



Talent Scan

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Client
HFMtalentindex

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Introduction

You are now reading the Talent Scan. The Talent Scan will help you be successful by making optimal use of your specific talents. The scores in this report are based on the answers you have given in the HFMtalentindex personality measurement; a questionnaire, specifically developed to analyse relevant personality traits.

In this report, we will discuss your talents for a number of work-related skills. For each skill, a number of personality traits is provided, that are paramount to successfully putting that skill into practice. The talents that stand out most in your personality profile will be discussed. You can read what your talents are, how these should and should not be used and how they can be further developed.

Report structure

First, the skills described in this report will be briefly explained. This is followed by an overview, showing your talents for each of the various skills. For each skill, your two main talents will subsequently be discussed in detail, along with the associated pitfalls and the challenges facing you in using your talents. We conclude by giving you some tips, that will help you make the most of your talents.

This report is intended to stimulate your personal development, by making effective use of your strengths, and turning them into actions. At the end of the report, you will therefore be asked to write down your main challenges for the near future, what you will do to tackle those challenges, and what resources you will require in achieving this.



The skills

This report provides insight into your talents for effectively using different skills. The skills highlight various aspects of successful performance. They have been chosen in such a way that you can use them in various functions. The skills are briefly described below:

Cooperation

Making an effective contribution to a common goal, in collaboration with others.

Building client relations

In contact with the client, continually working on building and maintaining the relationship, by identifying and acting on the client's needs and wishes.

Situational awareness

Demonstrating awareness and consideration for the environment's influence on the measures to be taken and the goals to be achieved.

Advisory skills

Formulating and communicating advice in such a way that makes others willing and able to use it.

Problem-solving ability

Mapping out problems and making decisions about the course of action to be taken. Subsequently steering purposefully towards a solution.

Quality awareness

Insuring the quality of your work, by considering potential errors, and closely monitoring the requirements of the outcome you are to deliver.

Initiative

Pursuing things, and getting them done, on your own initiative. Identifying opportunities and acting on them.

Project-based working

Planning, honouring agreements and achieving results within a project, while maintaining overview and guarding your personal boundaries.

On the following page, you will see what your talents for the various skills are!



Overview of your talents

The left-hand column of the table below lists the skills. Next to each skill, your two major talents are indicated for effectively putting that skill into practice. The talents are based on an analysis of your personality. This means that the talents identified are truly your talents, as other individuals will have different talents.

Skill	Your talents	Other possible talents	
Cooperation	<ul style="list-style-type: none"> Contributor Cooperative 	<ul style="list-style-type: none"> Sensitivity Trust Reliability Friendliness 	<ul style="list-style-type: none"> Modesty Leader Social skills Positive attitude
Building client relations	<ul style="list-style-type: none"> Sensitivity Ambition 	<ul style="list-style-type: none"> Relationship-oriented Broad interests Daring Energy 	<ul style="list-style-type: none"> Open-mindedness Networker Positive attitude
Situational awareness	<ul style="list-style-type: none"> Emotion management Daring 	<ul style="list-style-type: none"> Imagination Tact Extraversion 	<ul style="list-style-type: none"> Free-thinking Investigative nature Willingness to change
Advisory skills	<ul style="list-style-type: none"> Involvement Going along with the client 	<ul style="list-style-type: none"> Imagination Tact Belief in your own opinion Integrity Critical relativism 	<ul style="list-style-type: none"> Firmness Dominance Optimism Self-confidence
Problem-solving ability	<ul style="list-style-type: none"> Cautiousness Scenario thinking 	<ul style="list-style-type: none"> Practical approach Unprejudiced Analytical 	<ul style="list-style-type: none"> Decisiveness Optimism
Quality awareness	<ul style="list-style-type: none"> Risk awareness Competitive spirit 	<ul style="list-style-type: none"> Diligence Need for coordination Concern Conscientiousness 	<ul style="list-style-type: none"> Orderliness Integrity Perseverance Analytical
Initiative	<ul style="list-style-type: none"> Ambition Need for excitement 	<ul style="list-style-type: none"> Energy Spontaneity Inclination towards change Social skills 	<ul style="list-style-type: none"> Dominance Self-confidence Openness
Project-based working	<ul style="list-style-type: none"> Calmness Sense of responsibility 	<ul style="list-style-type: none"> 'A deal is a deal' mentality Structured Analytical 	<ul style="list-style-type: none"> Self-discipline Decisiveness Stress resistance



How do you make use of your talents?

On the following pages of the report, all skills will be discussed separately. Your personal talents are central here, which you can use to effectively put the relevant skills into practice and to develop these skills further.

On each page, one skill will be discussed in a detailed table. At the top of each table, you will find the two talents you possess that fit best with the skill in question. This will be followed by an explanation of why these two talents are important for the skill, and how you can best use your talents. The following icons will be used:



This icon indicates why your talents are a strength for the skill in question.



The exclamation mark tells you the risks that can come with your strengths. They are 'the other side of the coin'.



The concentric circles show what the challenge is for you in using your talents. Use your qualities in a way that makes you successful!







The arrow gives you tips for optimal benefits. These are practical development tips that you can immediately put to work.



Cooperation





Making an effective contribution to a common goal, in collaboration with others.

Contributor	Your talents	Cooperative
<p>You like to contribute, without needing to be in the front row. You can easily be called on to help conceptualise things, thereby supporting the team process.</p>	 <p>Why is this one of your greatest talents?</p>	<p>You focus on harmony. You purposefully try to avoid conflicts in the team. You look for outcomes that are good and acceptable to everyone involved.</p>
<p>You run the risk of not being heard, even when you could be of added value.</p>	 <p>What should you watch out for?</p>	<p>You risk focusing too much on the relationship, and avoiding discussions about the content as a result of your natural aversion to conflict.</p>
<p>Supporting the team by actively thinking along with the group, and speaking out about the things you can contribute to.</p>	 <p>What is your challenge?</p>	<p>Using your strength to achieve communal solutions, without wanting to smoothen everything in the process.</p>
<ul style="list-style-type: none"> ● Speak out about those tasks in which your knowledge and expertise exceeds that of the other team members. ● Speak out when you don't agree with something. ● Ask questions to clarify the opinions of the more outspoken team members. You can hereby help establish a clearer common picture. 	 <p>Tips to make the most of your talent</p>	<ul style="list-style-type: none"> ● Prevent conflicts by speaking out earlier if you are unhappy with the collaboration. You hereby prevent speaking out when things have already gotten out of control. ● Act as a mediator if people in the team oppose each other. ● Help prevent and resolve possible conflicts by helping others clarify their ideas and their purposes. Ask what others mean exactly, and why they consider those things important.



Building client relations





In contact with the client, continually working on building and maintaining the relationship, by identifying and acting on the client's needs and wishes.

Sensitivity	Your talents	Ambition
<p>You are naturally inclined to take the interests of others into account. This helps you in dealing with clients, because you can be sensitive to the contact person's concerns.</p>	 <p>Why is this one of your greatest talents?</p>	<p>You are highly motivated to perform well and achieve things. You will mainly enter into contact with the client in order to get something out of it, which gives you commercial strength. At the same time, this creates a bond with the client: together you can achieve something.</p>
<p>Client relationships are commercial relationships, in which there must be an equal exchange between effort and turnover. If you let yourself become too involved with the client, you can lose sight of your own interests, or those of your organisation.</p>	 <p>What should you watch out for?</p>	<p>If your ambition shows through too much in contact with the client, this may give the client the impression that it is all about your needs. It has to be give-and-take.</p>
<p>Finding a balance between showing your involvement and pursuing your own goals and interests.</p>	 <p>What is your challenge?</p>	<p>Focusing your drive to achieve things on the client's ambitions. What does the client want to achieve, and how can you help him realise this?</p>
<ul style="list-style-type: none"> • Go for the win-win option. Use your talent to take your clients' concerns into consideration, but don't forget about yourself. Also consider what is in it for you. • Use the 'give-and-take' rule. It is good if your clients think you are involved, but even better when they see you as someone with whom they can do good business. 	 <p>Tips to make the most of your talent</p>	<ul style="list-style-type: none"> • Discuss the course with the client: what does the client want, and how can you best provide it for him? • When discussing your proposal and actions, also explain the client's personal benefits.



Situational awareness





Demonstrating awareness and consideration for the environment's influence on the measures to be taken and the goals to be achieved.

Emotion management	Your talents	Daring
<p>You are conscious of the emotions that are caused by your environment. This allows you to manage your emotions and to keep reacting effectively to your situation. You have the strength to make matters public, to clear the air of tension, to put things into perspective, and to make others aware of the emotional aspects of matters.</p>	 Why is this one of your greatest talents?	<p>You enjoy experiencing exciting things. This allows you to become involved in challenging situations and thus gain experiences that others do not.</p>
<p>You run the risk of depending too much on your own perception, and giving your feelings too much free rein. As a result, you risk losing touch with the things around you.</p>	 What should you watch out for?	<p>You run the risk of always looking for new excitements, but learning very little from your experiences.</p>
<p>Using your ability to express your own emotions and feelings, and to recognise those of others, to make effective contact with those around you.</p>	 What is your challenge?	<p>Learning from the things you experience.</p>
<ul style="list-style-type: none"> ● Put the emotions that others cause in you into words to make them aware of the emotional aspect of the situation. ● Ask about the perceptions of the people you work with. ● Give others feedback about their body language, facial expressions, and non-verbal behaviour. 	 Tips to make the most of your talent	<ul style="list-style-type: none"> ● Look for exciting situations in which you can learn something about the perceptions of others (for example, travel to a country with another culture, spend a day working with the production unit of your client, etc.). ● Try to do things together with others who are less focused on excitement, so that you can learn from the way in which they experience these sorts of things.



Advisory skills





Formulating and communicating advice in such a way that makes others willing and able to use it.

Involvement	Your talents	Going along with the client
<p>You often feel strongly involved with others. It gets to you when others experience problems. You can use this in the advisory relationship by showing your involvement with the client. This will show the client that you take his problems seriously, and that you want to offer more than just the right answer. You want to really be of service to the client.</p>	 Why is this one of your greatest talents?	<p>Your need to compromise can be used as a strength in the advisory relationship with the client. You give room for the client's opinion and ensure that disagreements don't escalate. The relationship comes first for you.</p>
<p>Getting involved can go at the expense of maintaining a professional distance from the problem. Be careful not to lose your objectivity and become part of the situation, rather than remaining an independent advisor.</p>	 What should you watch out for?	<p>Going along with the client too much can compromise the quality of your advice. Some things are never nice to hear, but can still be important to the client.</p>
<p>Using your involvement to take the client, and his problem, seriously, without losing your focus and objectivity.</p>	 What is your challenge?	<p>Using your strength in the relationship, while at the same time holding on to the content of the message. Going along isn't the same thing as not daring to speak out.</p>
<ul style="list-style-type: none"> • Show your involvement by communicating your understanding of the client's problems, which will reinforce the client's faith in your advice. • Actively seek cooperation with the client, let them know what you are doing for them. In so doing, you give the client the feeling that you have come to a mutual solution, which will increase the support for your solution. 	 Tips to make the most of your talent	<ul style="list-style-type: none"> • Delivering bad news is probably difficult for you. Practise this. • Use your strength in compromising to create support for your decisions. • Be aware of it when the atmosphere makes you feel uncomfortable. This will often also be the case for others. Dare to bring this up, so that others can also express how they feel.



Problem-solving ability





Mapping out problems and making decisions about the course of action to be taken. Subsequently steering purposefully towards a solution.

Cautiousness	Your talents	Scenario thinking
<p>You scored highly on cautiousness. For your problem-solving ability, this means that you take the time to think before you act. You carefully consider the best approach.</p>	 Why is this one of your greatest talents?	<p>You have a large imagination. You can use this in solving problems, by thinking of possible scenarios and visualising the benefits of the solution.</p>
<p>You run the risk of taking too long to reach a decision, by which time the problem may have changed or become worse.</p>	 What should you watch out for?	<p>You run the risk of not connecting your scenarios enough to the actual situation, thereby coming up with unrealistic solutions.</p>
<p>Helping develop well-thought-through ideas and solutions, that are delivered on time.</p>	 What is your challenge?	<p>Visualising solutions for which you can easily provide arguments for their practical use.</p>
<ul style="list-style-type: none"> • Improve the solution's quality by verifying whether it is future-proof. Will the solution remain effective? • Help others who are less patient by giving them an overview of the problem at hand. Pay attention to the problem's connection to other problems and involved parties. • Set deadlines for yourself for solving problems. 	 Tips to make the most of your talent	<ul style="list-style-type: none"> • Collaborate with people with a more practical approach, so you become challenged to specify matters and can benefit from each other's strength. • When thinking about solutions, pay specific attention to whether matters should be solved in the near future, or in the long term. This will help you stay practical. • Actively use your strength, by examining the impact and practical use of the solutions suggested by others.



Quality awareness


Insuring the quality of your work, by considering potential errors, and closely monitoring the requirements of the outcome you are to deliver.

Risk awareness	Your talents	Competitive spirit
<p>You are strongly aware of the potential risks of a certain situation or approach. For your quality awareness, this means that you signal things that could go wrong, work against you or become an obstacle.</p>	 <p>Why is this one of your greatest talents?</p>	<p>You have the ambition to do things exactly right. You deliver quality, because you won't settle for anything less.</p>
<p>You run the risk of focusing too much on obstacles and hindrances, causing you to pay too little attention to finding a good solution.</p>	 <p>What should you watch out for?</p>	<p>You risk placing more importance on your own ambition, than on the outcome and quality for others.</p>
<p>Signalling potential problems that need solving, and coming up with solutions for the problem.</p>	 <p>What is your challenge?</p>	<p>Linking your ambition to score to top results for others.</p>
<ul style="list-style-type: none"> • Try to define the risks and problems you signal as precisely as possible, so that it becomes very clear what exactly needs to be solved. • Offer others as much room as possible to explain their solutions to you, ask questions about them, and analyse whether the problem can be solved by using them. • Analyse the consequences of the risks you signal, so that you can determine which priorities to make in finding solutions. 	 <p>Tips to make the most of your talent</p>	<ul style="list-style-type: none"> • Map out others' goals (the client's, your manager's), so that you score by providing what is required. • You like to score. You do so by delivering top quality. Therefore, focus on quality.



Initiative





Pursuing things, and getting them done, on your own initiative. Identifying opportunities and acting on them.

Ambition	Your talents	Need for excitement
<p>You are very ambitious, and have a natural need to achieve. You can actively help your career by taking initiative.</p>	 Why is this one of your greatest talents?	<p>You enjoy seeking out challenging situations. By taking initiative, you enable yourself to take on new challenges.</p>
<p>You risk putting your goals before everything else, and taking too little notice of your surroundings. In addition, you risk setting the bar too high for yourself and others.</p>	 What should you watch out for?	<p>You risk being guided by the excitement and challenge of matters. You hereby risk losing sight of the objective, and taking irresponsible risks.</p>
<p>Making your goals specific, measurable, acceptable, realistic and time bound.</p>	 What is your challenge?	<p>Using challenges to realise your goals and develop yourself further.</p>
<ul style="list-style-type: none"> Do a self-evaluation to find out your strengths and weaknesses, and to determine things in which you wish to develop yourself further. Where do you want to be in two years? Get the support you need for realising your goals. Link your goals to the ambitions of others. 	 Tips to make the most of your talent	<ul style="list-style-type: none"> Use your daring to initiate things that others lack the nerve for. Let yourself be challenged by the excitement of the situation. Challenge yourself to take on those matters that contribute to your personal development.



Project-based working

Planning, honouring agreements and achieving results within a project, while maintaining overview and guarding your personal boundaries.

Calmness	Your talents	Sense of responsibility
<p>You are calm enough to prepare matters well. As a result, you don't respond ad hoc to things, but work from a plan. This benefits you in the implementation phase of a project.</p>	 <p>Why is this one of your greatest talents?</p>	<p>You feel responsible. In projects, you will therefore be sensitive to signals that things aren't going well and require extra attention.</p>
<p>You risk not making enough firm decisions when necessary to prevent greater risks. Sometimes there is no time for your well informed approach.</p>	 <p>What should you watch out for?</p>	<p>You risk being too concerned with whether or not things are going right, which can be stressful to you, and/or others around you.</p>
<p>Being calm in the preparation, while being decisive in the implementation.</p>	 <p>What is your challenge?</p>	<p>Using your care and sense of responsibility to keep yourself and others alert to real risks.</p>
<ul style="list-style-type: none"> • Considering problems that need solving doesn't have to take a lot of time. Make sure you have mapped out the most important things and then make a decision. You don't have to know everything! • Consider in advance what risks may arise during the implementation of a project, and which scenarios you will then employ. • Counterbalance others with a more ad hoc approach, this will help prevent panic reactions. 	 <p>Tips to make the most of your talent</p>	<ul style="list-style-type: none"> • When spotting problems, check if the person responsible has already taken steps to solve the problem. • Make clear agreements about responsibilities, so that you don't have to feel personally responsible for everything. • Take an active part in assessing potential unforeseen risks in the project plan.



And now: let's get to work!

How can you make the most of your talents? This report has given you a great deal of information about your qualities, pitfalls and challenges. You have also received some specific tips that may help you in your development. But now it is up to you.

Before starting with your development, you should answer the following questions below:

- After having read this report, what do you consider to be your three main challenges?
- What is the first thing you yourself will do to tackle these challenges?
- What do you need from your supervisor in order to achieve this?

My first challenge

Challenge:

This is the first thing I'm going to do:

This is what I'll need:

My second challenge

Challenge:

This is the first thing I'm going to do:

This is what I'll need:

My third challenge

Challenge:

This is the first thing I'm going to do:

This is what I'll need:

