



# TTI Personal Talent Skills Inventory<sup>®</sup>

Personal Skills 23 Version

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

**Lisa Smith**

Supervisor

USPS

7-31-2008



## INTRODUCTION

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Research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment.

An individual's talents and personal skills are a fundamental and integral part of who they are.

In this report we are measuring three dimensions of thought. They are:

- \* Intrinsic - People
- \* Extrinsic - Tasks or things
- \* Systemic - Systems

This report analyzes talents; that is, a person's ability to do things. Is the report 100% true? Yes, no and maybe. As you review your report, please determine which items are job related. This will give you insight as to where to begin development.



## WORLD VIEW

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This is how Lisa sees the world around her. This view measures her clarity and understanding of people, tasks and systems. It could also be looked at in terms of feeling, doing and thinking from an external standpoint. The statements below are based primarily on the 3 dimensions on the left side of the dimensional balance page and are in a random order.

- Lisa could benefit from developing two-way communication with authority figures.
- She places the most value on personal or professional relationships with others.
- She tends to take the role of assisting leaders whom she admires and respects.
- She tends to give others support, positive feedback and motivation.
- Lisa will get a sense of satisfaction from any environment with a strong emphasis on people.
- She should develop a better balance between the understanding of others and paying attention to details and systems.
- She understands people, which could be seen as one of her greatest talents.
- She performs best in a people-focused atmosphere, with shared responsibility and decision-making.
- Lisa can form and maintain close affiliations with others.



## SELF VIEW

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This is how Lisa sees herself. This view measures her clarity and understanding of herself, her roles in life and her direction for the future. The internal dimensions are a reflection of her from both personal and professional viewpoints. The statements below are based primarily on the 3 dimensions on the right side of the dimensional balance page and are in a random order.

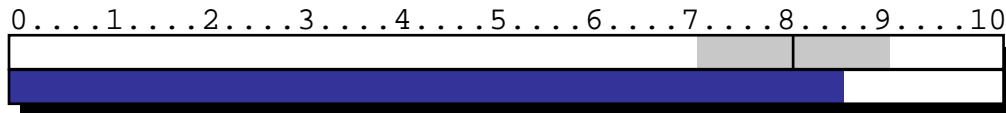
- Lisa uses her internal awareness to achieve the desired outcome during the process of a role change.
- She has a clear image of herself, her roles and her future.
- She knows who she is, what she should be doing and where she is headed in the future.
- She believes that her own worth is based equally on her sense of self, producing and achieving in various roles, and her accomplishments.
- Lisa could benefit from continuously challenging her abilities.
- She applies her life planning skills to personal growth.
- She has already achieved a high level of self understanding.
- She sees what perspective she needs to focus on, depending on the current situation.
- Lisa clearly understands herself evenly in terms of sense of self, role awareness, and self direction.



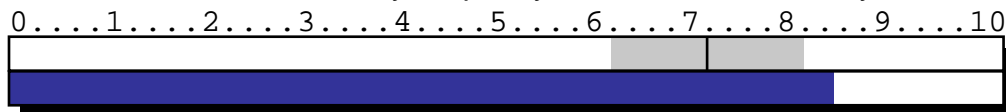
# PERSONAL SKILLS HIERARCHY

Your unique hierarchy of personal skills is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your personal skills from top to bottom.

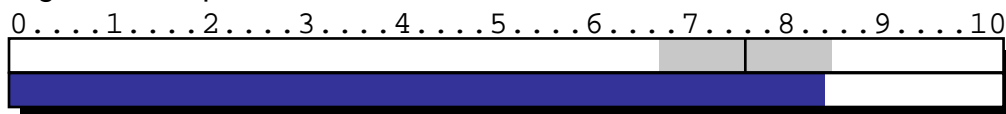
1. EMPATHETIC OUTLOOK: The capacity to perceive and understand the feelings and attitudes of others.



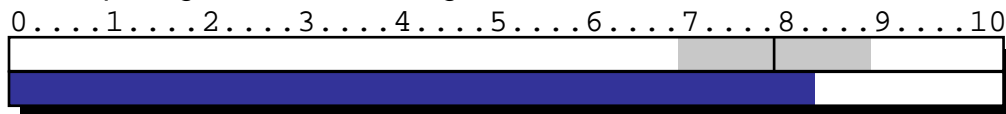
2. RESILIENCY: The ability to quickly recover from adversity.



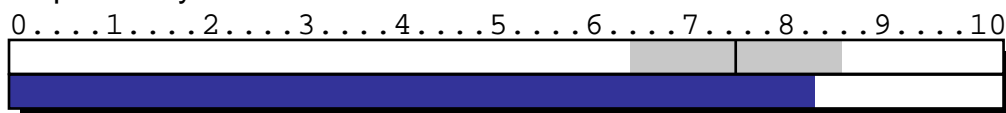
3. DIPLOMACY AND TACT: The ability to treat others fairly, regardless of personal biases or beliefs.



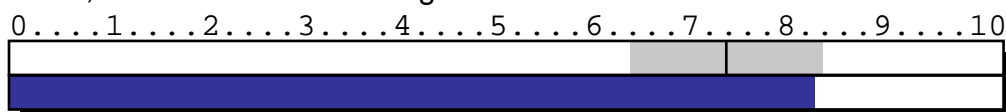
4. LEADING OTHERS: The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.



5. ACCOUNTABILITY FOR OTHERS: The ability to take responsibility for others' actions.



6. CONTINUOUS LEARNING: The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.

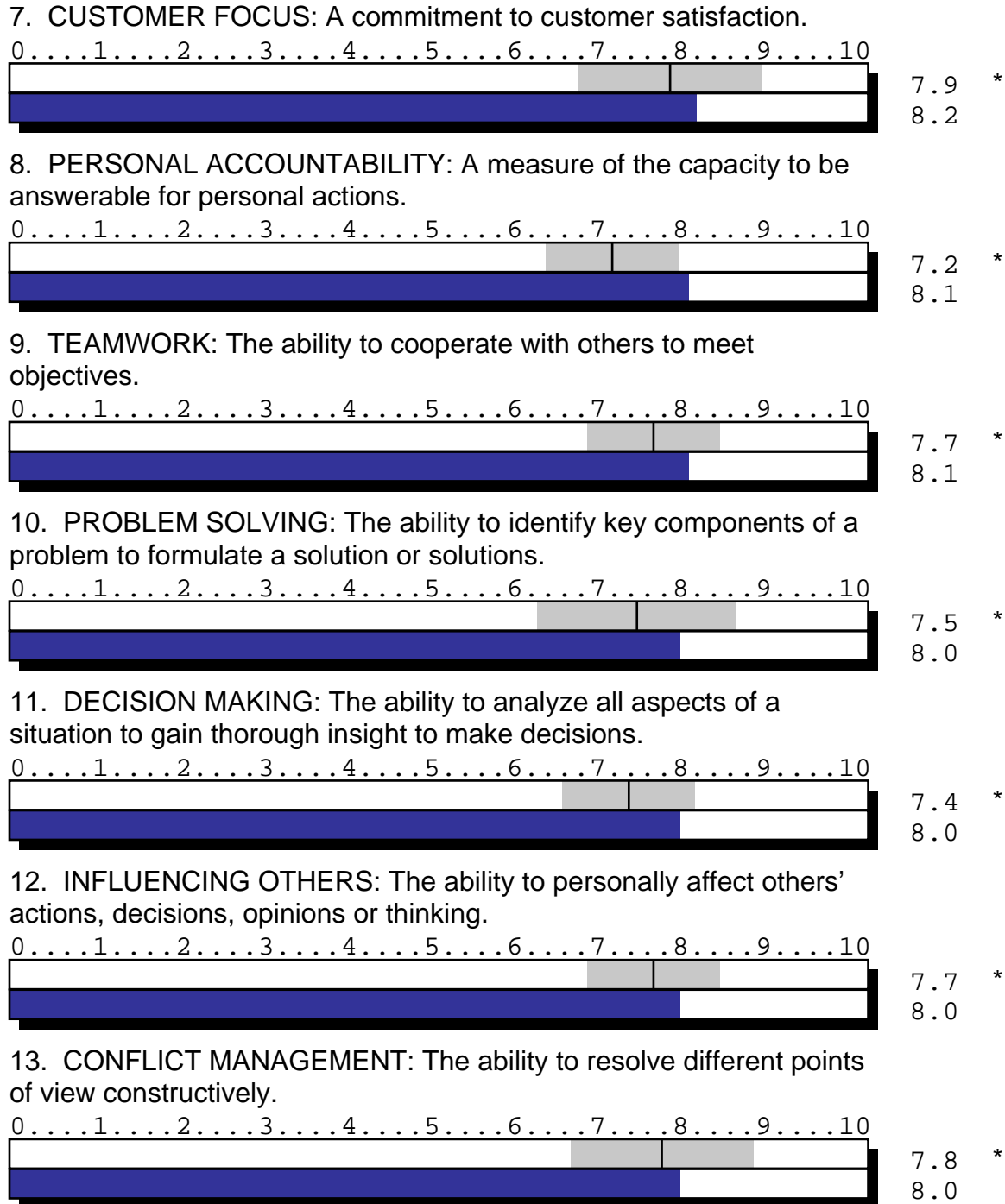


Rev: 0.90-0.95

\* 68% of the population falls within the shaded area.



# PERSONAL SKILLS HIERARCHY

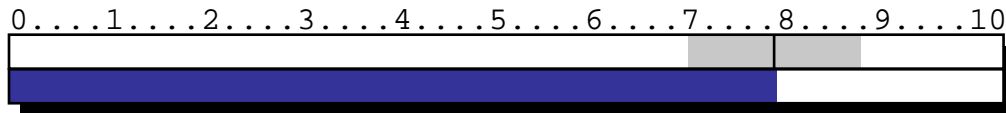


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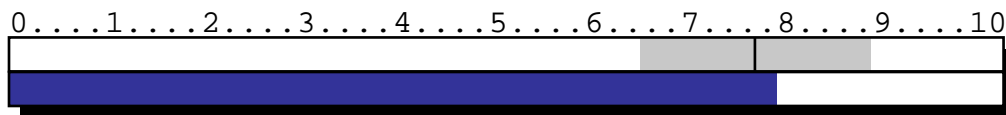


# PERSONAL SKILLS HIERARCHY

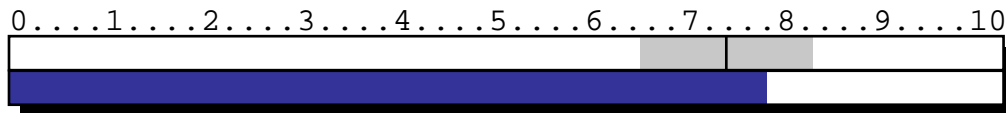
14. INTERPERSONAL SKILLS: The ability to interact with others in a positive manner.



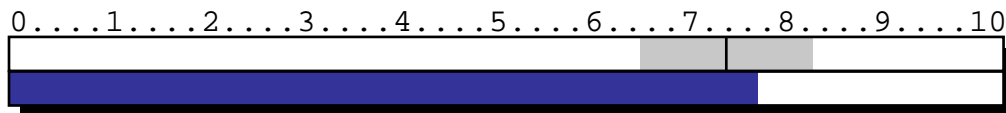
15. OBJECTIVE LISTENING: The ability to listen to many points of view without bias.



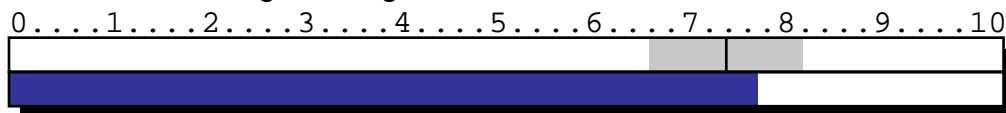
16. DEVELOPING OTHERS: The ability to contribute to the growth and development of others.



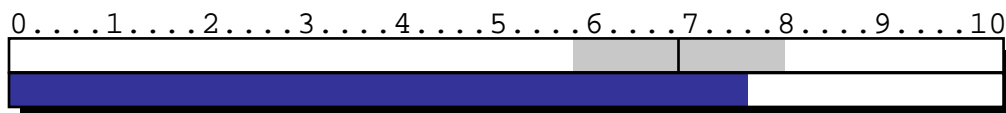
17. SELF MANAGEMENT: The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.



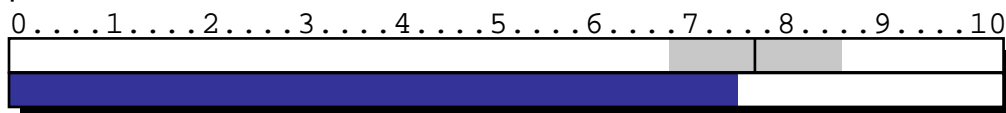
18. GOAL ACHIEVEMENT: The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.



19. SELF STARTING: The ability to initiate and sustain momentum without external stimulation.



20. PLANNING AND ORGANIZATION: The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.



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## PERSONAL SKILLS HIERARCHY

21. FLEXIBILITY: The ability to readily modify, respond to and integrate change with minimal personal resistance.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10



7.6 \*  
7.5

22. RESULTS ORIENTATION: The ability to identify actions necessary to complete tasks and obtain results.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10



7.3 \*  
7.2

23. CONCEPTUAL THINKING: The ability to analyze hypothetical situations or abstract concepts to compile insight.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10



7.3 \*  
7.2

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# DIMENSIONAL BALANCE

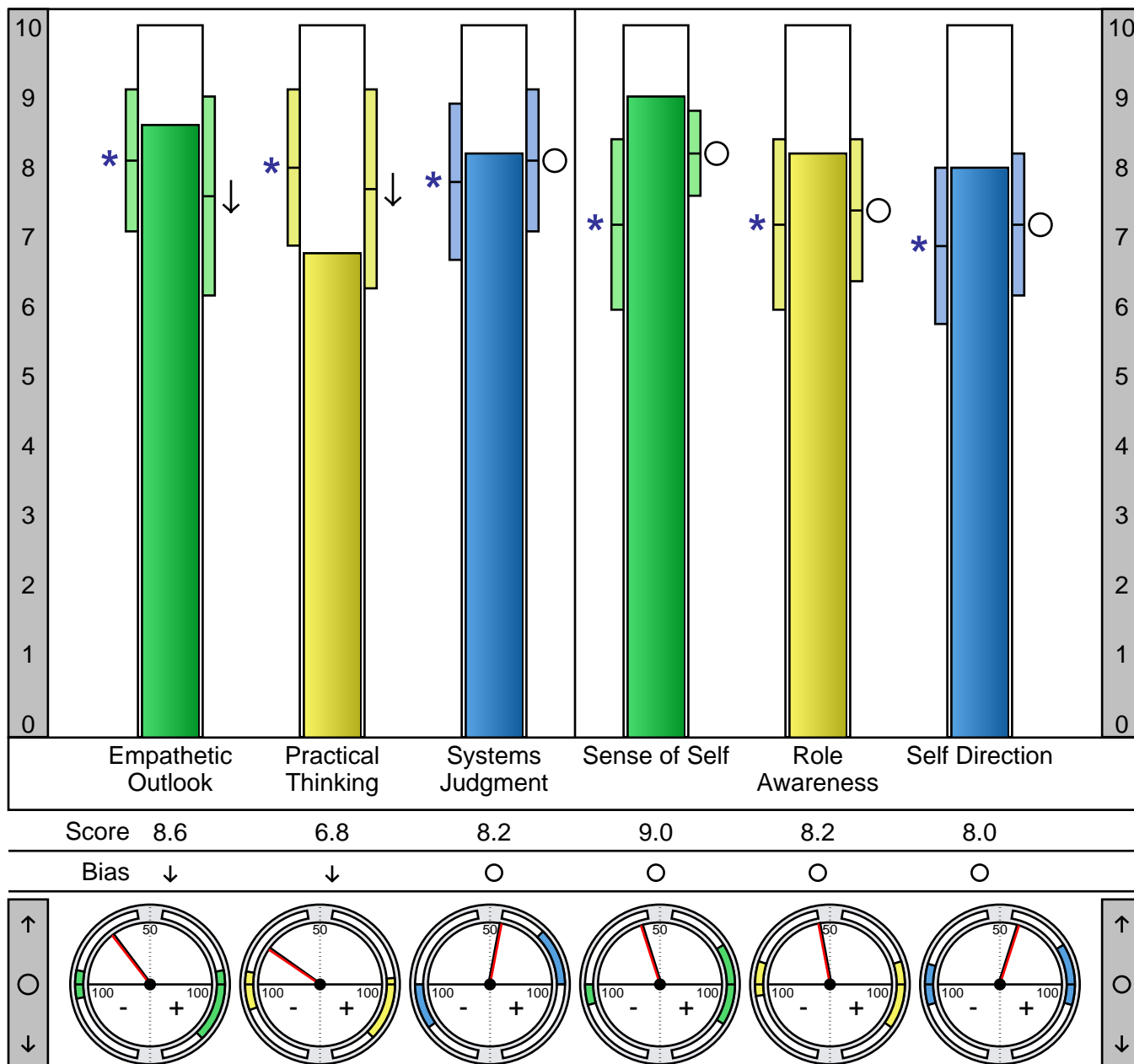
For consulting and coaching

**Lisa Smith**  
USPS  
7-31-2008

- \* Population mean
- ↑ Overvaluation
- Neutral valuation
- ↓ Undervaluation

## EXTERNAL FACTORS (Part 1)

## INTERNAL FACTORS (Part 2)





# CATEGORY BREAKDOWN

*For consulting and coaching*

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## **Accountability for Others**

## **Conceptual Thinking**

## **Conflict Management**

- Correcting Others
- Problem Solving
- Sensitivity to Others

## **Continuous Learning**

- Self Improvement
- Personal Drive

## **Customer Focus**

- Evaluating What is Said
- Empathetic Outlook
- Freedom from Prejudices

## **Decision Making**

- Conceptual Thinking
- Theoretical Problem Solving
- Role Confidence
- Balanced Decision Making

## **Developing Others**

## **Diplomacy and Tact**

- Empathetic Outlook
- Balanced Decision Making
- Freedom from Prejudices

## **Empathetic Outlook**

## **Flexibility**

- Surrendering Control
- Integrative Ability
- Understanding Motivational Needs

## **Goal Achievement**

- Results Orientation
- Realistic Personal Goal Setting
- Project and Goal Focus
- Persistence

## **Influencing Others**

- Conveying Role Value
- Gaining Commitment
- Understanding Motivational Needs

## **Interpersonal Skills**

- Evaluating Others
- Personal Relationships
- Persuading Others

## **Leading Others**

## **Personal Accountability**

## **Objective Listening**

- Evaluating What is Said

## **Planning and Organization**

- Long Range Planning
- Concrete Organization
- Proactive Thinking

## **Problem Solving**

## **Resiliency**

- Persistence
- Handling Rejection
- Initiative

## **Results Orientation**

## **Self Management**

## **Self-Starting Ability**

- Initiative

## **Teamwork**

- Surrendering Control
- Relating to Others
- Sense of Belonging
- Sensitivity to Others



# CORE SKILLS LIST

*For consulting and coaching*

Score	Mean	Description	Score	Mean	Description
9.3	6.7	Self Assessment	7.7	7.9	Proactive Thinking
9.0	7.4	Handling Rejection	7.7	7.4	Self Management
9.0	7.3	Sense of Self	7.6	7.3	Consistency and Reliability
9.0	8.1	Self Improvement	7.6	6.9	Initiative
8.8	7.8	Persuading Others	7.5	7.7	Realistic Expectations
8.8	7.8	Relating to Others	7.5	7.5	Quality Orientation
8.8	7.2	Persistence	7.5	7.6	Status and Recognition
8.7	7.1	Internal Self Control	7.5	7.7	Sense of Belonging
8.6	8.1	Empathetic Outlook	7.2	7.3	Conceptual Thinking
8.4	7.0	Balanced Decision Making	7.2	7.4	Project and Goal Focus
8.4	7.4	Self Confidence	7.2	7.3	Results Orientation
8.4	7.1	Role Confidence	7.2	7.3	Project Scheduling
8.4	7.4	Enjoyment of the Job	7.2	7.8	Monitoring Others
8.3	7.5	Accountability for Others	7.0	7.6	Concrete Organization
8.3	7.9	Leading Others	7.0	8.0	Attention to Detail
8.3	8.1	Understanding Motivational Needs	7.0	7.5	Sense of Timing
8.2	8.0	Following Directions	6.9	7.0	Handling Stress
8.2	8.0	Respect for Policies	6.9	7.7	Evaluating Others
8.2	7.8	Systems Judgment	6.8	8.0	Practical Thinking
8.2	7.1	Role Awareness	6.6	8.0	Material Possessions
8.1	7.2	Personal Accountability	6.3	7.6	Using Common Sense
8.1	7.3	Surrendering Control	6.1	8.2	Respect for Property
8.1	7.9	Attitude Toward Others	6.0	7.6	Integrative Ability
8.1	7.8	Freedom from Prejudices			
8.1	8.2	Realistic Goal Setting for Others			
8.1	6.9	Meeting Standards			
8.1	7.3	Job Ethic			
8.1	7.9	Sensitivity to Others			
8.1	7.3	Sense of Mission			
8.1	8.1	Personal Relationships			
8.1	7.2	Taking Responsibility			
8.0	7.1	Personal Drive			
8.0	7.5	Problem Solving			
8.0	6.9	Self Direction			
7.9	8.3	Theoretical Problem Solving			
7.9	7.9	Correcting Others			
7.9	7.9	Conveying Role Value			
7.9	7.9	Emotional Control			
7.9	7.7	Evaluating What is Said			
7.8	7.0	Intuitive Decision Making			
7.8	7.4	Developing Others			
7.8	7.1	Gaining Commitment			
7.8	7.6	Long Range Planning			
7.7	7.6	Realistic Personal Goal Setting			



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*For consulting and coaching*

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