



TTI
SUCCESS
INSIGHTS®

Personal Development Plan

TriMetrix® ACI

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Introduction

Your Personal Development Plan employs a concept that emphasizes specific developmental experiences to fulfill the mutual goals of your individual career development and organizational enhancement. Your plan is uniquely tailored to your individual needs.

The Personal Development Plan is a personal action plan that helps you to identify the training and other developmental experiences needed to master the soft skills that will optimize your career potential within a specified timeframe.

The goal of this Personal Development Plan is to assist you in developing your skill-set to bring your scores up to desired level. As you know, your areas for development were identified in your TriMetrix® ACI Job/Talent Comparison Report.

The first step in your development process should be to identify an activity partner or mentor/coach. Their role is not only to help you identify specific developmental activities to help you master each identified area, but to also offer guidance, wisdom, experience and encouragement.

All development plans require:

- Goals
- Timeframes
- Action steps/methods
- Evaluation

Keep these in mind as you work with your activity partner in putting your detailed plan together.

Your development areas include:

Competencies

- Self Starting
- Conceptual Thinking
- Accountability for Others

Motivators

- Theoretical
- Individualistic/Political

Behaviors

- Urgency
- Competitive



Self Starting

The ability to initiate and sustain momentum without external stimulation.

- Initiates relevant activities toward achieving business goals
- Independently completes projects and produces desired results
- Requires little or no supervision to stay focused on necessary activities
- Readily identifies and pursues business opportunities without outside direction

"Self Starting Ability" is an individual's ability to find personal motivations for accomplishing a task and the degree to which a person will maintain that course in the face of adversity. This capacity is somewhat dependent on your level of persistence, focus and initiative.

Based on your competency rating compared to the requirements of your job, check the word below that best indicates the amount of effort you will have to put forth to master "Self-Starting Ability".

☐ Significant

☐ Moderate

Evaluation/Measurables

How am I going to feel when I've improved my abilities and mastered "Self-Starting Ability"?

What impact will mastery have on my career or personal life?

What will I hear others say about me after I master "Self-Starting Ability", with regard to my skill and development?



Self Starting

Personal Development Plan Contract

Development Activities	Start Date	End Date
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Signature

Date

Activity Partner Signature

Date



Conceptual Thinking

The ability to analyze hypothetical situations or abstract concepts to compile insight.

- Demonstrates ability to forecast long range outcomes and develop suitable business strategies
- Identifies, evaluates and communicates potential impacts of hypothetical situations
- Defines options to leverage opportunities in achieving business goals
- Develops plans and strategies that lead to desired strategic outcomes

"Conceptual Thinking" skills allow you to see the "big picture," helping you determine what direction to take and what resources to use to attain the outcome that is desired. Imagining and/or predicting changes in current reality seems to come naturally to some people.

This is an individual's ability to identify and evaluate resources and plan for their utilization throughout the execution of comprehensive, long-range plans. Schematic thinking is much more abstract than concrete organization and deals with an individual's ability to allocate resources in a mental scenario and accurately visualize outcomes.

Based on your competency rating compared to the requirements of your job, check the word below that best indicates the amount of effort you will have to put forth to master "Conceptual Thinking".

☐ Significant

☐ Moderate

Evaluation/Measurables

How am I going to feel when I've improved my abilities and mastered "Conceptual Thinking"?

What impact will mastery have on my career or personal life?

What will I hear others say about me after I master "Conceptual Thinking", with regard to my skill and development?



Conceptual Thinking

Personal Development Plan Contract

Development Activities	Start Date	End Date
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Accountability for Others

The ability to take responsibility for others' actions.

- Establishes appropriate performance standards for others
- Assumes personal accountability for others' performance
- Effectively confronts performance issues promptly
- Monitors performance, tracks results and measures achievement of key accountabilities

"Accountability for Others" involves realistic goal setting, an ability to manage and correct others, and good problem solving skills. Taking responsibility for the decisions and actions of subordinates, is derived from an internal responsibility to oneself as a manager and a willingness to accept the position of being accountable.

This is an individual's ability to feel responsible for the consequences of the actions taken by those whom he or she manages. This personal skill talks about taking "direct" responsibility for the decisions and actions of subordinates. This is derived from an internal responsibility to oneself as a manager to be accountable and this internal willingness to accept responsibility associated with being in a position of management. It involves understanding that it is the task of the manager to accurately evaluate and understand the abilities of one's direct reports. It also entails setting realistic goals and expectations based on the resources and capabilities available. Research has shown that people who manage higher-level employees (e.g., senior managers) tend to have lower scores in this personal skill. Polling indicates that it is because managers of higher-level employees feel the people they manage are at a level where they must be equally responsible for themselves.

Based on your competency rating compared to the requirements of your job, check the word below that best indicates the amount of effort you will have to put forth to master "Accountability For Others".

☐ Significant

☐ Moderate

Evaluation/Measurables

How am I going to feel when I've improved my abilities and mastered "Accountability for Others"?

What impact will mastery have on my career or personal life?

What will I hear others say about me after I master "Accountability for Others", with regard to my skill and development?



Accountability for Others

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Theoretical

The primary drivers with the "Theoretical" value are the discovery of knowledge and appetite for learning. In pursuit of this value, an individual takes a cognitive attitude. Such an individual is nonjudgmental regarding the beauty or utility of objects and seeks only to observe and reason. Since the interests of the theoretical person are empirical, critical and rational, the person appears to be an intellectual. The chief aim in life is to order and systematize knowledge: knowledge for the sake of knowledge.

Theoretical types are those who value knowledge for knowledge's sake, continuing education and intellectual growth.

Based on your competency rating compared to the requirements of your job, check the word below that best indicates the amount of effort you will have to put forth to master the "Theoretical" drive.

☐ Significant

☐ Moderate

Evaluation/Measurables

How am I going to feel when I've improved my abilities and mastered "Theoretical" drive?

What impact will mastery have on my career or personal life?

What will I hear others say about me after I master "Theoretical" drive, with regard to my skill and development?



Theoretical

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Individualistic/Political

The primary interest in the "Individualistic/Political" value is POWER. Research studies indicate that leaders in most fields have a high power value. Since competition and struggle play a large part in all areas of life, many philosophers have seen power as the most universal and fundamental of motives. There are, however, certain personalities in whom the desire for direct expression of the motive is uppermost; who wish, above all for power, influence and renown.

The "Individualistic/Political" value rewards those who value personal recognition, freedom, and control over their own destiny and others.

Based on your competency rating compared to the requirements of your job, check the word below that best indicates the amount of effort you will have to put forth to master the "Individualistic/Political" drive.

☐ Significant

☐ Moderate

Evaluation/Measurables

How am I going to feel when I've improved my abilities and mastered "Individualistic/Political" drive?

What impact will mastery have on my career or personal life?

What will I hear others say about me after I master "Individualistic/Political" drive, with regard to my skill and development?



Individualistic/Political

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Urgency

The job requires decisiveness, quick response, and fast action. It will often be involved in critical situations demanding that on-the-spot decisions be made with good judgment. The job will repeatedly face important deadlines that must be met on time.

Based on your competency rating compared to the requirements of your job, check the word below that best indicates the amount of effort you will have to put forth to master "Urgency".

☐ Significant

☐ Moderate

Evaluation/Measurables

How am I going to feel when I've improved my abilities and mastered "Urgency"?

What impact will mastery have on my career or personal life?

What will I hear others say about me after I master "Urgency", with regard to my skill and development?



Urgency

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Competitive

The job exists within a demanding environment where consistently winning is critical. The job demands tenacity, boldness, assertiveness and a "will to win" in dealing with highly competitive situations.

Based on your competency rating compared to the requirements of your job, check the word below that best indicates the amount of effort you will have to put forth to master "Competitive".

☐ Significant

☐ Moderate

Evaluation/Measurables

How am I going to feel when I've improved my abilities and mastered "Competitive"?

What impact will mastery have on my career or personal life?

What will I hear others say about me after I master "Competitive", with regard to my skill and development?



Competitive

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Development Activities

Your Personal Development plan can be enhanced by adding activities to augment your learning:

Formal training

Formal learning occurs through a controlled and structured approach on a broad-based institutional level. Formal training is based on some standard form and it might include declaring certain learning objectives, using a variety of learning methods and applying evaluation activities. Formal training may include: Product training, general customer service or sales training or analysis of company policies and procedures, etc.

Quiz

Testing what has been learned will reinforce the information. Flash cards are one of the best ways to quickly reinforce learning. And it's fun.

Reading

Have a list of topics and compile articles, books, blogs, periodicals, websites and company information on each topic. This will give you a choice of different formatted reading materials to expand your knowledge and skill.

Role Playing

People often learn better by being part of a learning experience. For example, effectively answering a sales or customer service concern to practice a response is an incredibly powerful exercise. Through coaching, the response can be fortified and then replayed. Learning is absorbed through reenactments.

Shadowing

Learn by osmosis! Job shadowing involves spending time with a mentor or another employee to see how the skills you have learned in training relate to your job. Job shadowing can be done as part of a formal program organized by human resources or can be scheduled informally by a supervisor. A job shadow experience can be as brief as a few hours or a day, or may be as long as week or more.

Keep a journal

This isn't exactly the same as a notebook. Journaling has to do with tracking experiences over time. Research shows that the more experiences one is involved in the more developed are their soft skills and emotional quotient. If you add in visual details, charts, brain maps, etc., you have a much more creative way to keep tabs on what you are learning. Take a topic and journal about it and discuss the results at the next meeting.