



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

General Employment Version

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

**Elizabeth Layfield**

Owner

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 Elizabeth 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.

- Elizabeth may benefit from improving her relationships with authority figures.
- She needs an environment in which contributions are recognized, properly rewarded, and appreciated.
- She has the ability to become action-oriented in order to complete the task at hand.
- She performs best in an atmosphere where there is an open exchange of ideas and where feedback is readily available.
- Elizabeth can be versatile and can adapt to different types of people and changing situations.
- She may benefit from understanding the importance of interpersonal relationships.
- She needs an atmosphere that has structure and a defined chain of command.
- She understands how to deal with ideas, knowledge, and systems.
- Elizabeth has the ability to use her people skills in order to relate to others.



## SELF VIEW

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This is how Elizabeth 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.

- Elizabeth tends to use her internal awareness to achieve the desired outcome during the process of a role change.
- She may apply her life planning skills for personal growth.
- She has a grasp of her actual and potential accomplishments, life roles and activities.
- She has achieved a moderate level of self-understanding.
- Elizabeth believes that her own worth is based equally on her sense of self, her life roles, and growing as a person.
- She may focus on gaining information to clearly envision herself in the future.
- She could get into a comfort zone which could restrict her from developing or applying more of her potential.
- She tends to have a balanced understanding of herself, her roles and her future development.
- Elizabeth tends to be adaptable, depending on what is called for in the current situation.



# CRITICAL SUCCESS SKILLS

**ATTITUDE TOWARD OTHERS:** The general capacity one has for relating with other people.

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



7.9 \*  
7.7

**MEETING STANDARDS:** The ability to perform work according to precise specifications.

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



6.9 \*  
6.4

**JOB ETHIC:** The capacity to fulfill the professional responsibilities with a strong sense of moral duty and obligation they have been given.

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



7.3 \*  
7.2

**PROBLEM SOLVING:** The ability to identify key components of the problem, possible solutions and the action plan to obtain the desired result.

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



7.5 \*  
7.5

**RESPECT FOR PROPERTY:** A measure of the level of respect and appreciation for the property that belongs to others or the company.

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



8.2 \*  
6.5

**RESULTS ORIENTATION:** The capacity to clearly and objectively understand and implement all variables necessary to obtain defined or desired results.

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



7.3 \*  
6.8

Rev: 0.91-0.77

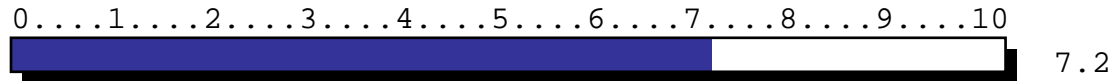
\* 68% of the population falls within the shaded area.



# THE GENERAL EMPLOYMENT SKILLS SUMMARY

*This summary is a brief overview of the pages that follow. These scores provide a window into the respondent's abilities. This window will open even further as you progress through this report.*

## GETTING RESULTS



## INTERPERSONAL SKILLS



## MAKING DECISIONS



## SELF MANAGEMENT



## WORK ETHIC

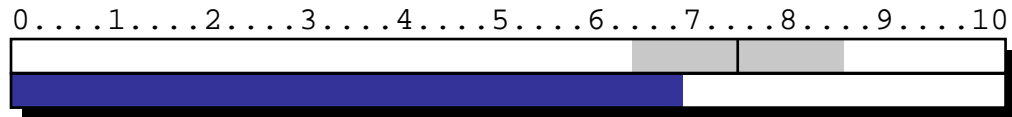




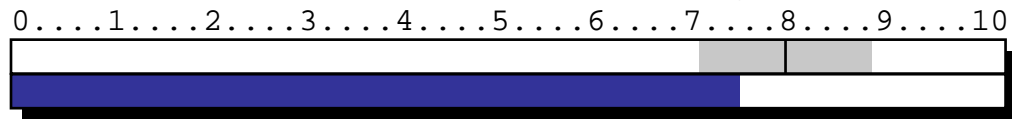
# GETTING RESULTS

The ability to simply "get results" is essential to success. Scores in these capacities reveal Elizabeth's ability to remain focused until the completion of a project or goal.

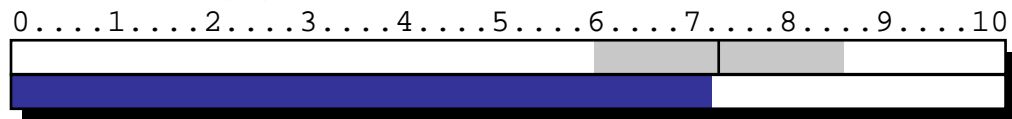
**ACCOUNTABILITY FOR OTHERS:** A willingness to take responsibility for the actions of other people.



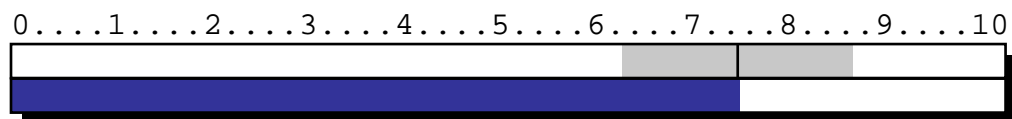
**ATTENTION TO DETAIL:** The ability to pay attention to the specific elements, facets or parts of a situation or work assignment.



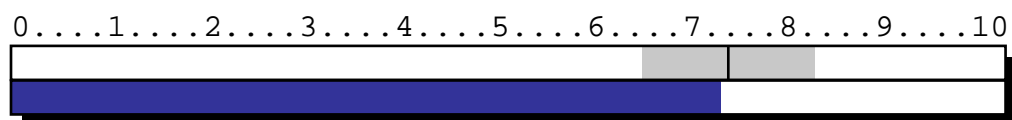
**CONSISTENCY AND RELIABILITY:** The capacity to regularly and dependably engage in and complete tasks or processes.



**PROBLEM SOLVING:** The ability to identify key components of the problem, possible solutions and the action plan to obtain the desired result.



**PROJECT AND GOAL FOCUS:** The capacity to concentrate one's full attention on the project or goal at hand, regardless of distractions or difficulties.



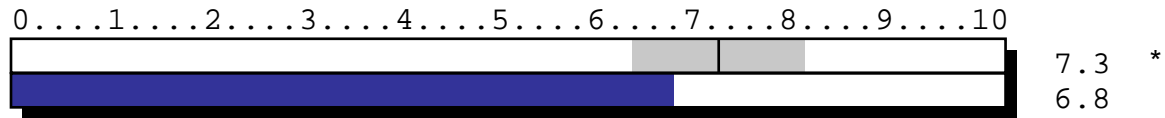
\* 68% of the population falls within the shaded area.



# GETTING RESULTS

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RESULTS ORIENTATION: The capacity to clearly and objectively understand and implement all variables necessary to obtain defined or desired results.



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



# INTERPERSONAL SKILLS

This is a measure of Elizabeth's ability to interact effectively with other people in a positive and productive way.

**ATTITUDE TOWARD OTHERS:** The general capacity one has for relating with other people.

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



**FREEDOM FROM PREJUDICES:** The ability to maintain objectivity when relating to other people.

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



**REALISTIC EXPECTATIONS:** The ability to set realistic timeframes and well-defined standards of quality performance and production for others to follow.

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



**SURRENDERING CONTROL:** The capacity of a person to voluntarily surrender control and accept the authority of another person or group.

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



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



# MAKING DECISIONS

The ability to make appropriate decisions is important in most jobs. These scores show Elizabeth's abilities as they relate to effective decision-making.

**CONCEPTUAL THINKING:** The ability to mentally envision comprehensive, long-range plans or goals and to identify, evaluate and allocate necessary resources.

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



7.3 \*  
8.4

**CONCRETE ORGANIZATION:** The capacity to understand essential factors of a situation and bring together all necessary resources.

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



7.6 \*  
7.2

**FOLLOWING DIRECTIONS:** The capacity to hear, understand and follow instructions.

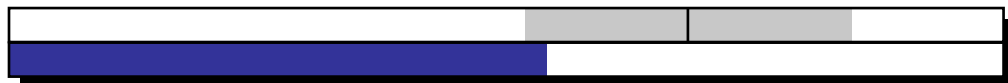
0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



8.0 \*  
7.9

**INTUITIVE DECISION MAKING:** The capacity to make decisions by looking at the most essential elements and without all the facts or data.

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



7.0 \*  
5.5

**THEORETICAL PROBLEM SOLVING:** The ability to solve problems in a virtual, abstract or hypothetical sense.

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



8.3 \*  
8.0

**USING COMMON SENSE:** The capacity to be resourceful and apply good, practical, ordinary sense in whatever situations arise.

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



7.6 \*  
6.8

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





# WORK ETHIC

These scores reveal how hard Elizabeth likes to work. It is also a measure of just how respectful Elizabeth is of company property and policies.

**BALANCED DECISION MAKING:** The ability to make consistently sound and timely decisions in one's personal and professional life.

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



7.0 \*  
6.4

**JOB ETHIC:** The capacity to fulfill the professional responsibilities with a strong sense of moral duty and obligation they have been given.

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7.3 \*  
7.2

**MEETING STANDARDS:** The ability to perform work according to precise specifications.

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



6.9 \*  
6.4

**RESPECT FOR POLICIES:** The ability to understand, appreciate and have high regard for the rules, policies and procedures of the company.

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



8.0 \*  
7.9

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8.2 \*  
6.5

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# DIMENSIONAL BALANCE

For consulting and coaching

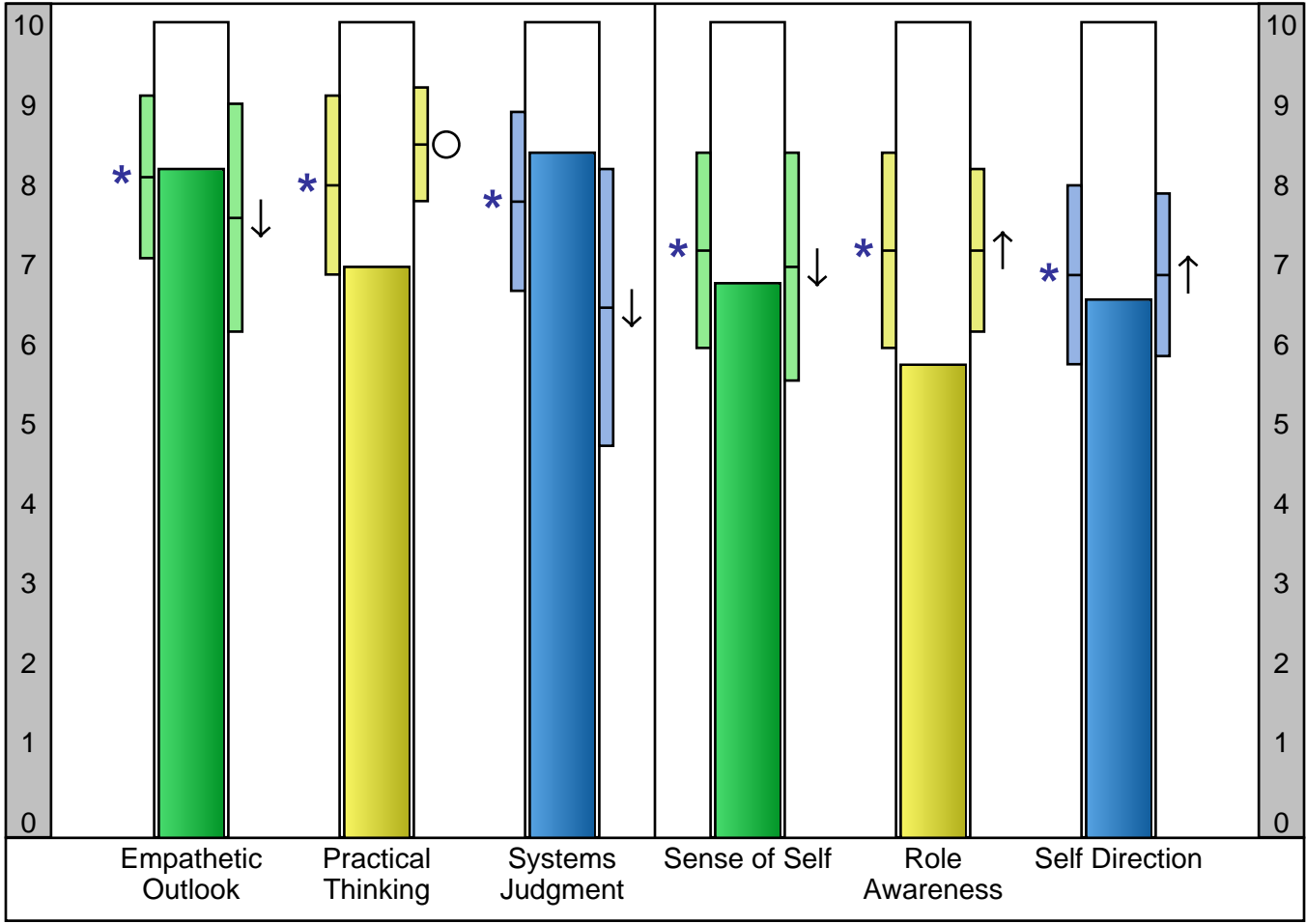
**Elizabeth Layfield**

7-31-2008

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

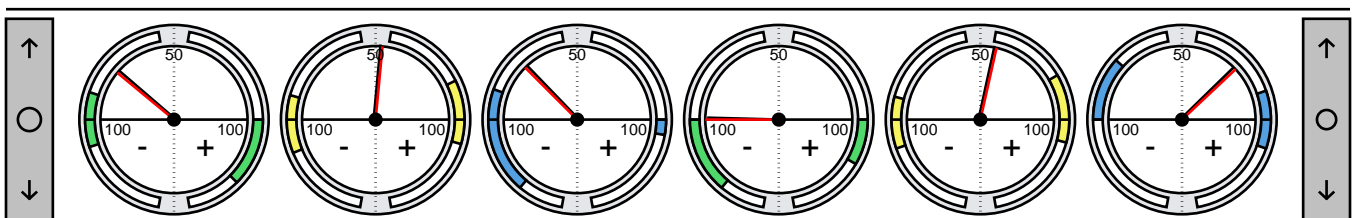
## EXTERNAL FACTORS (Part 1)

## INTERNAL FACTORS (Part 2)



Score 8.2      7.0      8.4      6.8      5.8      6.6

Bias ↓      ○      ↓      ↓      ↑      ↑





# CORE SKILLS LIST

*For consulting and coaching*

Score	Mean	Description	Score	Mean	Description
8.4	7.3	Conceptual Thinking	6.8	7.3	Results Orientation
8.4	7.8	Systems Judgment	6.8	7.6	Using Common Sense
8.2	8.1	Empathetic Outlook	6.8	7.3	Sense of Self
8.1	7.9	Emotional Control	6.7	7.7	Realistic Expectations
8.0	8.3	Theoretical Problem Solving	6.6	6.9	Self Direction
7.9	8.0	Following Directions	6.5	7.3	Surrendering Control
7.9	8.1	Understanding Motivational Needs	6.5	7.1	Role Confidence
7.9	8.0	Respect for Policies	6.5	8.2	Respect for Property
7.9	7.8	Persuading Others	6.4	7.2	Personal Accountability
7.8	8.1	Self Improvement	6.4	7.0	Balanced Decision Making
7.7	7.9	Attitude Toward Others	6.4	7.0	Handling Stress
7.7	7.8	Freedom from Prejudices	6.4	7.1	Gaining Commitment
7.7	7.6	Long Range Planning	6.4	6.9	Meeting Standards
7.7	7.4	Handling Rejection	6.4	7.6	Status and Recognition
7.7	7.9	Sensitivity to Others	6.4	7.2	Taking Responsibility
7.7	8.1	Personal Relationships	6.3	7.1	Internal Self Control
7.6	7.8	Monitoring Others	6.3	7.4	Enjoyment of the Job
7.5	8.0	Attention to Detail	6.2	6.9	Initiative
7.5	7.5	Problem Solving	6.2	7.2	Persistence
7.5	7.9	Conveying Role Value	5.9	7.7	Sense of Belonging
7.5	7.8	Relating to Others	5.8	7.1	Role Awareness
7.4	7.4	Self Confidence	5.5	7.0	Intuitive Decision Making
7.3	7.4	Project and Goal Focus	5.5	6.7	Self Assessment
7.3	7.7	Evaluating Others			
7.3	7.9	Correcting Others			
7.3	8.2	Realistic Goal Setting for Others			
7.3	7.9	Proactive Thinking			
7.3	7.7	Evaluating What is Said			
7.3	7.3	Sense of Mission			
7.2	7.6	Concrete Organization			
7.2	7.3	Consistency and Reliability			
7.2	7.4	Developing Others			
7.2	7.3	Job Ethic			
7.1	7.1	Personal Drive			
7.1	7.3	Project Scheduling			
7.0	7.6	Realistic Personal Goal Setting			
7.0	7.9	Leading Others			
7.0	7.5	Quality Orientation			
7.0	8.0	Material Possessions			
7.0	7.4	Self Management			
7.0	8.0	Practical Thinking			
6.9	7.5	Accountability for Others			
6.9	7.6	Integrative Ability			
6.9	7.5	Sense of Timing			



# CORE SKILLS LIST

*For consulting and coaching*

Score	Mean	Description	Score	Mean	Description
6.9	7.5	Accountability for Others	7.5	7.8	Relating to Others
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