



## PROFESSIONALPOP™

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### *Action Planning Guide*

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## INTRODUCTION

The **PROFESSIONALPOP™** ACTION PLANNER is designed to help you develop by:

- ✓ Confirming your strengths as a professional
- ✓ Identifying opportunities for future growth and development and
- ✓ Documenting actions and goals for growth and development moving forward

**Use this planner to help you:**

- ✓ Reinforce the things you do well to build conscious competence
- ✓ Identify areas for future growth
- ✓ Recognize your good qualities; and
- ✓ Build on your strengths

**Depending on the stage of your career process planning, possible benefits include:**

- Confirming your strengths as an individual
- Identifying opportunities for growth and development
- Ensuring your career success

This guide uses your individual **PROFESSIONALPOP™** report to help you determine what actions you can take to help you to achieve more success in not only your professional role but in other aspects of your life. Use this guide to record what you have learned from your self-assessment and to record the specific commitments you will make to your personal and professional development moving forward.



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# YOUR PERSONAL REPORT

The **PROFESSIONALPOP™** report contains four sections:

The first four scales are **CHARACTER TRAITS**, which include:

**1) Self Management**

- Self-management potential
- Initiating vs. responding
- Potential to plan, organize and monitor own results
- Plan implementation

**3) Team Orientation**

- Relationship to structure and environment
- Independence vs team orientation
- Relationship to giving and receiving feedback

**2) Motivational Profile**

- Challenge orientation
- Sense of urgency

**4) Comfort with Conflict**

- Comfort with conflict situations
- Comfort with approaching and dealing with contentious situations

The next section measures **COMMUNICATION STYLE**, which include:

**1) People Orientation**

- Relationship style
- Approach to coaching and training

**2) Analytical Orientation**

- Approach to learning technical material
- Approach to transferring skills as a trainer
- Approach to detail

The next section measures **ATTITUDES**, which include:

**1) Self Directed (SD)**

- Locus of control, measuring one's feelings about being in control of circumstances
- Reflects the extent the individual feels confident and in control of life

**3) Approach to Networking/Self Promotion (NSP)**

- Reflects an individual's approach to networking, dealing with rejection and approach to promoting and selling self and organization

**2) Lifestyle Management (LM)**

- Managing stress in career and lifestyle

**4) Listening Style (LS)**

- Approach to listening to others and gathering information from them

The last section measures **EMOTIONAL INTELLIGENCE**:

**1) Emotional Intelligence (EQ)**

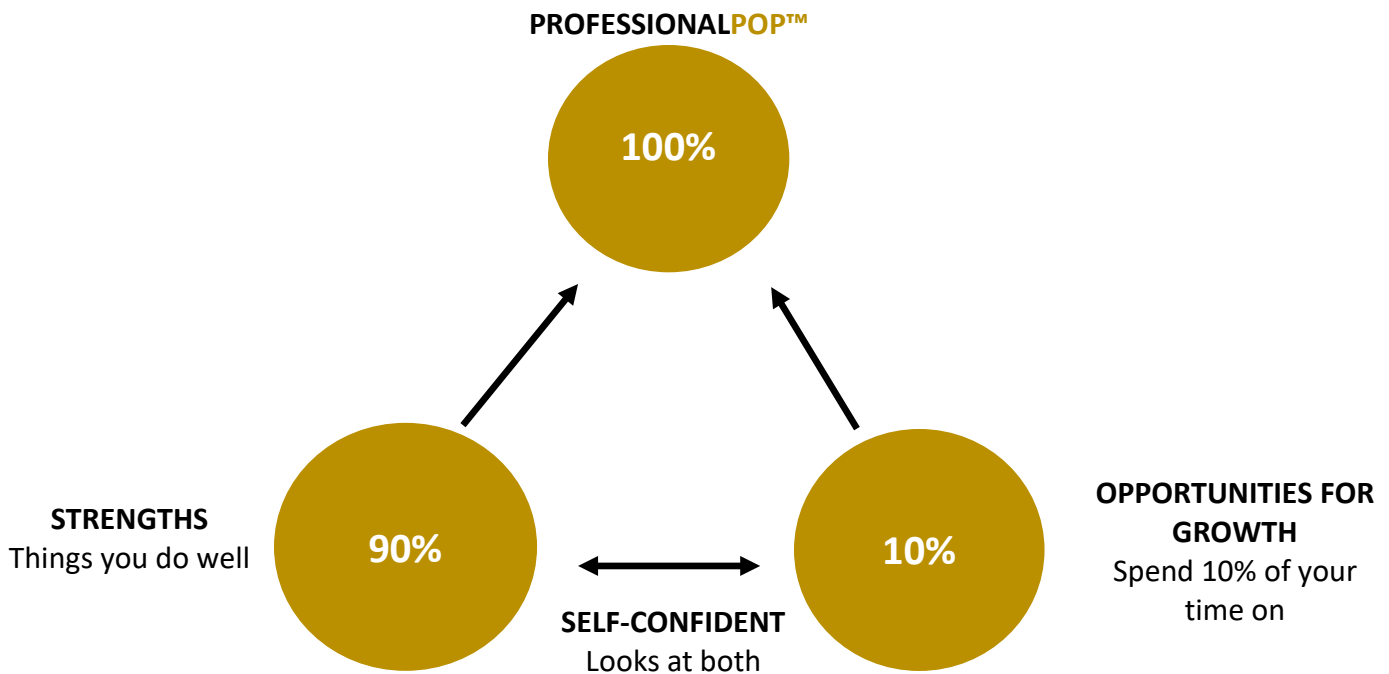
- The ability to understand and tune into to your own and others' emotions and use emotional information effectively in social judgment and interaction with others.



## BUILD ON STRENGTHS

After your initial review of the **PROFESSIONALPOP™**, take a few minutes to identify and list your strengths and opportunities for growth. Next to each strength indicate how this it has contributed to success in your role. Then list your opportunities for development and indicate next to each how this has or will limit your effectiveness in your role or potential in the future.

Focus on your strengths; use them on a regular basis to maintain high self-confidence levels. The best foundation for educational and career development is recognizing and learning from both what you do well and the opportunities for growth. Successful individuals focus 90% of their developmental efforts on leveraging their strengths and 10% of their developmental efforts where they are not yet fully competent.



PROFESSIONALPOP™ STRENGTHS	
STRENGTH	CONTRIBUTION TO JOB SUCCESS
1.	
2.	
3.	
4.	
5.	



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## PROFESSIONALPOP™ OPPORTUNITIES

OPPORTUNITY FOR DEVELOPMENT	POTENTIAL LIMITATIONS
1.	
2.	

**NOTES:**

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## ACTION PLANNING

Now that you have a good understanding of your results it's time to set a few specific development goals. List your development goals in the table below and use the action planning template on the following page to develop your specific action plan.

### Tips:

- Don't take on too much at once. Focus on one to two top priorities for development.
- Ensure your goals and action steps are specific and measurable. Ensure your goals are also connected to your personal or career aspirations.
- Outline the resources you will need or who you are going to involve in your actions. For example: training or educational opportunities you will undertake, books you will read and role models you will enlist.
- Establish when and how progress will be measured. Your timeframes for action or change should be aggressive but achievable. Indicators of progress should be observable changes that will inform you that you have made progress toward your goals or met your goals.
- You may wish to share your plan with others and your manager specifically. This will communicate to them your formal commitment to the action plan and enables you to gain their buy-in and guarantee their support and assistance.
- Consult your development plan frequently. Doing so will help you remain committed to and stay focused on your development goals. Additionally, it will allow you to continually fine tune your action plan and address any barriers to change.
- Don't give up. Change is an on-going process and the key is sustained action.

### SPECIFIC DEVELOPMENT GOAL #1

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### SPECIFIC DEVELOPMENT GOAL #2

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## ACTION PLANNING TEMPLATE

<b>Specific Development Goal</b>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Specific Action Plan</b>	<ul style="list-style-type: none"><li>• <b>Stop:</b></li><li>• <b>Start:</b></li><li>• <b>Continue:</b></li></ul>

<b>Resources</b> What resources or support will I use?	<b>Timing</b> Timeframe for action or change?	<b>Accountability</b> How will I know if I am making progress?
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What benefits will I realize if I am successful?