

Intro to the PERSONAL EFFECTIVENESS ASSESSMENT

Personal Effectiveness skills – the so-called “soft skills” are in high demand today. Corporations recognize that employees who are good at communicating, collaborating, decision-making and self-management are best at adapting to change and assuming leadership positions.

The Personal Effectiveness Assessment is among the first to evaluate current levels of competency with the most valuable soft skills. The Assessment was designed to measure skills as well as knowledge. It will give you a valuable benchmark for where you stand today on the seven Personal Effectiveness Skills critical to career success.

The Seven Personal Effectiveness Skills are:

- Problem-Solving
- Decision-Making
- Judgement
- Communication
- Self-Management
- Collaboration
- Values Clarification.

The Assessment gives you an objective report about your strengths and also may highlight areas that you want to work on.

FOR Groups (corporate)

Send us a spread sheet including first name, last name, group name and email of all who have been selected and paid for by their company. We will enter these people as authorized to receive their reporting and send them to the START page.

NOTE: If we do not receive their name as authorized and paid, they will not be able to download their PEA results.

FOR Individuals

They will pay for their Assessment directly through PayFast. They will automatically be directed to the START page.

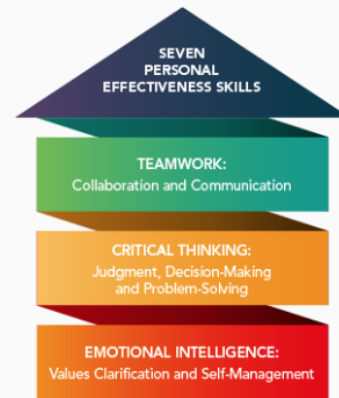
Personal Effectiveness Assessment Where do you score on these critical skills?

The seven Personal Effectiveness Skills are considered critical to professional advancement and business success. Mastery of these skills can give you increased flexibility and opportunity.

The Personal Effectiveness Assessment is the starting point for understanding where you're strong and where you might consider study.

START

Your results should arrive in your inbox within 24 hours.



When the learner hits START, he/she will be directed immediately to the start of the Assessment. The introduction helps them prepare to take the Assessment and lets them know it can take up to 30 minutes to complete – so they should set aside time.

PERSONAL EFFECTIVENESS ASSESSMENT

Navigating the changing world of work...

...will increasingly relate to your ability to communicate, collaborate, solve problems, and make good decisions. The Personal Effectiveness Assessment is designed to measure your current skill level, so you can focus on building your competence in these important skills.

Whether you're already highly accomplished in these Personal Effectiveness Skills, or would like to improve in one or two, the Personal Effectiveness Assessment will help you determine where to start and focus your efforts. You will find some of the following questions deal with situations. Try to relax, put yourself in each situation described, and answer honestly how you would react. There are no trick questions or unusual situations.

The PEA results will give you a sense of which skills you already have developed to a high skill level, and potentially, reveal other skills that may require a bit more development and/or practice. The results will be available for you to review as agreed upon by your employer.

We expect this assessment to take approximately 15 - 30 minutes to complete. You will find multiple choice, true/false, and ranking questions throughout the assessment. Please reduce the number of distractions while completing this assessment for best results. You may opt out of taking this assessment at any time; unless otherwise specified by your employer.



The questions in the Personal Effectiveness Assessment are designed to understand values and behaviors more than personal knowledge. Here's a good example:

* 1. The following statements examine values that employees may consider important to their work. Each employee places a different level of importance on these statements. Please read each statement carefully and indicate how important each statement is for you by selecting the number that best represents your personal work values.

Please use the following scale:

1 Unimportant

2 Of Little Importance

3 Moderately Important

4 Important

5 very important.

"I value work in which I"...

| | 1 | 2 | 3 | 4 | 5 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Unimportant | Of Little Importance | Moderately Important | Important | Very Important |
| get the feeling of having done a good day's work. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| can get a raise. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| know my job will last. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

When you reach the end of the Assessment you will be asked demographic questions and then directed to the last page. Click DONE.

PERSONAL EFFECTIVENESS ASSESSMENT



Prev Done

Within an hour or two, you will receive an email with a *link to your results*. NOTE that the PS on the email cross-sells the Personal Effectiveness Passport.

Zifundise Training and Consulting
To: TZaiss@ZcoGPS.com
Your Personal Effectiveness Assessment Results

To:

PERSONAL EFFECTIVENESS ASSESSMENT

Hello Tracy,

Here are the results of your **Personal Effectiveness Assessment**.

Please note that your strengths in the six top skills are based on a comparison to all other responses. Your report is meant to give you a baseline for building on your strengths and focusing on those that may not be as strong as you'd like.

For the Values Clarification index, we report your top three values.

Thank you for taking the Personal Effectiveness Assessment.

[Click here for your report.](#)

Best wishes,

Zifundise Training and Consulting

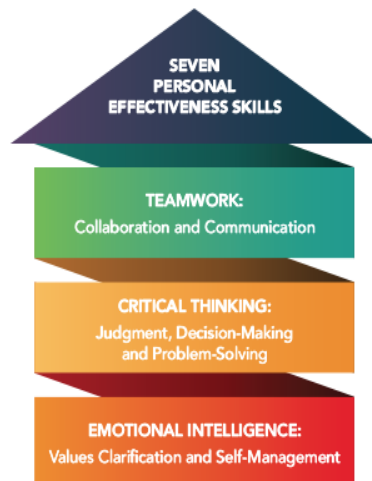
PS – When you're ready to take the next step, take a look at our **Personal Effectiveness Passport**, a program of 28 short courses – selected to include the skills employers demand today. The entire Passport is offered 100% online and successful learners receive a **Certificate of Completion** award. Check it out here:

Zifundise.com/PEP

The Assessment reports how you compare to mean rankings of all others. Those who score average or below average on two or more of the skills might want to consider taking the Personal Effectiveness Passport.

Personal Effectiveness Skills

Prepared for Tracy Zaiss



Personal Effectiveness Skills are critical to career growth today. The seven Power Skills were selected and curated for their relevance to business growth, management agility, and adaptability to change. When taken together and mastered, these skills can give you the ability to think critically, work effectively with teams, and expand your responsibility for people and processes.

How the Personal Effectiveness Assessment is Reported

Your score on the Personal Effectiveness Skills is compared to others who have taken the assessment. Our comparison for each of the skills is based on this comparison. For six of the seven skills, we provide your results compared to the mean (average) of all others who have taken this assessment. For each of these six skills, your report will be high, average, or low in comparison to the average of others for that skill. We also show you the average score for each.

Values Clarification is scored differently. Each of us has a wide set of values, and it is not appropriate to suggest which are better than others. Reporting for Values Clarification shows your top three of the various values that the Assessment tested.

The important thing to remember is that all seven Power Skills work together to strengthen your overall ability to lead and adapt. In order to solve problems, strong decision-making strategies must be used. In order to make good decisions, good judgment is necessary. Rarely is this done alone. That's where strong communication and collaboration skills come in. And all is within a firm foundation of values.

COLLABORATION

Collaboration means working with others to achieve a common purpose, and to strengthen overall team cohesiveness and effectiveness. This is accomplished by fully engaging with team members, using individual strengths and skills to facilitate contributions, and eliminating bias toward personal perspectives. When effective, collaboration results in shared understanding and agreement that support accountability to shared standards.

Your Collaboration Profile:  100% High


COMMUNICATION

Effective communication usually involves looking for a specific outcome as a result, such as presenting new information, gaining agreement, providing direction, changing behavior, or taking action. The sender of the communication - regardless of the medium - has responsibility to make sure the message is understood by recipients. Many times, the culture and politics of the work environment prevent us from being focused and direct in communications. A lack of succinct and direct communication creates additional work, confusion, unnecessary politics, and ultimately, loss of value to stakeholders.

Your Communication Profile:  88% High


PROBLEM-SOLVING

Everybody encounters problems on a daily basis that require solutions. The ability to solve problems effectively and efficiently is a valuable personal and professional skill. Developing effective problem-solving skills allows learners to recognize problems when they occur, conduct analysis of the problems, assess the severity of the problems, and evaluate a variety of possible solutions for increased efficiency and productivity.

Your Problem-Solving Profile:  88% High


DECISION-MAKING

Decision-making is a key component of the critical thinking process. Decision-making follows from problem-solving and judging, and is the process that results in making a choice among multiple possible courses of action. Effective decision-making can be delayed or prevented by a number of factors including too much/too little information, too many people and/or beneficial interests, and over/under commitment to a decision. Effective decision-makers are able to identify available options, evaluate them objectively, and choose appropriately.

Your Decision-Making Profile:  100% High

SELF-MANAGEMENT

Self-management includes a variety of factors, skills, and techniques considered and used in pursuit of goals. Activities such as personal development and learning, setting goals, personal reflection, and self-assessment contribute to self-management skills. This boot camp provides learners with skills in assessing their relevant attitudes and behaviors when working in a professional context, assuming responsibility for their actions, overcoming obstacles ethically to achieve objectives, demonstrating professionalism, developing a sense of self as a learner, and building fully on previous learning and experience.

Your Self-Management Profile:  79% High

VALUES CLARIFICATION

Values clarification is essential for effective decision-making, collaboration, and self-management. Values are typically defined as ethical priorities and moral standards that guide our actions. By identifying and focusing on personal values, individuals can achieve greater self-awareness, higher levels of personal integrity, and enhanced credibility as a person and a leader. This boot camp assists learners in comprehensively evaluating their personal values for complexity, multiple layers, and interrelationships, and developing their skills articulating and internalizing the consequences and outcomes related to values interrelationships.

Your Top Three Values:

1. Achievement
2. Creativity
3. Intellectual Stimulation