



Success Discovery Process – TTI Success Insights™

MANAGEMENT-STAFF VERSION

Name: _____ Position/Title: _____

What is the Success Discovery Process (SDP) – Success Insights?

- The courage to use your talents to achieve personal, team, and organizational success
- The acknowledgement of your strengths and acceptance of your weaknesses
- The ability to adapt to different situations and people in various environments

The success discovery process will have you thinking if I knew then what I know now; I would have fewer regrets and more success. The process is quick, it's easy, and it starts with you. The first phase begins with Self-Assessment. You will need the following to begin:

- The report from your Self Assessment (Success Insights Management-Staff)
- A green and yellow highlighter
- A pen or pencil

When you have completed the Self-Assessment and receive your personal feedback report; (1) read your entire report, (2) follow the SDP instructions to complete the worksheets, (3) edit statements that need a change to make them true and ⁴add your own words/statements to any list to make it more complete.

Appreciative Inquiry Warm-up

Personal Success

Think of a one of your most significant professional/personal accomplishments.

What was the situation?

What did you accomplish?

Who else was involved?

When you decided to do this, why was it important to you??

How did this experience make you feel?

What was the most memorable aspect about this experience?

What impact did this experience have in your life?



General Characteristics *(Please turn pages 2 – 4 of the report.)*

Read through your entire General Characteristics section of your report. Then, return to the first paragraph and read each statement one-by-one. Highlight those statements that help you be successful in green. Highlight statements that may be barriers to your success in yellow. Bracket [] statements that you feel are untrue, and ask someone you trust to validate these statements for you. Once you have completed this for paragraph one, repeat the process for paragraphs two and three. Then complete the exercises below.

From paragraph one list 3 statements that describe the talents you feel are helpful to you (problem solving, decision making, communication, etc.)

1. _____
2. _____
3. _____

From paragraph 2 and 3, list the five statements that describe the influencing/communication tendencies you have.

1. _____
2. _____
3. _____
4. _____
5. _____



Value to the Organization *(Please turn to page 5 of the report)*

List 4 statements that describe the values you bring to the organization.

1. _____
2. _____
3. _____
4. _____

Please turn to the “Effective Communication Ideas” section of the report. (page 6)

Checklist for Communicating (Do’s)

This section of the report identifies the best ways to communicate with you.

List four statements that describe the best ways to communicate with you.

1. _____
2. _____
3. _____
4. _____

Who needs to know about these communication tips? List 4 people here:

_____	_____
_____	_____



Don'ts on Communicating *(Please turn to page 7 of the report)*

Most people communicate with others the way in which they would prefer to receive communication. No one intentionally creates communication problems; they just lack the proper information.

List four statements that describe communication problems that prevent good communication with you.

1. _____
2. _____
3. _____
4. _____

Communication Tips *(Please turn to page 8 of the report)*

Identify and list some of the people who are impacted by your style who can be described as dependent, neat, conservative, perfectionist, careful and compliant. If you are unsure, list people who you may know on a professional and/or personal basis and research your audience information later.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Identify and list some of the people who are impacted by your style who can be described as ambitious, forceful, decisive, strong-willed, independent and goal-oriented.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Identify and list some of the people who are impacted by your style who can be described as patient, predictable, reliable, steady, relaxed and modest.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Identify and list some of the people who are impacted by your style who can be described as magnetic, enthusiastic, friendly, demonstrative and political.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |



Ideal Environment *(Please turn to page 9 of the report)*

Review the list of descriptors and highlight the statements that describe an effective working environment for you. Place a “H” next to those statements that describe factors that you have in your current environment and a “M” next to those statements that describe factors you would like more of in your current environment.

List the 4 statements that describe work environment factors that are the most important to you.

1. _____
2. _____
3. _____
4. _____

Perceptions *(Please turn to page 10 of the report)*

Select two of the six perceptions listed below SELF-PERCEPTION that you feel describe yourself.

1. _____
2. _____

Select 1 descriptor from each of the following two lists that describe you under moderate to heavy stress.

1. _____
2. _____

Descriptors *(Please turn to page 11 of your report)*

- This section will be discussed in your coaching/training session.

Natural & Adaptive Style *(Please turn to pages 12 & 13 of the report)*

- This section will be discussed in your coaching/training session.

Adaptive Style *(Please turn to page 14 of the report)*

If the listed statements DO NOT sound job related, explore the reasons why you are adapting this behavior



Keys to Motivating *(Please turn to page 15 of the report)*

Review the list of descriptors and highlight the statements that describe “wants” important to you. Place an “H” next to those statements that describe wants that are met in your current environment and an “M” next to those wants that you would like satisfied/satisfied more often in your current environment.

List the 4 statements that wants that are the most important to you.

1. _____
2. _____
3. _____
4. _____

Please turn to the “Keys to Managing” section of the report.

Keys to Managing *(Please turn to page 16 of the report)*

Review the list of descriptors and highlight the statements that describe things you need from a good supervisor/supervisory team. Place an “H” next to those statements that describe needs that are met in your current environment and an “M” next to those needs that you would like satisfied/satisfied more often in your current environment.

List the 4 statements that needs that are the most important to you.

1. _____
2. _____
3. _____
4. _____

Please turn to the “Areas for Improvement” section of the report.

Areas for Improvement *(Please turn to page 17 of the report)*

- ◆ What potential weaknesses may hinder your success? How?

- ◆ How can you leverage your talents to overcome or manage these areas?



Action Plan *(Please turn to page 18 of the report)*

List 2-3 areas of focus from the list provided and/or your report feedback that you will target for development or performance improvement.

1. _____
2. _____
3. _____

Leveraging Strengths:

Eliminating Weaknesses/Barriers:

Developing new knowledge/skills:

Behavioral Hierarchy *(Please turn to page 19 of the report)*

This section will be discussed in your coaching/training session.

Style Insights Graphs *(Please turn to page 20 of the report)*

This section will be discussed in your coaching/training session.

The Success Insights Wheel *(Please turn to page 22 of the report)*

This section will be discussed in your coaching/training session.



Summary

The Success Discovery Process – Success Insights is designed to help you achieve success, however you define it. Success for most people is defined in terms of specific goals such as: a better job, a promotion, or improved. What goals do you want to achieve? What goals can you help your people achieve? Now that you understand your strengths and weaknesses, you can do more of what helps you get what you need/want and stop doing what keeps you from getting these things.

Think of no more than 3 goals you would like to achieve. The most important element in success is commitment. If you are truly committed to achieving your goals, you will share them with people who are important to you. List 3 goals you are committed to achieve:

1. _____

2. _____

3. _____

- ◆ List one key goal you will help your direct report(s) or team achieve during the next 60-90 days and how you will get started.

- ◆ What was the most beneficial thing you learned or experienced by participating in this process?

- ◆ Who else could benefit from participating in this process? How will you use what you have learned during this process to help others?

Reviewed with supervisor/mentor/coach: _____
Signature

Date: _____ Follow-up dates: _____