, target dates and outcomes
- use the extra Personal Action Plan sheets to re-draft if necessary
- agree on how your manager can help you implement your Personal Action Plan and measure results
- set a date to review your progress

This is your meeting... make the most of it!

In working with many successful people over the years, I've learned that understanding your own strengths and weaknesses is more important to career success than education, intelligence or charisma. Successful people know themselves and consciously play to their strengths. The good news is that we can all learn to do this.

Jack H. McQuaig,
Founder,
The McQuaig Institute®

Remember:

- Review your Personal Action Plans with your manager or coach.
- Get the most out of your talents.
- Be patient and persistent.
- Change happens over time, as you establish new habits.
- Even subtle changes can make a difference to your success.