

Jane Doe



Blueprint For Success™
Team Building Version

Jane Doe
ABC Company
Product Development Team Member
1-15-2003

**To return to your blueprint for future updates,
use this response link and password:
VM8372EV-94JMCJ22**

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Personal Effectiveness

The information represented in this section of the Blueprint For Success™ shows your selections from the interactive process you completed. It is designed to clearly communicate your strengths as they relate to your role on the team.

Be prepared to share your blueprint openly with other team members to build a more effective team.

Jane's Behavioral Style

- She can be open, patient and tolerant of differences. Her natural quality of being nonjudgmental is a great strength. Because she is receptive and listens well, she excels in gathering information.
- When the time is right, Jane can stand up aggressively for what she believes.
- Patience, control and deliberateness characterize her usual behavior.
- Loyalty and being a team player are usually her goals. She is a good, steady, dependable team member.
- She needs time for some study and analysis, particularly when doing new or challenging assignments. This allows her to adjust to the changing environment.

Jane's Problem Solving Style

- She tries to use balanced judgment. She is the person who brings stability to the entire team.
- When faced with a tough decision, she will seek information and analyze it thoroughly.
- When challenged she can become objective, searching hard for facts and figures. This may be her way of defending her decisions.
- Jane adheres to company policy and doesn't break the rules just for the sake of breaking them.
- She may want to think over major decisions before acting. She must be convinced that actions will produce the desired result.

Jane's Communication Style

- Jane does not enjoy confrontation for confrontation's sake. She feels she can win through patience and resolve.
- She can be outgoing at times. Basically introverted, she will "engage" in social conversation when the occasion warrants.
- She likes having others initiate the conversation. She can then assess the situation and respond accordingly.
- She may guard some information unless she is asked specific questions. She will not willingly share unless she is comfortable with the knowledge she possesses about the topic.
- She likes to know what is expected of her in a working relationship and have the duties and responsibilities of others who will be involved explained. Communication is accomplished best by well-defined avenues.

Jane's Value to the Organization

- Service-oriented.
- Accurate and intuitive.

- Dependable team player.
- Conscientious and steady.

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Jane's Team Effectiveness Factors

- STRENGTH - Task-oriented. POTENTIAL WEAKNESS - May bury herself in the task and fail to deal with people problems in a timely fashion.
- STRENGTH - Remains calm during conflict--a team player. POTENTIAL WEAKNESS - May give others a false sense of compliance because she fights passively.
- STRENGTH - Loyal and patient. POTENTIAL WEAKNESS - May not project a sense of urgency.
- STRENGTH - Good listener. POTENTIAL WEAKNESS - May be possessive of information.
- STRENGTH - Stable and persistent. POTENTIAL WEAKNESS - Be relaxed and contented with things the way they are.

How to Effectively Communicate with Jane

Do this when communicating with Jane:

- Have the facts in logical order.
- Use an unemotional approach.
- Listen to her.
- Give her time to analyze the data before making a decision.
- Use the proper buzz words that are appropriate to her expertise.

Don't do this when communicating with Jane:

- Force her to respond quickly to your objectives. Don't say "Here's how I see it."
- Pretend to be an expert, if you are not.
- Say "trust me"--provide her with the answers to her questions.
- Offer assurance and guarantees you can't fulfill.
- Overuse gestures.



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Self-Development

Listed below are the specific objectives and actions you listed as possible ways you can maximize your strengths. This information becomes most valuable when shared with your team. They can hold you accountable and support you in becoming a more effective team member.

Working with your strengths on the team:

1. The greatest strengths you bring to the team:

I think I can bring a lot of stability, dependability and good ideas to the team. The other members know they can count on me to deliver my part of the project on time so we can all be successful. They know whatever I do I am also very careful to build in quality.

2. How your strengths are being utilized within the team today:

I feel my strengths are only being used marginally because I'm mainly working only in the product testing stage.

3. How your strengths could be better utilized:

I could contribute more in the area of product design. I have ideas on how to increase the dependability of the product's function through improved design and would like to also work on that stage of the project.

4. Obstacles currently in your way:

Often when I have something to say about product design I feel like I'm being shut out of the main conversation while others are constantly promoting their own ideas.

5. Steps you and others can take to remove obstacles:

I don't know what steps to take. I don't want to jeopardize my place on the team. Maybe it's my fault for not speaking up more assertively, but I think others may not appreciate my taking a stand on my own, and not understand how I can contribute.

6. How your communication needs are/are not being met:

People need to give me a chance to express my own good ideas and take the time to listen to me. I feel they tend to ignore me because I am more quiet than the others.

7. Additional support requirements:

I don't want to approach someone on the team. An outside person, like a coach or mentor, could possibly help me out. I'd like to know why I'm not regarded as a more important resource, since I've been in the company for the past 4 years and know as much as the others about our product

development cycle.

Your Name:
Today's Date: **Start Date:** **Review Date:**

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