

VALUES AND DRIVERS REPORT FOR SYDNEY SYDNEY - 16/03/2011

Essential	Important to have	Nice to have	Not important	Important to avoid
				
Affiliation	Accomplishment / / Achievement	Artistic creativity	Autonomy	Change
Alignment with organisational values	Commercial challenge	Attractive workspace	Challenge	Chaos
Ethical standards / Professional integrity	Community activity	Employee benefits	Competition	Stability and routine
Functional expertise	Diversity	Excitement	Fast pace	Travel
Help others	Environmental integrity	Friendships / Good working relationships	Freedom / Independence	
Integrity	Influence	Impact society	Global Focus	
Lifestyle integration / Life balance	Learning / Personal development	Innovation	Line management / Supervision	
Manageable stress levels	Location	Intellectual status / Thought leadership	Partner career opportunity	
Public contact	Security	Knowledge	Physical challenge	
	Teamwork / Collaboration	Legacy	Power and authority	
		Loyalty	Risk	
		Prestige	Work under pressure	
		Prosperity		
		Recognition		

Self- realisation / Fulfillment
Technical expertise
Variety and choice

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THOUGHT PROVOKING STATEMENTS REPORT
FOR SYDNEY SYDNEY - 16/03/2011

Your future plans & needs

The immediate concern I need to address before moving ahead with my career is...

Completing a financial budget

I would like Right Management to assist me by...

Providing information about the job market in Sydney and provide feedback on my resume

One thing I will do to ensure a better work / life balance is...

being home no later than 6:30pm on week nights and not working more than 3 hours on a weekend

One goal I'm currently working toward is...

Completing a graduate qualification

One important thing I intend to do within the next 1-2 months is...

discuss my financial needs with a financial advisor

How you see yourself

One thing I like about myself is...

My ability to analyse complex financial data

One thing I do well is...

Support the development of team members

A recent problem I've handled well is...

Resolving a database issue enabling end of month financial data to be produced for the management team

One thing that I've overcome or am handling better recently is...

Improving my health by exercise and better diet

When I'm at my best I...

am engaging and supportive of others

How others see you

One thing others like about me is...

My ability to deliver work projects on time

Those who are important to me are glad that I...

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find time to spend with them

A compliment that has been paid to me recently is...

Retaining the business of a client who was considering transferring business to a competitor by reassessing their needs and providing several possible approaches

I have pleasantly surprised others when I...

acknowledge their successes with others within the company

Others say that I have the determination to...

complete challenging tasks

What is important to you

I'm glad that I have the opportunity to...

finish off a graduate qualification

A value that I try hard to practise is...

Treating people with respect

I find the greatest satisfaction or fulfilment when I...

spend time with family and friends. Also exercising

It was important to me that I received the recognition I deserved when...

I project managed a system enhancement enabling greater data manipulation within the accounts team

One important thing I have learned recently is...

No one is indispensable

DEFINING YOUR INTERESTS REPORT
FOR SYDNEY SYDNEY - 16/03/2011

Interest Rating	Category
<u>4.4</u>	<u>Project Management</u>
<u>4.3</u>	<u>Leadership / Business Acumen</u>
<u>4.3</u>	<u>Self Management</u>
<u>4.2</u>	<u>Supporting / Customer Service</u>
<u>4.0</u>	<u>Problem Solving</u>
<u>4.0</u>	<u>Numerical</u>
<u>4.0</u>	<u>People - Leadership / Management</u>
<u>4.0</u>	<u>People - Development</u>
<u>3.8</u>	<u>Sales / Marketing</u>
<u>3.7</u>	<u>Manual / Process</u>
<u>3.7</u>	<u>Technology</u>
<u>3.7</u>	<u>Communication</u>
<u>3.2</u>	<u>Creative / Conceptual</u>
<u>1.3</u>	<u>Administration / Operations</u>

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REVIEWING YOUR ACHIEVEMENTS REPORT
FOR SYDNEY SYDNEY - 16/03/2011

Key Achievements in order of significance

- 1st Created database enabling all management team to access sales data in real time replacing previous system that required 24 hours to update sales information
- 2nd Developed project framework and timelines to ensure software update occurred with minimal disruption to both staff and clients
- 3rd Identified and rectified an error in a management report that had the potential to provide inaccurate customer retention data
- 4th Developed and delivered a presentation to the senior management team informing them of changes to end of year reporting requirements
- 5th Conducted two focus groups attended by 12 finance team members to position changes in company's corporate values
- 6th Recruited junior Business Analyst and inducted them into the team and organisation.

Achievement: Developed project framework and timelines to ensure software update occurred with minimal disruption to both staff and clients

Challenge:

To migrate 150 computers located in 3 sites to Windows 2007 platform with no disruption to staff or customers

Action:

Purchased software upgrade Created rollout schedule over weekend Developed training package informing users of differences between 2003 and 2007 functionality Allocated resources to be onsite Created backup strategy

Result:

Windows 2007 functional for all 150 users with no disruption to business

Achievement: Created database enabling all management team to access sales data in real time replacing previous system that required 24 hours to update sales information

Challenge:

Data entered into Sales Reporting database required 24 hours to be updated. Customer complaints had been received about inaccurate information being discussed with sales reps.

Action

Scoped project requirements with key users and management. Worked with system developer to create real time functionality Piloted rollout across one site Identified errors with pilot site

Result:

Sales data updated immediately enabling sales staff to have accurate conversations with customers

Achievement: Recruited junior Business Analyst and inducted them into the team and organisation.

Challenge:

Increased workload required employment of junior Business Analyst to meet work and project demands.

Action:

Reviewed competency requirements with team and internal customers Developed position description Worked with HR

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to shortlist applicants for interview Interviewed 7 applicants Selected most appropriate Developed an induction program focusing on aligning role to company needs

Result:

Within one month, junior Business Analyst was performing in role effectively

Achievement: Identified and rectified an error in a management report that had the potential to provide inaccurate customer retention data

Challenge:

Current management database was unable to provide data on customers who hadn't renewed their licence within 7 days of due date

Action:

Worked with systems development team to create a 'fix'

Result:

Greater functionality in the Management database enables all customer retention data to be accessed and manipulated by relevant staff

Achievement: Conducted two focus groups attended by 12 finance team members to position changes in company's corporate values

Challenge:

Company's corporate values statement was expanded to incorporate a 'Customer First' theme including required actions to undertake when working with Tier One clients

Action

Conducted two focus groups exploring ways the Finance Team could demonstrate our commitment to the new value of 'Customer First'

Result:

All Finance Team members committed to providing increased support to internal and external customers

Achievement: Developed and delivered a presentation to the senior management team informing them of changes to end of year reporting requirements

Challenge:

Changes to Government reporting legislation required increased information to be provided when end of financial year reports are lodged

Action:

Prepared and delivered a presentation including a 'Question and Answer' Fact sheet highlighting new reporting requirements Created and distributed a template to all senior managers informing them of the new information that needs to be incorporated in their end of year reports

Result:

100% compliance with new reporting requirements.

IDENTIFYING YOUR SKILLS REPORT

FOR SYDNEY SYDNEY - 16/03/2011

1st Key Achievement

Not used	Sometimes used	Often used
Market awareness / entrepreneurship Stress management Emotional intelligence Career management Delegating Empowering others Leading Managing / supervising Motivating Team building Recognising talent Coaching / mentoring Giving feedback Counselling Supporting Utilising creative media Inventory Management	Managing information Managing for profit Managing commercial / operational risk Strategic thinking Change leadership Achieving results Situation analysis Troubleshooting Verbal communication Writing Negotiating Budgeting Accounting Building relationships Marketing Selling Facilitating group learning Advising Handling complaints Innovating Producing Inspecting Testing Repairing	Compiling Planning Organising Implementing Measuring performance Researching Developing solutions Decision making Programming Requirements definition Systems architecture Technology management Testing User proficiency Goal orientation Time management Change agility Active listening Mediating Influencing Analysing Auditing Estimating Assessing client needs Contracting Scoping a project Managing project delivery Managing relationships Managing risk Focusing on the customer Teamworking Designing Theorising Initiating Visualising Assembling Process re-engineering / continuous improvement

2nd Key Achievement

Not used	Sometimes used	Often used
Market awareness / entrepreneurship Stress management Career management Change agility Accounting Motivating Recognising talent Counselling Supporting Utilising creative media Inventory Management	Compiling Managing information Managing for profit Managing commercial / operational risk Strategic thinking Change leadership Achieving results Researching Emotional intelligence Verbal communication Writing Negotiating Auditing Budgeting Building relationships Marketing Selling Delegating Empowering others Leading Managing / supervising Team building Coaching / mentoring Giving feedback Facilitating group learning Advising Handling complaints Innovating Assembling Producing Inspecting Repairing	Planning Organising Implementing Measuring performance Situation analysis Troubleshooting Developing solutions Decision making Programming Requirements definition Systems architecture Technology management Testing User proficiency Goal orientation Time management Active listening Mediating Influencing Analysing Estimating Assessing client needs Contracting Scoping a project Managing project delivery Managing relationships Managing risk Focusing on the customer Teamworking Designing Theorising Initiating Visualising Process re-engineering / continuous improvement Testing

3rd Key Achievement

Not used	Sometimes used	Often used
Market awareness / entrepreneurship Stress management Career management Marketing Selling Delegating Empowering others Leading Managing / supervising Motivating Team building Recognising talent Coaching / mentoring Counselling Supporting Utilising creative media Assembling Inventory Management Repairing	Managing commercial / operational risk Strategic thinking Change leadership Achieving results Emotional intelligence Change agility Verbal communication Active listening Writing Negotiating Influencing Budgeting Estimating Accounting Building relationships Giving feedback Facilitating group learning Advising Designing Visualising Producing Inspecting Testing	Compiling Managing information Planning Organising Implementing Measuring performance Managing for profit Researching Situation analysis Troubleshooting Developing solutions Decision making Programming Requirements definition Systems architecture Technology management Testing User proficiency Goal orientation Time management Mediating Analysing Auditing Assessing client needs Contracting Scoping a project Managing project delivery Managing relationships Managing risk Focusing on the customer Teamworking Handling complaints Theorising Initiating Innovating Process re-engineering / continuous improvement

4th Key Achievement

Not used	Sometimes used	Often used
Market awareness / entrepreneurship Situation analysis Troubleshooting Stress management Change agility Marketing Selling Delegating Empowering others Leading Managing / supervising Motivating Team building Recognising talent Giving feedback Counselling Supporting Handling complaints Utilising creative media Inventory Management	Compiling Managing information Measuring performance Managing for profit Managing commercial / operational risk Strategic thinking Change leadership Achieving results Researching Programming Systems architecture Time management Emotional intelligence Career management Mediating Negotiating Influencing Estimating Assessing client needs Building relationships Coaching / mentoring Contracting Scoping a project Advising Innovating Assembling Producing Inspecting Testing Repairing	Planning Organising Implementing Developing solutions Decision making Requirements definition Technology management Testing User proficiency Goal orientation Verbal communication Active listening Writing Analysing Auditing Budgeting Accounting Facilitating group learning Managing project delivery Managing relationships Managing risk Focusing on the customer Teamworking Designing Theorising Initiating Visualising Process re-engineering / continuous improvement

5th Key Achievement

Not used	Sometimes used	Often used
Compiling Managing information Measuring performance Managing for profit Market awareness / entrepreneurship Managing commercial / operational risk Researching Situation analysis Troubleshooting Developing solutions Programming Requirements definition Systems architecture Technology management Testing User proficiency Stress management Time management Change agility Mediating Analysing Auditing Budgeting Estimating Accounting Assessing client needs Marketing Selling Delegating Empowering others Leading Managing / supervising Motivating Team building Contracting Scoping a project Managing risk Supporting Handling complaints Designing Theorising Innovating Visualising Utilising creative media Assembling Producing Inspecting Inventory Management	Planning Organising Change leadership Achieving results Decision making Goal orientation Emotional intelligence Career management Writing Negotiating Influencing Recognising talent Coaching / mentoring Giving feedback Managing project delivery Advising Counselling Focusing on the customer Teamworking Initiating	Implementing Strategic thinking Verbal communication Active listening Building relationships Facilitating group learning Managing relationships

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Process re-engineering / continuous improvement Testing Repairing		
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6th Key Achievement

Not used	Sometimes used	Often used
Compiling Managing information Organising Measuring performance Managing for profit Market awareness / entrepreneurship Change leadership Achieving results Situation analysis Troubleshooting Developing solutions Programming Requirements definition Systems architecture Technology management Testing User proficiency Stress management Time management Change agility Mediating Influencing Analysing Auditing Accounting Marketing Selling Delegating Empowering others Leading Managing / supervising Motivating Facilitating group learning Scoping a project Managing risk Counselling Teamworking Handling complaints Designing Theorising Innovating Visualising Utilising creative media Assembling Producing Inspecting Inventory Management Process re-engineering / continuous improvement	Planning Implementing Managing commercial / operational risk Strategic thinking Researching Decision making Goal orientation Emotional intelligence Career management Verbal communication Active listening Writing Negotiating Budgeting Estimating Assessing client needs Team building Recognising talent Giving feedback Contracting Managing project delivery Advising Supporting Focusing on the customer Initiating	Building relationships Coaching / mentoring Managing relationships

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Testing		
Repairing		

UNCOVERING YOUR STRENGTHS REPORT FOR SYDNEY SYDNEY - 16/03/2011

ENJOYMENT AND INTEREST LEVEL

		HIGH	LOW
SKILL LEVEL	HIGH	KEY STRENGTHS High Skill and High Interest Project Management Leadership / Business Acumen Self Management Supporting / Customer Service Problem Solving Numerical People - Development Sales / Marketing Manual / Process Technology Communication Creative / Conceptual High satisfaction areas - use often	POTENTIAL STRESSORS High Skill and Low Interest Administration / Operations Burnout areas - use with caution
	LOW	NEW ENERGY Low Skill and High Interest People - Leadership / Management Development opportunities - Select one or two to work on	LOW RELEVANCE Low Skill and Low Interest 'No Go' area – avoid where possible

MY IDEAL POSITION REPORT
FOR SYDNEY SYDNEY - 16/03/2011

Enter your aspirations and goals statement here:

1: List at least five activities, functions or responsibilities that you would like in your ideal position / role:

project management
supporting others
troubleshooting

2: List the activities, functions or responsibilities you would NOT like as significant parts of your next position:
administration business development

3: List at least five things you would like in your ideal company or organisation:

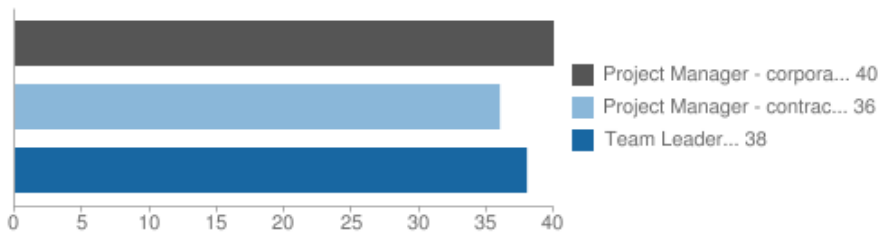
team culture
supportive context
close commute
development opportunities
fair remuneration

4: Describe the way you would like to feel in your ideal position / environment:
Collegiate interaction - colleagues respecting and drawing on one another

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LOOKING AT OPTIONS REPORT FOR SYDNEY SYDNEY - 16/03/2011



Positive and Negative Consequences

Option 1:

Project Manager - corporate

Option 2:

Project Manager - contracting

Option 3:

Team Leader

Project Manager - corporate

Positive consequences for me:

- growing skills in new environment
- leverage on resume
- cement my brand
- broaden my contacts in new industry
- predictable work pattern

Negative consequences for me:

- may require long hours to establish cred
- work/life balance
- commute to gain work with right corporate

Positive consequences for others:

- certainty of household income

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Negative consequences for others:

family may see less of me

Project Manager - contracting

Positive consequences for me:

work with variety of clients
chance to try different contexts/projects
broaden network across industries
flexibility
work/life balance

Negative consequences for me:

uncertain income
having to do business development
difficult to get loans in future
energy required to establish self each time
managing tax etc

Positive consequences for others:

potentially manage diary more proactively

Negative consequences for others:

uncertain income so can't take "holidays"
changing commute - can't ferry family around

Team Leader

Positive consequences for me:

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Grow an interest area into skill - expand resume
Future proofing - transferrable skill
Better pay
People to delegate some tasks to
Insights into leadership level of org

Negative consequences for me:

Performance management involvement
Not having as much freedom to work from home
Reporting/budgeting requirements
work/life balance?

Positive consequences for others:

Better pay
can transfer skill closer to home

Negative consequences for others:

work/life balance

Career Options Evaluation

Match with your abilities

a) Project Manager - corpora...
4 - Outstanding

b) Project Manager - contrac...
3 - Very Good

c) Team Leader...
2 - OK

Match with your interests

a) Project Manager - corpora...
4 - Outstanding

b) Project Manager - contrac...
3 - Very Good

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c) Team Leader...

3 - Very Good

Sufficient challenge

a) Project Manager - corpora...

3 - Very Good

b) Project Manager - contrac...

4 - Outstanding

c) Team Leader...

4 - Outstanding

People Environment

An Environment where your values are shared

a) Project Manager - corpora...

3 - Very Good

b) Project Manager - contrac...

4 - Outstanding

c) Team Leader...

3 - Very Good

You will be with people you enjoy being with

a) Project Manager - corpora...

4 - Outstanding

b) Project Manager - contrac...

3 - Very Good

c) Team Leader...

4 - Outstanding

Remuneration

Salary / Bonuses / Incentives

a) Project Manager - corpora...

4 - Outstanding

b) Project Manager - contrac...

3 - Very Good

c) Team Leader...

4 - Outstanding

Benefits Package

a) Project Manager - corpora...

4 - Outstanding

b) Project Manager - contrac...

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2 - OK

c) Team Leader...

4 - Outstanding

Compatibility with Goals

In my professional life

a) Project Manager - corpora...

4 - Outstanding

b) Project Manager - contrac...

3 - Very Good

c) Team Leader...

4 - Outstanding

In my personal life

a) Project Manager - corpora...

3 - Very Good

b) Project Manager - contrac...

4 - Outstanding

c) Team Leader...

3 - Very Good

Location

Location

a) Project Manager - corpora...

4 - Outstanding

b) Project Manager - contrac...

3 - Very Good

c) Team Leader...

4 - Outstanding

Other Factors

Additional factor 1: increases network

a) Project Manager - corpora...

3 - Very Good

b) Project Manager - contrac...

4 - Outstanding

c) Team Leader...

3 - Very Good

Having reflected on the positive and negative consequences of the options you listed and having looked at

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the outcome of the ratings, now list your options in order of preference

First:

Project Manager - corporate

Second:

Team Leader

Third:

Project Manager - contracting

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SELF AWARENESS SUMMARY REPORT
FOR SYDNEY SYDNEY - 16/03/2011



Top 5 Interests

- Leadership / Business Acumen
- Self Management
- Manual / Process
- Supporting / Customer Service
- People - Leadership / Management

Top 5 Values & Drivers

- Affiliation
- Alignment with organisational values
- Ethical standards / Professional integrity
- Functional expertise
- Help others

Top 5 Skills

- Project Management

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- Administration / Operations
- Technology
- Communication
- Problem Solving

Key Strengths

- Project Management
- Leadership / Business Acumen
- Self Management
- Supporting / Customer Service
- Problem Solving

Key Career Achievements

- Recruited junior Business Analyst and inducted them into the team and organisation.
- Conducted two focus groups attended by 12 finance team members to position changes in company's corporate values
- Developed and delivered a presentation to the senior management team informing them of changes to end of year reporting requirements

Option 1, 2 & 3

- Project Manager - corporate
- Team Leader
- Project Manager - contracting

Aspirations / Goals

- N/A

How Others See Me

- My ability to deliver work projects on time
- find time to spend with them
- Retaining the business of a client who was considering transferring business to a competitor by reassessing their needs and providing several possible approaches
- acknowledge their successes with others within

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the company

- complete challenging tasks

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