



**PDA**International

DISCOVERING & EMPOWERING TALENT

## Behavioural Profile Report

# Joe Sample

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This Report is a product of PDA International. PDA International is the leading provider of applied behavioural assessments for the selection, management and development of talent.

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## INTRODUCTION

The PDA Assessment is a reliable and scientifically validated instrument, which has been specifically developed to help assess and describe the natural behaviour of individuals.

Assuming that self-assessment has been completed and answered in accordance with the instructions, this report should provide an accurate description of the way you are likely to prefer to behave in different situations and with different people. It is important to remember however, that PDA is NOT A TEST OF ABILITY. There are no correct, incorrect, good or bad results.

In short, this report provides you the opportunity to describe how you prefer to behave, (Natural Behaviour) and compares it to how you believe you should behave in your current role (Role Behaviour).

It should be kept in mind that your natural behaviour is not fixed and can be adapted or modified by either enhancing or inhibiting your natural tendencies. This can be highly valuable in the development of interpersonal skills, emotional intelligence, when working in a team and also in matching to the behavioural demands of others, a specific role or current situation.

No two profiles are therefore the same. Your capacity to manage and regulate your own responses will have an impact on how the behavioural patterns suggested by your profile, will be delivered and observed. PDA can therefore be used to develop self-awareness (personal competence) and is an ideal coaching / talent development tool.

It is available in different languages and is used in a variety of industries worldwide, to support the recruitment, selection, integration, management and career-progression of effective people.

With this in mind, we invite you to dedicate some time to read your PDA Report in detail. Focus on the aspects of behaviour, which you believe may have a positive impact and those, which have the potential to present challenges, may restrict your progress or have already done so.

## CONSISTENCY INDICATOR



The information in this report is coherent and consistent. Therefore, it is valid for interpretation and offers a solid basis for making decisions.

## PDA CHART

### Risk Axis



Cautious

Risk-Taker



Is a polite, kind and non-confrontational individual. Prefers not to accept risks. Is generally motivated by an environment free of tension and confrontation. Usually adopts a reserved attitude. Is open and willing to receive instructions. Rarely confronts, which is why the individual prefers not to lead others or to dominate situations.

### Extroversion Axis



Introverted

Extroverted



Is a somewhat reserved, discreet individual, with few words. Has no great difficulty interacting and relating with others. Can work individually or in small groups.

## Patience Axis

P

Restless/Impatient

Calm/Patient



Is an individual who is generally alert. Can respond positively to changes and can also tolerate a certain level of routine. Although they do enjoy variety and change, these should be planned.

## Conformity to Norms Axis

N

Independent

Adherence to rules



Is a dependent individual who adheres to standards. Is open and accepting of the ideas of others. Generally relies on others to provide direction and set standards. Is detail-oriented, quite perfectionistic and precise. Is open to the ideas of others and easy to lead. Is obedient, courteous and cooperative. Prefers to have others lead activities.

## Self-Control Axis

S

Emotional

Rational



Is a very emotional individual. May involve emotions and feelings when making decisions. Demonstrates, expresses and shares his or her feelings and emotions.

NOTE: It is important to understand that not all the characteristics described in this report will manifest themselves simultaneously or with the same intensity. It is more likely that you will only observe some of these characteristics. The higher the score on the axis, the more prominent the characteristic and the behaviour will be in the individual's Job Profile.

## PDA INDICATED BEHAVIOURAL CHARACTERISTICS

The words listed below should be considered as general descriptors of a reference behavioural tendency, therefore considered as a guide for understanding behaviour. It's important to understand these words are not predictors of ability or skill but presented as 'descriptors' of a preferred behavioural style. They are potentially valuable in helping to select an appropriate job role, work environment or to identify important development areas in a career.

|                                                                                                                                           |                                                                                                                   |                                                                                                                                                            |                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RISK</b><br>Focus on results<br>Self-starting<br>Verbally Assertive<br>Proactive<br><br>Approachable<br>Mild-mannered<br>Accommodating | <b>EXTROVERSION</b><br>Reserved<br>Reflective<br>Serious<br>Self-conscious<br>Quiet<br>Analytical<br>Seek realism | <b>PATIENCE</b><br>Focus on service<br>Dependable<br>Reliable<br>Thorough<br>Good listener<br><br>Persistent<br>Fair-minded<br>Sincere<br>Mobile<br>Active | <b>NORMS</b><br>Focus on quality<br>Compliant<br>Cautious<br>Systematic<br>Precise<br>Detailed<br>Accurate<br>Perfectionist<br>Logical<br>Meticulous |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|

### Definitions

|                     |                                                                                   |
|---------------------|-----------------------------------------------------------------------------------|
| <b>RISK</b>         | Tendency to take risks in order to achieve objectives.                            |
| <b>EXTROVERSION</b> | Tendency to interact with people in favourable environments.                      |
| <b>PATIENCE</b>     | Tendency to remain calm, controlled and avoid unexpected changes.                 |
| <b>NORMS</b>        | Tendency to adhere to norms, rules, procedures and avoid unfavourable situations. |

## BEHAVIOURAL PROFILE DESCRIPTION

This section will provide ample insight into the individual's natural behavioural style. The description identifies the natural and spontaneous ways in which the individual will respond to the demands of his or her job. Use this description to gain in-depth insight into how the individual responds to the need to solve problems, face challenges and influence others, how the individual responds to the environment and to rules and procedures established by others, and if the individual is able to control his or her impulses and emotions.

Joe is a precise, accurate and meticulous individual. She hates making mistakes or failing in her work and is very careful about details. The overall effect of this approach is a quest for perfection. She is generally quiet and reserved and has no problem working once she has received a careful explanation of what she is supposed to do.

Although Joe is careful and somewhat detail-oriented, in order to achieve maximum efficiency and avoid becoming bored, she needs to manage varied tasks. Joe likes to think problems and situations through in detail. She prefers to think things over. Joe uses her logic and analytical skills to respond to complex and difficult problems.

Joe is systematic, methodical and disciplined. In her approach to work, she tends to adhere closely to policies, rules and regulations. She tends to follow protocol. She works most effectively and comfortably in structured, clear-cut and unequivocal situations. Even though it is not her intention, others may view her innate need for perfection as fussy and become frustrated and irritated with her.

Being naturally sceptical and serious, she does not trust others easily, and it is likely that she will appear somewhat distant and introverted at first meetings. Joe is a sensitive person who might become emotional or defensive when criticised. At times, Joe may distance herself from people as a form of self-preservation when she is feeling hurt.

Communication is not one of Joe's strengths, and motivation skills are not among her characteristics. She is not authoritative by nature, although if she has the authority and the support of her organisation, she has no problem demanding adherence to rules and regulations.

Joe can work well on her own when solving problems or planning activities. She will try to avoid situations that could create interpersonal conflict and will likely back down from her position to do so. She is cooperative and pleasant but does not require much social contact. She can be efficient in teamwork, small groups or one-on-one tasks.

Joe is a helpful and service-oriented individual and will try to satisfy the needs of others. She will typically respect the ideas, opinions and behaviours of others, especially those in whom she trusts.

She will feel motivated working on specialised tasks, either as a team member or on

her own. Her authority must be based mainly on her skills, and her duties can include a variety of tasks.

Her general approach is cautious and conservative. She prefers having a good amount of data before committing to a course of action or making a decision. Joe may also seek the advice or opinions of others before deciding.

Joe prefers having plenty of time and information to help her get organised. Since she tends to be a detail-oriented perfectionist, she will feel stressed if she does not have enough time and information to proceed clearly with her job. Joe may become overly concerned and require explicit instructions and rules.



## MANAGEMENT STYLE

This section will provide ample insight into the individual's management style. It describes the way in which he or she performs naturally when faced with the need or responsibility of managing others. This individual's managerial style is described in the following chapters: Leadership, Decision-Making and Communication.

### Leadership

- Joe leads by ensuring that well-established policies and procedures are adhered to, resisting to any changes or deviation.
- Before acting, she will analyse and carefully assess the data and any possible consequences of the actions to make sure that her team members have adequate knowledge and experience to avoid mistakes.
- She is generally tactful with her team members and will avoid confronting or enforcing discipline unless they fail to observe established procedures and quality standards.
- She is clear regarding her expectations of the team, demands high-quality levels and supervises closely to ensure performance.
- She is efficient at setting goals for her team members and at short-term strategic and logistics planning.
- She is not motivated by persuasion or enthusiasm, but rather by the consequences of not operating in adherence to guidelines.

### Decision-Making

- Joe is cautious when making decisions, so she may appear indecisive even when making decisions.
- Her search for supporting data and advice is especially evident when she is handling new or unfamiliar situations.
- She does not wish to make a poor decision and may be concerned or become stressed if she feels that she has to.
- She is reluctant to change her decisions once she has made them. However, she will change them out of respect for authority when faced with rules or orders from her superiors.
- In general, her decisions are based on fact and logic; therefore, she is able to make unpopular decisions if they benefit the organisation. At the same time, she will do everything possible to avoid even the least disturbance to all the parties involved.

## Communication

- Joe is a serious, tactful, cautious and detail-oriented communicator.
- Her communication style is appropriate for sharing technical and detailed information.
- She feels more comfortable communicating with serious, technical-oriented individuals than with informal, sociable ones.
- She prefers communication in one-on-one situations than in a group setting.
- Because of her message-oriented communication style, she may underestimate the importance of relationships for speakers.



## SALES STYLE

This section will provide insight into the individual's sales style. The individual's style during the different stages of the sales process is described in the chapters titled Opening, Closing and Customer Service, enabling us to determine the individual's ability to make presentations and handle objections, as well as gauge the individual's propensity for customer follow-up and maintenance.

### Opening

- Joe's approach to opening is methodical and serious, following the established procedures.
- She has a hard time establishing relationships at first meetings.
- She tends to provide product information before establishing a relationship.
- She uses her in-depth knowledge of the product to gain trust.
- She prepares herself very well to make complete and detailed presentations, trying to stick to defined procedures.
- Although her presentations are informative and technically correct, they lack the required enthusiasm and passion to inspire the desire to purchase.
- She will be more effective with customers who have technical or specialised interests.

### Closing

- Joe will use the support of closing techniques and procedures in a tactful way.
- She may become quickly frustrated when faced with objections.
- Will tend to give up when faced with objections and prefers seeking another meeting than facing the closing.
- Will rely more on product knowledge than on persuasion and aggressiveness to make the closing.

### Customer Service

- Her responsibility, discipline and loyalty to the organisation ensure that she will be efficient in customer service.
- Her in-depth knowledge of the product, her high-quality standards and attention to detail are essential to winning the customer's trust.
- Customer service will be her main source of making sales, ensuring new orders and obtaining referrals.
- In general, she will avoid prospective or aggressive customers.

## HOW TO LEAD JOE EFFECTIVELY

This section describes important aspects to keep in mind for providing effective coaching to the individual. The following descriptive points are based on the individual's natural behavioural style and are critical for any person who wishes to lead the individual as effectively as possible, bringing out his or her full potential.

- Joe acts based on rules and procedures, so it is important that her supervisor provide these to her so that she knows exactly what needs to be done and how to do it.
- She needs to be formally introduced to her work team and needs to have a specific role in order to feel secure and that she belongs.
- Being a somewhat introverted person, she has a hard time working in large groups and prefers working individually.
- It would be preferable not to expose her to group presentations, unless they are related to her specific area of expertise and she has had plenty of time to prepare her presentation.
- In order for Joe to be motivated in her work, she needs to be given well-defined guidelines. She will follow each step-in order to achieve the same quality standard.
- She is motivated by recognition from her colleagues for the quality of her work and her knowledge in her area of expertise and expects to be valued and appreciated with personal incentives.
- For communication to be effective, this individual needs information to be provided objectively and in detail, preferably in writing. It would be useful if items that have been communicated verbally are also recorded in writing.
- She needs a forum for asking questions; otherwise, she will try to resolve them by other means that may not always be effective.
- Her supervisor needs to pay close attention in order to prevent her from wasting time by repeatedly reviewing every step of the procedures. She will try to avoid making mistakes but might miss the deadline in the process.
- Joe may be as demanding with her collaborators as she is with herself. She strives for perfection to such an extent that she may sometimes frustrate them.
- This individual is not motivated by being in control or being a decision-maker, but rather by being a resource for people who have questions related to her area of expertise. This is why it would be best to delegate decision-making to someone else or ensure that she has the support of her supervisor.
- She prefers working on a variety of tasks to avoid routineness, although at the same time, these tasks must be related to her area of interest and expertise.

It is important to keep in mind that this individual's potential lies in her analytical and specialisation skills, focused on a high standard of work.

## STRENGTHS THAT CAN BE OVERUSED

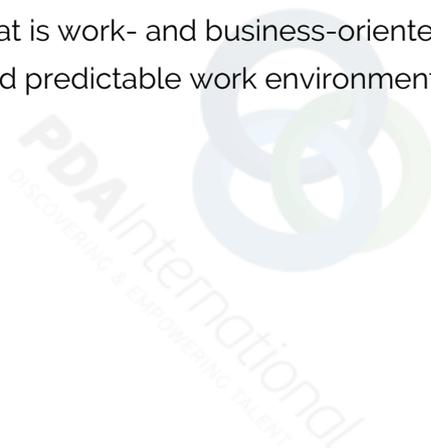
This section describes some of the unique tendencies in the behavioural style that could eventually become weaknesses. They are clearly positive aspects of this individual's behavioural style but could act against him or her if not moderated or addressed in a timely manner.

- Her desire for facts and her need to be right overwhelm the decision-making process and lead to procrastination.
- Her fear of appearing incompetent may inhibit a proactive and risk-taking behaviour.
- Her rational "left brain" (analytical) approach may need to be modified for interacting with right brain (emotional/intuitive) people.
- She may focus so much on the obvious logic of a plan or proposal that she may underestimate the importance of building relationships with different people.
- She may be perceived as a cold and indifferent expert with the right answers but without a compassionate behaviour.
- When faced with a mistake or incorrect choice, she may search for more data to support the case rather than recognise the error.
- She may get bogged down in "what if" or "doomsday" scenarios.
- In an attempt to be complete and accurate, she may provide more information than is actually required.

## KEYS TO MOTIVATE JOE EFFECTIVELY

This section describes important aspects to keep in mind in order to help the individual reach and maintain a high level of motivation. The following descriptive points are based on the natural behavioural style and are critical for any person who will assign tasks or responsibilities to this individual or for anyone who will work with him or her in the same team.

- Provide consistent and meaningful feedback on a regular basis.
- Constantly recognise the work that is well-done.
- Promote a work environment with balanced relationships and no confrontation.
- Maintain structure, clarity and direction in the tasks to be carried out.
- Allow her to display her ability to focus on tasks that require precision, accuracy and quality.
- Provide corrective feedback in a positive and tactful way.
- Avoid personal criticism.
- Provide a workplace that is work- and business-oriented.
- Provide a consistent and predictable work environment.



## CURRENT SITUATION

This section will provide a clear perspective regarding the changes occurring in this individual's behavioural style. It describes which aspects of the individual's natural style are being modified in an effort to adapt to his or her current job requirements.

Joe feels that she should be more direct, competitive and slightly more confrontational. This means she may be presenting a more assertive and sometimes more dominant style.

Joe may perceive that she needs to become somewhat more independent and intuitive. She may feel that her current position demands that she let go of standards and procedures and do things based on her own criteria and opinions.

### Decision-Making

This assessment suggests that, in her natural style, Joe is rather cautious when making decisions. She strives to make the right decision by compiling all the available information, discussing it with others and using an increasing amount of information so as to be specific. In her desire to do things well, she prefers not to move forward with a decision unless she has all the necessary information on hand. In spite of this, Joe perceives that in order to be successful in her current position, she must be more of a risk-taker and is therefore currently changing her decision-making style and becoming somewhat more direct and decisive. We interpret that Joe currently feels that she should make decisions more proactively without consulting the policies so much beforehand. This change causes her confusion and indecision, and she will seem somewhat insecure when making a decision. She has doubts as to whether she is up to the task or prepared to take the initiative and move forward with certain matters. On the one hand, she displays a need to be careful and informed before deciding, but on the other hand, she feels somewhat pressured by the need to decide.

### Energy Balance

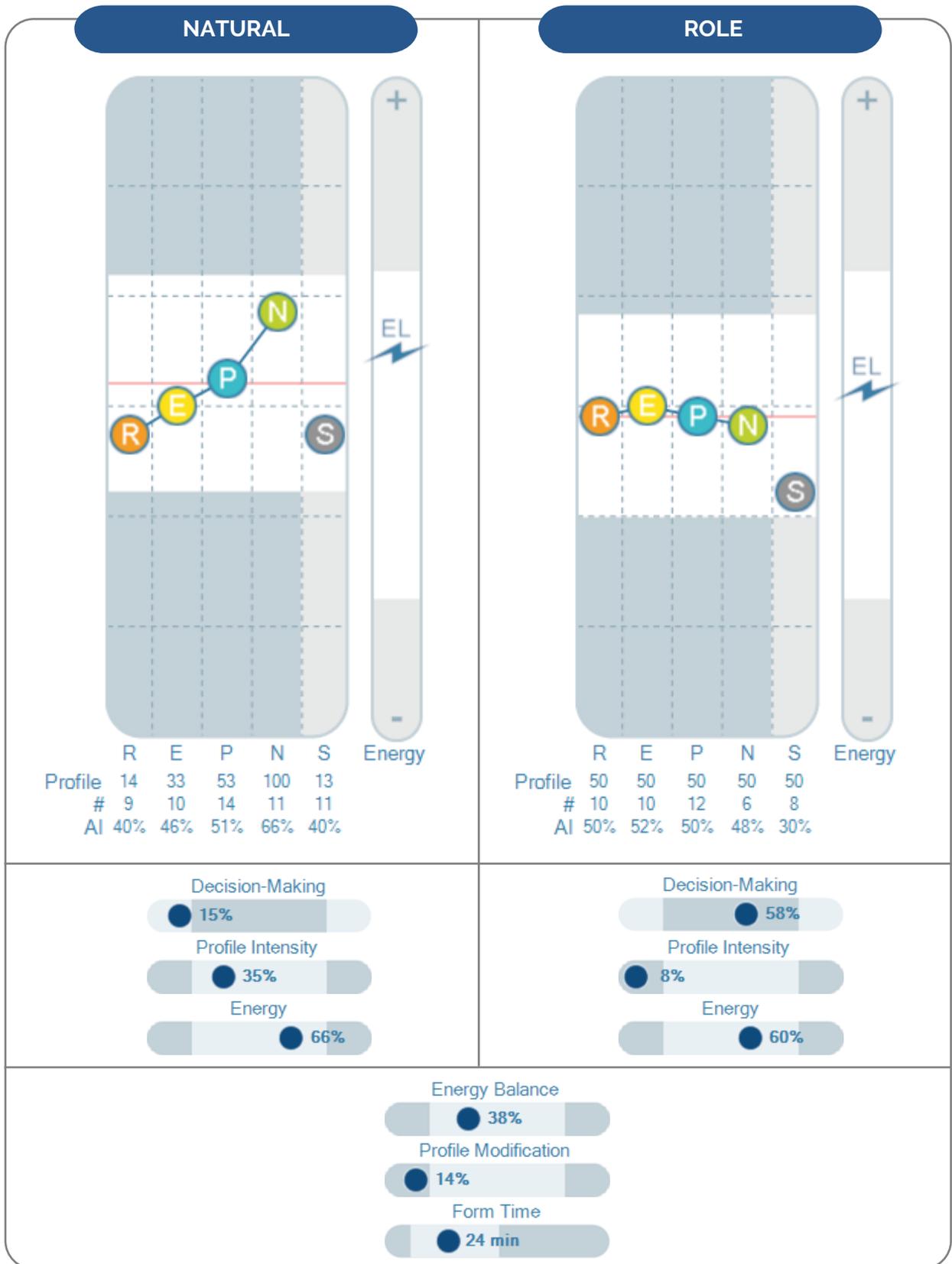
This assessment suggests that Joe perceives she has more energy than her current situation requires. This may cause a certain lack of motivation.

### Behavioural Changes

This assessment suggests that Joe significantly modifies her natural behavioral tendencies in order to adapt to those she perceives as being required for success in her current position. This extreme difference indicates that Joe may behave in unexpected and unpredictable ways, especially in situations of pressure or stress. We might suggest a more in-depth analysis of this aspect with Joe or her supervisor in order to resolve potential problems and the possible emotional cost of the position.

This report is related only to behavioural characteristics. Success in any specific job will depend exclusively on the applicant's intelligence, skills and relevant experience.

## BEHAVIOURAL PROFILE CHART



## SELECTED WORDS

Words selected for Role Behaviour:

1 2 3 5 6 8 10 11 12 14 16 18 19 21 22 24 25 26 27 28 29 30 31 34 35 37 38 39 43 45 46 47 50 53 55 58 60  
61 67 69 71 73 75 76 83 85

Words selected for Natural Behaviour:

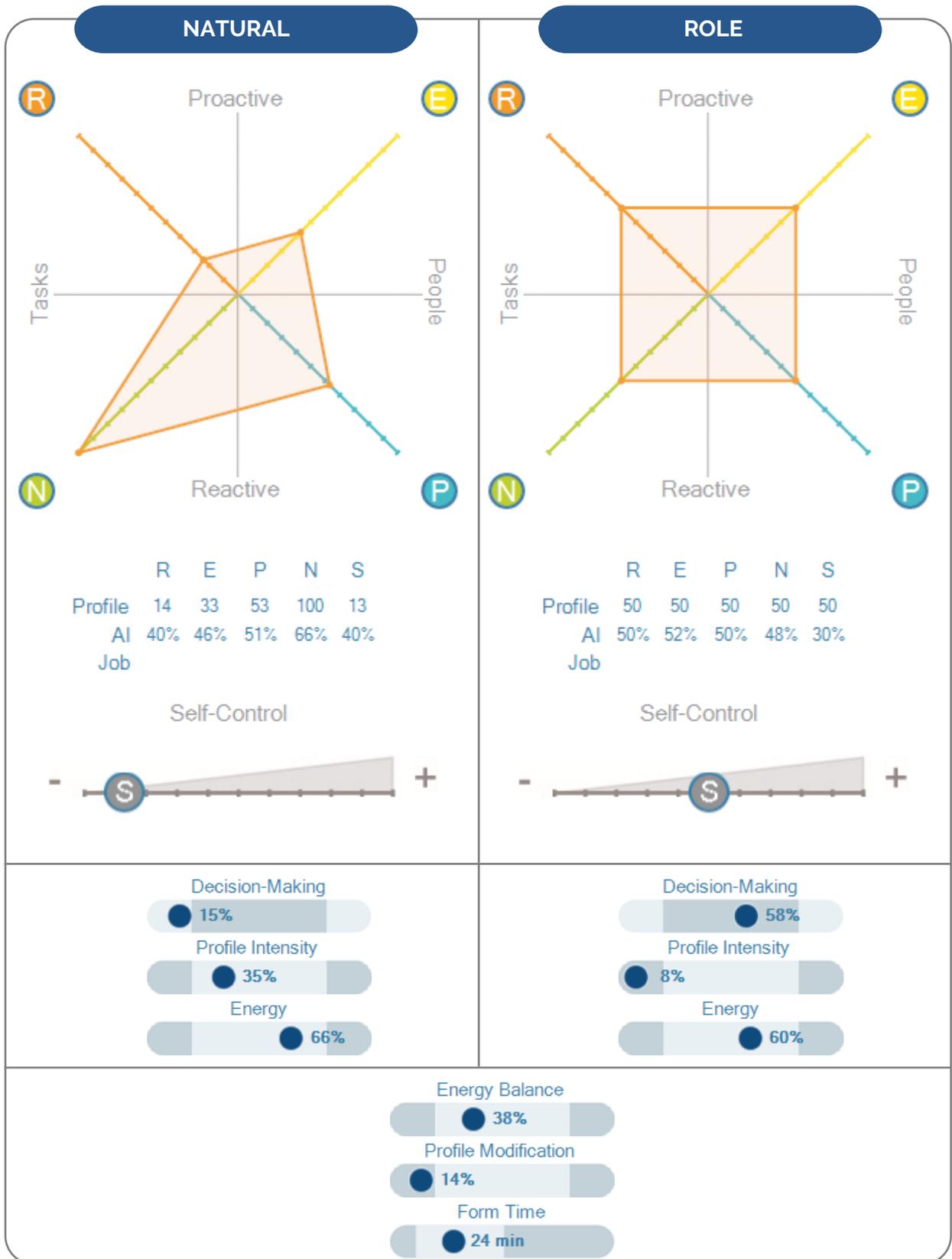
1 2 3 4 5 6 7 8 9 10 11 12 14 15 16 17 19 21 22 23 24 25 26 27 29 30 31 34 35 36 37 38 39 42 45 46 47 49  
50 52 53 55 60 61 64 67 69 73 75 76 77 78 80 85 86

## SELF DESCRIPTION

- 1) Athletic and sporty
- 2) I procrastinate quite a bit
- 3) I like things being perfect and don't like it when i don't finish what i need to finish
- 4) I like helping those in need
- 5) Introverted
- 6) Trustful
- 7) Respectful
- 8) Outgoing
- 9) Sensitive
- 10) I think i make friends easily



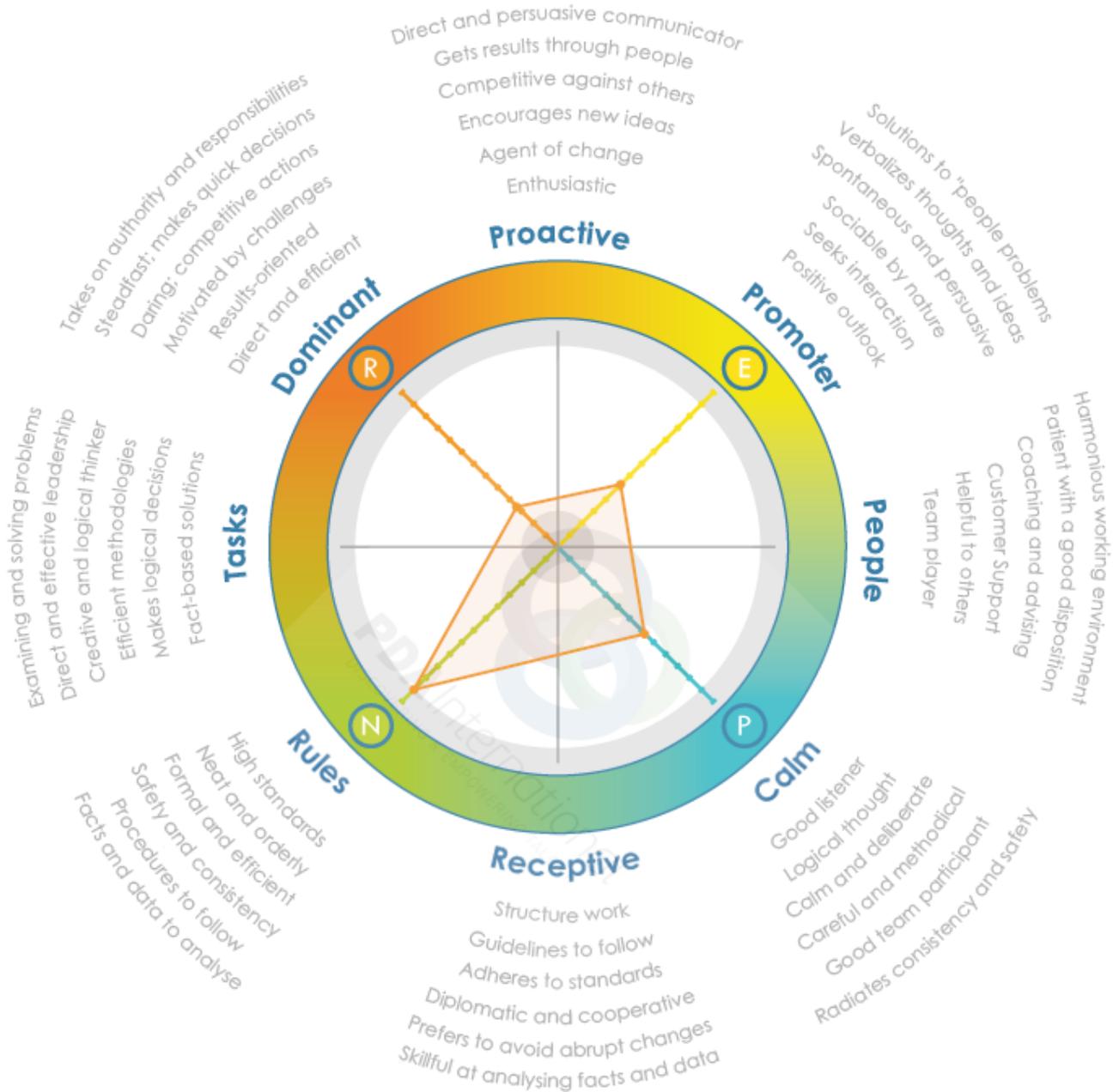
## PDA RADAR CHART



Joe Sample

# PDA WHEEL CHART

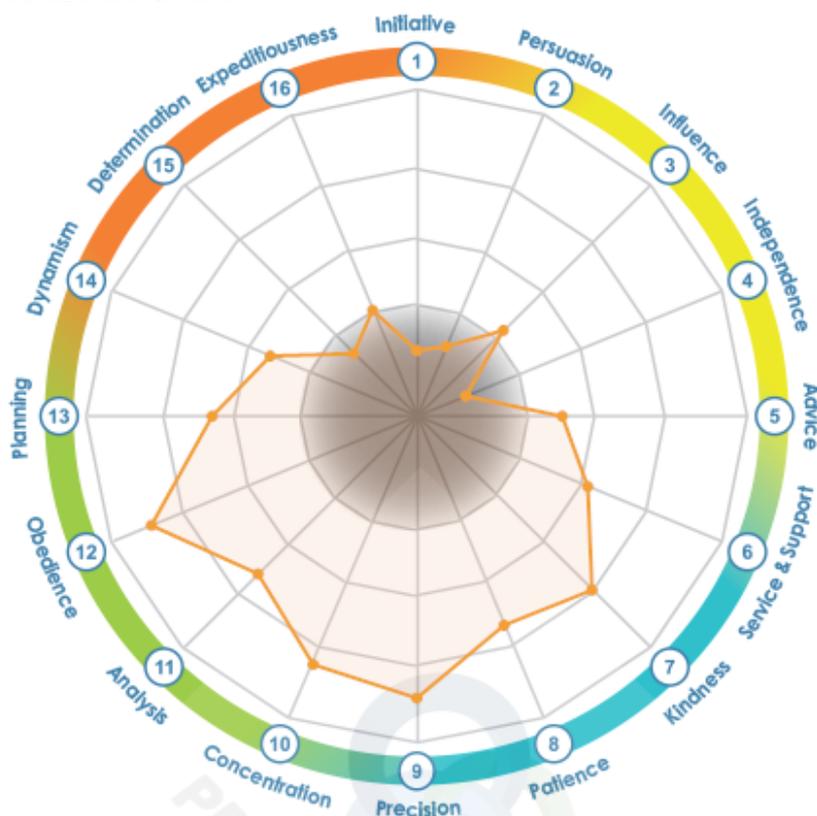
|         | R   | E   | P   | N   | S   |
|---------|-----|-----|-----|-----|-----|
| Profile | 14  | 33  | 53  | 100 | 13  |
| AI      | 40% | 46% | 51% | 66% | 40% |



**the lower the self-control**  
the less the person tends to hold back and reflect and the less he or she controls and plans responses to the situations that present themselves

**the higher the self-control**  
the more the person tends to think before acting and the more controlled he or she is. This leads to more planning in response to the situations that present themselves. The person tends to be more thoughtful, controlled and rational

## BEHAVIOURAL RADAR CHART



- 1 **Initiative:** These individuals have a conciliatory, extroverted nature, taking a genuine interest in others. They are capable of earning the respect and trust of all different types of people. They work toward results in a proactive, creative and dynamic way.
- 2 **Persuasion:** These individuals are sociable and make a good impression on most people due to their warmth, understanding and compassion. They work with and through others to get the job done. They work toward results in a creative way. They are persuasive and strive to please and convince others.
- 3 **Influence:** These individuals are by nature very sociable and friendly in their approach toward people. They prefer to work with and through others to complete tasks and assignments. They have an optimistic outlook and work toward results in a spirit of teamwork, leveraging their influence and interpersonal skills.
- 4 **Independence:** These individuals are self-assured, confident and independent. They prefer to think for themselves, form their own opinions, and ideally, do things "their way." They work toward results in an independent way, making decisions based on their own criteria without waiting for others' opinions.
- 5 **Advice:** These individuals are good communicators who are willing to listen to others and accept their opinions. They adopt a friendly, persuasive and courteous style, relating to others in a helpful, accommodating manner. They work toward results in an amicable way, promoting teamwork and a harmonious environment. They are patient and creative. They make good workmates, teammates and coaches.
- 6 **Service and Support:** These individuals tend to be patient, calm and balanced in most situations, even under pressure. They may be somewhat reluctant to voice their concerns or frustrations. They work toward results in an obliging way, by listening and then analyzing the information.
- 7 **Kindness:** These individuals are very well-suited for administrative and specialized positions. They are diplomatic and tactful in their approach toward others. They work toward results in a patient, kind and amicable way, avoiding confrontation.
- 8 **Patience:** These individuals devote time to others and are good listeners with a high degree of empathy. They are patient, considerate and kind. They are also generous, pleasant and compassionate. They work toward results in a patient, consistent manner, taking as much time as they need.
- 9 **Precision:** These individuals are more comfortable and efficient when working in structured, well-defined environments and situations. They are cautious in their approach to problems and decision-making. They work toward results in a careful, methodical manner.
- 10 **Concentration:** These individuals are precise thinkers and assiduous workers who prefer following procedures both at work and in their private lives. Being perfectionists, in their efforts to avoid making any mistakes in their work, they are analytical, precise and orderly. They work toward results by focusing on and following established procedures.
- 11 **Analysis:** These individuals have a marked tendency to gravitate toward management and specialized positions. They are highly reliable, very disciplined and precise. They work toward results by evaluating the available facts and information and then progressing in a logical, systematic and orderly fashion.
- 12 **Obedience:** These individuals detest making mistakes. They are very detail-oriented in their work and assignments. They make every effort to do their jobs perfectly. They work toward results in a consistent, safe manner by analyzing the available information and following the established procedures.
- 13 **Planning:** These individuals are meticulous and precise with an innate ability to solve problems. They are very eager to get to the root of the problem. They may have a wide range of interests. They work toward results by studying and solving complex problems, making decisions based on logic.
- 14 **Dynamism:** These individuals are cordial, intense and impatient. They are very eager to please. They strive to get things going, keep them moving and achieve results as quickly as possible. They work toward results in a dynamic way by fostering change and quickly adapting to new situations.
- 15 **Determination:** These individuals look to the future and compete to achieve their goals. They would rather go out and make things happen than sit around waiting for them to happen. They are willing to take risks in order to achieve their goals. They work toward results in a steady, determined way, using confrontation when necessary, taking responsibility for things and accepting challenges.
- 16 **Expediency:** These individuals are highly efficient with an urgent, impatient desire to produce rapid results. They enjoy variety in their work. They work toward results in a dynamic, competitive way, making quick decisions.

## BEHAVIOURAL TRENDS

**IMPORTANT:** Under optimal conditions, the vast majority of individuals may be capable of performing adequately in any of the following competencies. "Optimal conditions" is used to signify a work environment where several of the following conditions are present: good leadership, motivation, recognition, support and training, among many others. We understand that workplace conditions are not always optimal.

### Adherence to Rules and Guidelines

This competency measures an individual's ability in terms of adherence to policies and control, responding in accordance with appropriate rules and guidelines.



### Attention and Listening

This competency measures the "listening and receptivity" skills in an individual. Patience, tolerance and time for others.



### Competitive Orientation to Results

This competency measures an individual's skill in being results-oriented by means of a direct and competitive style, accepting some challenges and using confrontation, when necessary.



### Customer Service, Attention and Support

This competency measures an individual's skill in terms of customer service and the ability to provide service in a polite, attentive and consistent style.



### Dynamism and Sense of Urgency

This competency measures an individual's skill in responding to challenges that require diversity, change and variety when time is of the essence.



## Implementation

This competency measures orientation toward tasks. An individual's ability to manage and coordinate tasks in adherence to the appropriate standards and procedures.



## Persuasion and Extroversion

This competency measures an individual's skill in terms of interpersonal relationships and the capacity to relate by means of an extroverted, sociable and persuasive style.



## Precision - Quality

This competency measures an individual's skill regarding tasks that require precision, quality and detail. Continued follow-up through completion.



## Proactive and Independent

This competency measures "proactivity" toward tasks as well as people. It involves the skills of persuasion and motivating others, while pursuing challenges that require creativity and independence.



## Strategic Orientation to Results

This competency measures an individual's skill in being results-oriented by means of a determined and consistent style, creating strategies, minimizing risks and avoiding confrontation.



It is extremely important and useful to identify an individual's Natural Behavioural Profile in order to allow to predict how much effort these competencies will require. Whether the individual will be able to display them naturally, spontaneously and effortlessly or whether they will require a greater effort because they are not natural to the individual. For example, a "naturally impatient and restless" individual will have to make a greater effort in the "Analytical Skills" competency, while the "Sense of Urgency" competency will be a natural skill and will, therefore, require the least effort.

## SELF-DEVELOPMENT WITH MYPDACHOACH

This section is an invitation for you to start your self-development programme with MyPDACHOACH. MyPDACHOACH is an online application that assists you in the development of behavioural skills that will allow you to improve aspects of your behavioural style, strengthen relationships with others and increase your work effectiveness. The self-awareness you reached with the PDA Report will be the basis for MyPDACHOACH to assist you in reaching positive changes in your behaviour, thus facilitating your road to success.

### Self-awareness, Self-development and Personal Leadership

As individuals, we play the leading role of our life, and the course it takes depends directly of our actions. MyPDACHOACH invites you to initiate a self-development programme so that you can make the adjustments in your behavioural style that are necessary for you to fully succeed. **Self-development consists in promoting, by ourselves or with the assistance of a Coach, the development of our skills. This allows personal and professional growth.**

Self-awareness, looking at oneself in the mirror, is essential for progressing in a self-development programme. The information provided by the PDA Report that you just read has enriched your self-awareness. As we need to know ourselves in order to develop, this is the starting point for personal improvement and it is directly related to self-development, learning and personal leadership.

**Self-awareness requires a thinking process through which individuals acquire notion of their own strengths and opportunity areas. This allows making the most of opportunities and being prepared for everyday challenges.**

Individuals who dare to self-development must know themselves, they must have a clear vision of their goals. They need to design a plan, put it into practice and monitor it. **MyPDACHOACH** assists you in designing said plan, putting it into practice and accompanying you during the process. **MyPDACHOACH** helps you exercise new behaviours that will allow you to acquire skills, improve certain habits and develop personal competencies.

It is important to have in mind that self-development is achieved through work, effort, self-criticism and update of knowledge. It implies a significant sense of responsibility, as well as a flexible and proactive attitude. The process must be continuous and organized in order to consolidate a set of new aspects and behaviours that strengthen and facilitate the road to success.

**MyPDACHOACH** consists of five simple and intuitive steps. You've already taken two and now have the possibility to continue...

1. Complete the PDA Form. **Done!**
2. Read the PDA Report and enhance your self-awareness. **Done!**
3. Define the competence you want to develop. **Start today!**
4. Receive coaching tips and exercise new behaviours. Six weeks!

5. Receive feedback from others. Find out if you succeeded!

Managing oneself is challenging. You have already completed the PDA Form and read your PDA Report. Now you only need to commit to yourself and manage your self-development programme. Visit [www.mypdacoach.com](http://www.mypdacoach.com) to learn more and start your process today!



## ACTION PLAN

This form is for one goal. Make copies if you wish to set other goals.

### GOAL (What do I want to achieve?)

- 1.
- 2.

### BENEFITS (What do I want to gain by achieving this goal?)

- 1.
- 2.
- 3.

### STEPS TO ACHIEVE THIS GOAL (What do I need to do to achieve this goal?)

- 1.
- 2.
- 3.

### DEADLINES (When will I complete these actions?)

- 1.
- 2.
- 3.

### POSSIBLE HURDLES (What could interfere with the achievement of this goal?)

- 1.
- 2.
- 3.

### POSSIBLE SOLUTIONS (How will I overcome the obstacles in my path?)

- 1.
- 2.
- 3.

### HOW TO MONITOR YOUR PROGRESS (How will I know I am making progress?)

- 1.
- 2.
- 3.

### IS IT WORTH SPENDING TIME, EFFORT AND MONEY ON THIS GOAL?

Yes \_\_\_\_\_ No \_\_\_\_\_ Yes, but only \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

## Seven action aids

### 1. Remember the benefits you will gain when you achieve your goals.

Identify the benefits you will receive: greater job effectiveness, enhanced job satisfaction, improved interpersonal skills, etc. What will the benefits be?

### 2. Remember your available time.

There are 525,600 minutes in a year. If you dedicate 15 minutes a day to your development, you will be dedicating a total of 5,475 minutes per year. This is only 0.0104 of your total available minutes per year. Can you afford to devote 0.0104 of your available minutes to your development?

### 3. Do one thing at a time.

The great task of self-development is made up of many smaller tasks. Divide and conquer: divide the big task into several smaller sub-tasks. Then, concentrate on one sub-task at a time until you finish it.

### 4. Practice, practice, practice.

Practice makes perfect. The more you practice, the more you learn. A short practice session every day is better than one long practice session each week.

### 5. Perseverance conquers all.

Stick to your Action Plan. Perseverance is an essential behaviour for achieving one's goals. Individuals often stop when they are close to success. Keep going... do not stop. If you stop, you will never reach your goals.

### 6. React effectively to your mistakes.

We all make mistakes. You will make them when carrying out your Action Plan and when working to achieve your goals. Respond effectively. Be accountable for your mistakes. Have confidence in spite of your mistakes and learn from them. Do not think that you should never make mistakes, do not be concerned or become obsessed with them, and do not become discouraged because you have made them.

### 7. Call upon your "success memories."

When you feel pressured or frustrated, or when you feel that you are not making progress on your Action Plan, call upon a "success memory." Remember one of your past achievements. Fill your mind with this memory and allow it to create positive thoughts, emotions and images. You will feel better, your confidence will increase and you will be able to continue working on your Action Plan and goal achievement.