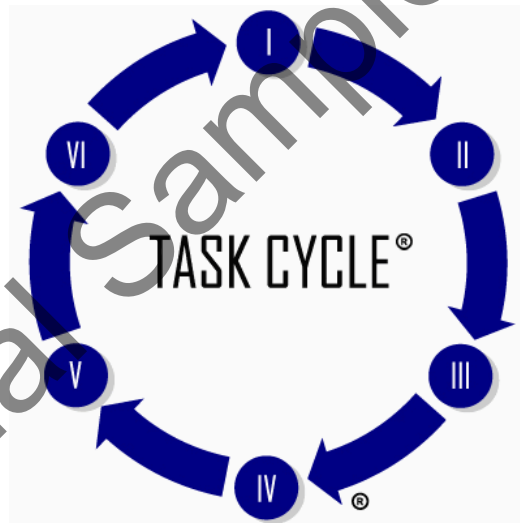


# Confidential Feedback Report

Leader, Sample, Demo Client

## Survey of Leadership Practices



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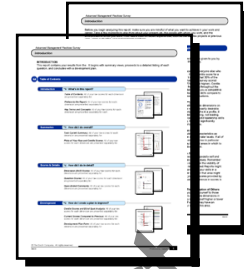
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Task Cycle® name and image are registered trademarks of The Booth Company

## Table of Contents

### Introduction

#### What's in this report?

An introduction to the report, the Task Cycle® methodology, and definitions throughout the report.

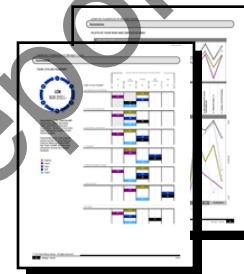


### Summaries

#### How did I do overall?

**Task Cycle® Summary:** An overall summary of your centile scores averaged by Task Cycle® phase and rater group.

**Plots of Your Raw and Centile Scores:** Line plots of your centile scores and raw scores separated by rater group.



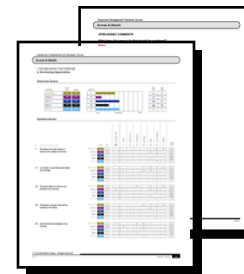
### Scores & Details

#### How did I do in detail?

**Dimension (Skill) Scores:** Your overall scores for each Task Cycle® skill.

**Question Scores:** A detailed listing of responses for each question of the survey.

**Open-Ended Comments:** A verbatim listing of comments provided by your raters.



### Development

#### How do I create a plan to improve?

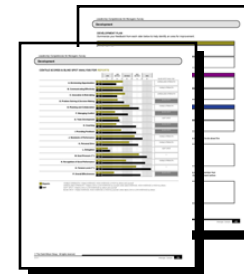
**Centile Highlights:** The Centile Highlights display an overview of your feedback, assigning centile ranks and showing each dimension, each rater, or rating group.

**Centile Scores and Blind Spot Analysis:** A ranking of your centile scores for each rater group along with a blind spot analysis for each Task Cycle® skill.

**5 Highest/Lowest Rated Questions:** A listing of your highest and lowest scoring questions separated for each rater group.

**Current Centile Scores Compared to Previous Scores** (this chart only shows if survey data from previous time is available): A comparison of your current scores to your previous scores.

**Development Plan Template:** Space and guidance for creating a development plan from the results in this report.



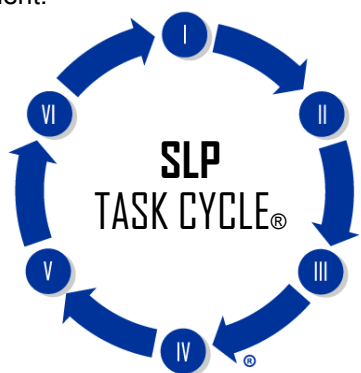
## Introduction

### What's in this report?

Before you begin analyzing this report, make sure you are mindful of what you want to achieve in your work and career. Take a few moments to also think about your present job, the people with whom you work, and the environment in which you work. Your raters draw on recent experiences, such as the last few projects or previous year, when evaluating your management practices.

### THE TASK CYCLE®

The feedback in this report is organized into six phases of activity that all executives, leaders and managers engage in, called the Task Cycle®. The Task Cycle® is a sequential, valid organizing tool that can help you know where to focus your development.



#### Task Cycle® Phases

- I. ENTREPRENEURIAL VISION
- II. LEADERSHIP FOR CHANGE
- III. GAINING COMMITMENT
- IV. MONITORING PERSONAL IMPACT
- V. DRIVE
- VI. RECOGNIZING PERFORMANCE

#### Why you should care about the Task Cycle®

1. The Task Cycle® organizes all of your feedback data into logical, business-relevant categories of action, which will help you to focus and direct your developmental activity.
2. The Task Cycle® is organized sequentially, with the phases of greatest leverage appearing first. As a result, if you focus on developing capacity in the earliest phases of the cycle, you will see the greatest benefit to your entire performance as a manager.
3. Your performance across the Task Cycle® phases predicts how others perceive the impact of your efforts.

### IMPACT OR OUTCOMES

The dimensions that make up the phases of the Task Cycle® are the fundamental skills. The Outcome or Impact dimensions that follow show the effect of the Task Cycle® skills on how others perceive you. Your skill competence is integral to the impression you make.

### KEY TERMS AND CONCEPTS

#### Raw Score

This is the actual score that was given to you by those who completed the survey.

#### Centile

This compares your scores to everyone else who has taken the survey. If your centile score for a particular skill is "30," it means that 30% of the individuals who have taken the survey scored lower than you (and 70% scored higher). Centile scores are presented frequently throughout the report, and are intended to give you a competitive analysis of how your leadership skills compare to others in similar professional situations.

#### Situational Scales (\*\*\*)

Dimensions marked with (\*\*\*) are dimensions on which high scores are not necessarily desirable. When these are the only strengths in a profile, it indicates that the leader is pushing, not leading. However, when balanced with solid leadership skills and used strategically, they can significantly enhance your leadership abilities.

#### Consistency or Differences Between Raters

Look for such distinguishing characteristics as consistencies between different rater levels. If all of your raters rated you extremely low in particular dimensions, these may be good areas in which to focus your plans for development.

Differences between scores, especially self and others, can provide very useful clues. Remember that all of your ratings depend on the visibility of your skills to different raters. Direct Reports might have a better understanding of your skills in a particular area, so their scores in that area might be more important to you than scores provided by Peers.

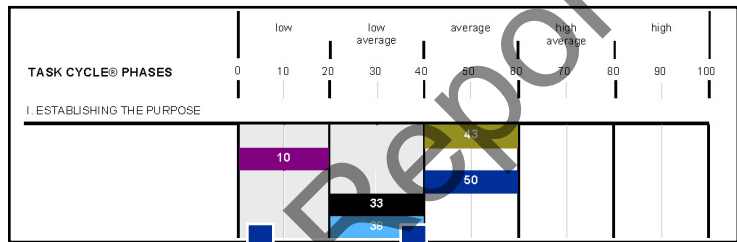
Summaries

How did I do overall?



**TASK CYCLE® SUMMARY**

All of your centile scores are averaged and are shown for each phase of the Task Cycle®. Consider the Task Cycle® when looking at your scores, keeping in mind the importance of the Task Cycle® sequence. Its premise states that some tasks come first in time and importance. Mastery of the initial tasks influences mastery of the following tasks.



The shading in the "low" and "low average" areas of the first two phases is an area where you could be losing leverage of the Task Cycle® sequence.

Averaged centile scores are shown for each phase, broken out by rater level. The position of each colored block shows if the score is low, low average, etc.

Note that situational scales, identified by 3 asterisks (\*\*\*) are interpreted in light of the situation and therefore are not included in the summary.



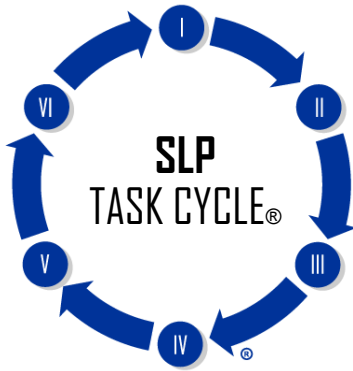
**PLOTS OF RAW AND CENTILE SCORES**

All of your raw scores for each dimension are presented separately for each rater level on the plot at the top of the page. The scores you gave yourself (via your self-survey) are also plotted. Compare different rater levels and look for trends. A legend showing the colors for each rater level is located at the bottom of the page.

The centile plot shows a summary of your scores for each dimension and serves as the primary interpretation tool for many users. All of your centile scores for each dimension are presented separately for each rater level on the plot. The scores you gave yourself are also plotted.

Summaries

TASK CYCLE® SUMMARY

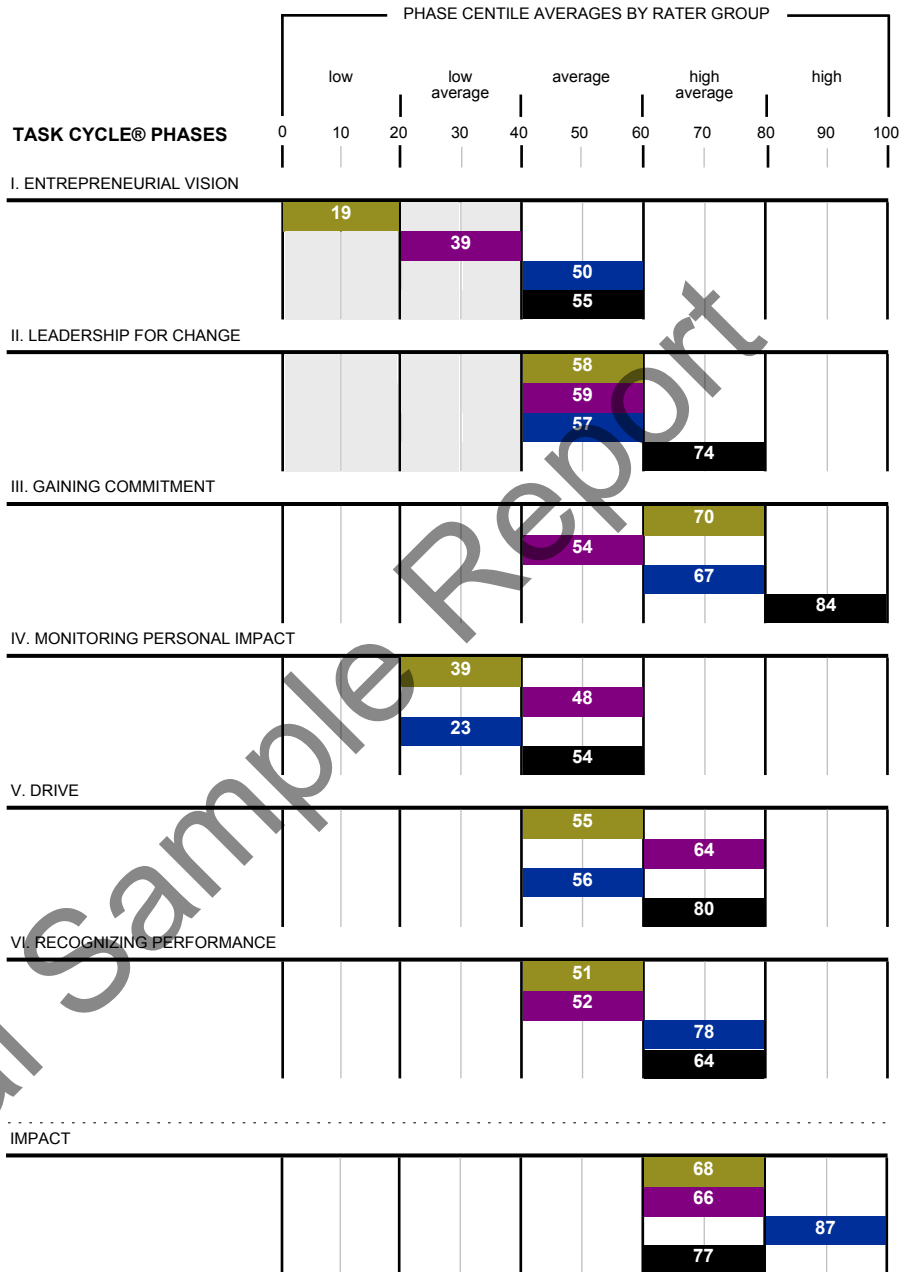


**Importance of the Task Cycle®**

Its premise states that some tasks come first in time and importance. Mastery of the initial tasks influences mastery of the following tasks.

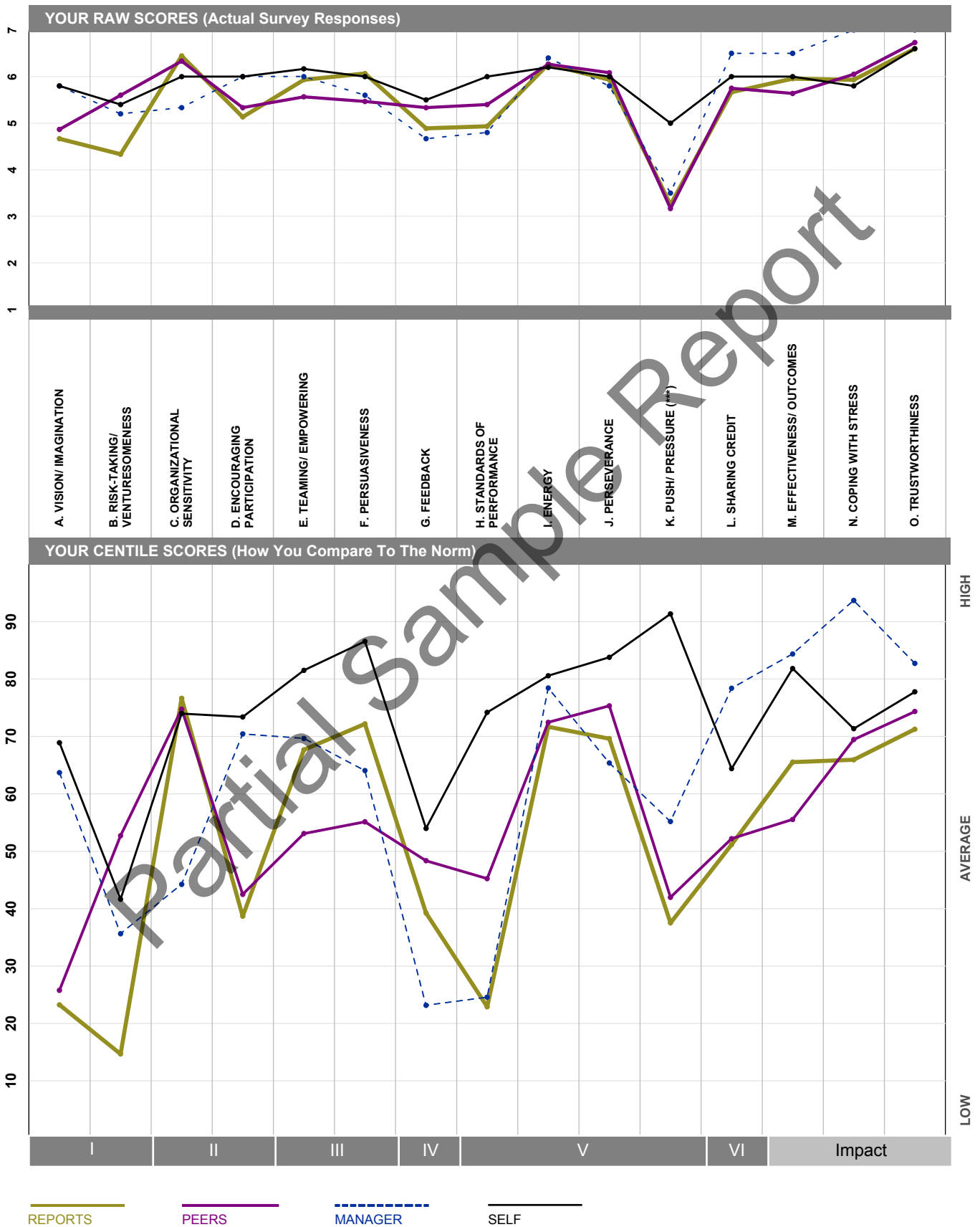
Scores that land in the shaded areas indicate an area that you may be losing leverage within the Task Cycle®. Review your dimension scores for a better analysis.

- Reports
- Peers
- Manager
- Self



Summaries

PLOTS OF YOUR RAW AND CENTILE SCORES



## Scores & Details

How did I do in detail?



### DIMENSION AND QUESTION SCORES

#### Dimension (Skill) Scores

The dimension table allows you to compare your rankings on each dimension from each rater group.

- Most participants will have separate rows for direct reports, peers, a supervisor and self.
- Peers and reports are not broken out separately when the minimum number required to protect rater anonymity are not completed by the survey deadline.

#### Question Scores

Below the dimension table you will see data for each question making up the dimension. This includes: average score, standard deviation, exact frequency of the "NR" and "1-7" ratings, and, if you have taken the survey before, previous average scores.



### OPEN-ENDED COMMENTS

Written comments from your raters shown exactly as they were entered into the web survey, without editing.

- Raters were discouraged from referring to events or using language that would identify them.
- Comments are randomized.

**Scores & Details**

**I. ENTREPRENEURIAL VISION**

**A. Vision/ Imagination**

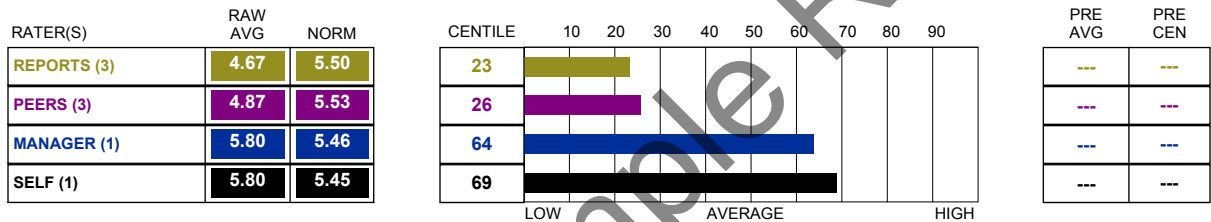
**If You Score High**

If you scored high on this dimension, people count on you to be looking to the future. You are respected for your ability to monitor changes in the environment that affect operations and even the strategic direction of the organization. You are open to change and flow easily with circumstances, using your creative thinking to be on top of ambiguous situations. People probably feel energized and motivated by your leadership, visionary expertise, and emphasis on excellence.

**If You Score Low**

If you scored low on this dimension, you may appear to be stuck in traditional thinking and are not focused on the issues and ideas that will move the organization into the future. You may have a difficult time explaining clearly and concisely what the organization must do to improve its processes and to be competitive. You may not be generating energy, motivation and the desire to excel because you seem tentative or unfocused about how to go about making improvements.

**Dimension Scores**



**Development Tips**

If this dimension is an area for improvement, here are some suggestions.

- Make sure you understand your industry, your organization, and its products and services thoroughly. As you review your knowledge, focus on gaps in services or products that you notice, and allow yourself to visualize how to fill in the gaps.
- Keep current on industry trends by reading at least two articles from a business journal each week.
- Explore materials about business outside your own industry - books, magazines, tapes, or seminars. See if you can make connections to your industry.
- Identify people who are known to have good ideas. Listen to them and pay attention to how they form ideas. Read biographies about people who have made a difference.
- Look at your organization's environment. Are imagination and creativity encouraged? To encourage others toward creativity, listen to their ideas and allow differing ideas, discussion and reasonable conflict.
- Identify visionaries (sometimes considered eccentrics). Listen to what they have to say with an open mind. Read science fiction or publications of forward thinking organizations, like the Futurist Society.



## Scores & Details

### Question Scores

↓ Question # within survey	AVG	SD	- not rated, N/A	1	2	3	4	5	6	7	PRE AVG
2. Is very creative in handling every day problems	REPORTS 4.7	0.6	.	.	.	.	1	2	.	.	---
	PEERS 4.3	0.6	.	.	.	.	2	1	.	.	---
	MANAGER 5.0	---	.	.	.	.	.	1	.	.	---
	SELF 5.0	---	.	.	.	.	.	1	.	.	---
16. Looks for changes in operations that will raise productivity	REPORTS 3.3	0.6	.	.	.	2	1	.	.	.	---
	PEERS 4.7	0.6	.	.	.	.	1	2	.	.	---
	MANAGER 7.0	---	.	.	.	.	.	.	.	1	---
	SELF 6.0	---	.	.	.	.	.	.	1	.	---
37. Demonstrates real imagination to solve difficult problems	REPORTS 4.7	1.5	.	.	.	1	.	1	1	.	---
	PEERS 4.3	1.2	.	.	.	1	.	2	.	.	---
	MANAGER 5.0	---	.	.	.	.	.	1	.	.	---
	SELF 6.0	---	.	.	.	.	.	.	1	.	---
45. Makes effective use of multiple information sources to see patterns and trends	REPORTS 6.0	1.0	.	.	.	.	.	1	1	1	---
	PEERS 5.7	1.2	.	.	.	.	.	2	.	1	---
	MANAGER 7.0	---	.	.	.	.	.	.	.	1	---
	SELF 6.0	---	.	.	.	.	.	.	1	.	---
70. Tries to visualize changes to help meet our future needs	REPORTS 4.7	0.6	.	.	.	.	1	2	.	.	---
	PEERS 5.3	1.2	.	.	.	.	1	.	2	.	---
	MANAGER 5.0	---	.	.	.	.	.	1	.	.	---
	SELF 6.0	---	.	.	.	.	.	.	1	.	---

Partial Sample Report

## Scores & Details

### OPEN-ENDED COMMENTS

**What does this person do that should be continued?**

#### All Others

- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.

#### Self

- ▶ Survey received; no comment provided.

Partial Sample Report

## Scores & Details

### OPEN-ENDED COMMENTS

**What should this person do to be more effective?**

#### All Others

- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.

#### Self

- ▶ Survey received; no comment provided.

Partial Sample Report

## Scores & Details

### OPEN-ENDED COMMENTS

**What does this person do that should be stopped?**

#### All Others

- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.
- ▶ Survey received; no comment provided.

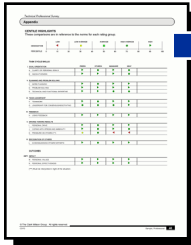
#### Self

- ▶ Survey received; no comment provided.

Partial Sample Report

**Development**

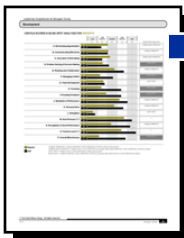
*How do I create a plan to improve?*



**CENTILE HIGHLIGHTS**

Centile Highlights displays an overview of your feedback, assigning centile ranks for each dimension by rater group. This presentation shows the differences and similarities in the perspectives.

This is the same information, compressed to 20-point ranges, as the Centile Plot.



**CENTILE SCORES AND BLIND SPOT ANALYSIS**

This chart shows your centile scores broken out by rater group. Shading and centile ranking designations help you identify whether your scores are considered Low, Low Average, Average, High Average or High.

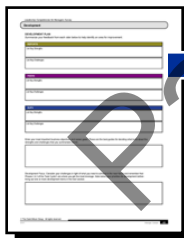
A blind spot analysis is shown to the right of each dimension. This analysis compares the specified rater group's centile scores with your Self scores. This comparison will help you determine whether or not a particular dimension (skill) is considered a Blind Spot or Strength (see explanations below the chart). Situational dimensions marked with (\*\*\*) are not included in the Blind Spot Analysis. These dimensions need to be interpreted in light of the situation and high scores may not be desired.



**5 HIGHEST/LOWEST RATED QUESTIONS**

This chart lists the highest and lowest rated questions by rater group. In each case you will see the questions identified by the dimension title and question number.

Note that questions falling under situational dimensions and/or the Impact/Outcome section are not included in the 5 Highest/Lowest charts.



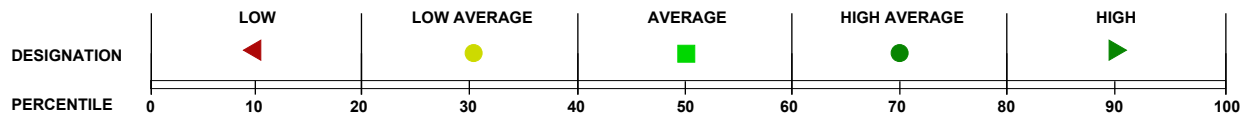
**DEVELOPMENT PLAN TEMPLATE**

These pages provide you with space to create a development plan based on your results. Before you begin creating your development plan, you'll need to read and understand the results from this report.

**Development**

**CENTILE HIGHLIGHTS**

These comparisons are in reference to the norms for each rating group.



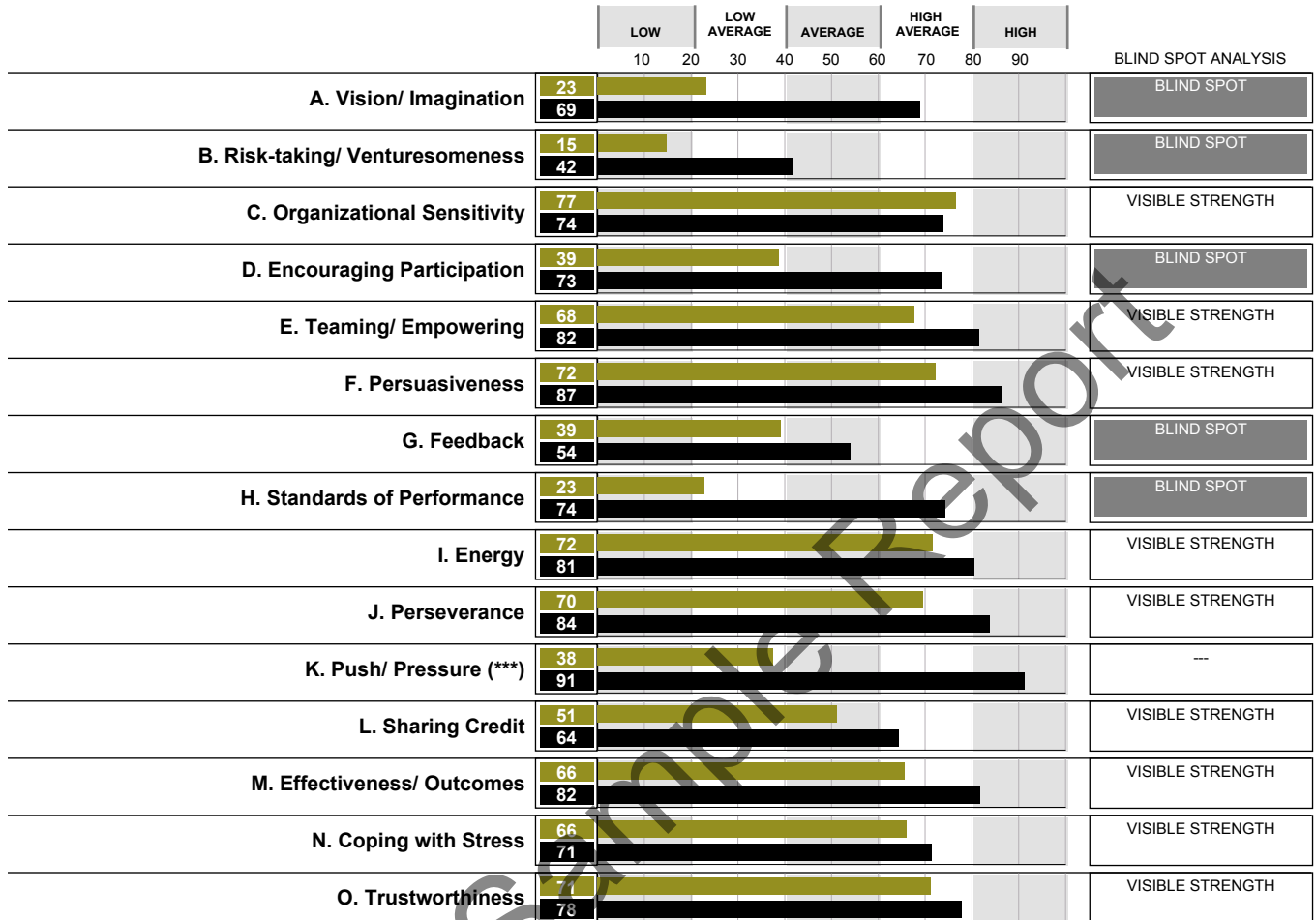
**TASK CYCLE SKILLS**

	REPORTS	PEERS	MANAGER	SELF	
<b>I. ENTREPRENEURIAL VISION</b>					
A. VISION/ IMAGINATION	●	●	●	●	
B. RISK-TAKING/ VENTURESOMENESS	◀	■	●	■	
<b>II. LEADERSHIP FOR CHANGE</b>					
C. ORGANIZATIONAL SENSITIVITY	●	●	■	●	
D. ENCOURAGING PARTICIPATION	●	■	●	●	
<b>III. GAINING COMMITMENT</b>					
E. TEAMING/ EMPOWERING	●	■	●	▶	
F. PERSUASIVENESS	●	■	●	▶	
<b>IV. MONITORING PERSONAL IMPACT</b>					
G. FEEDBACK	●	■	●	■	
<b>V. DRIVE</b>					
H. STANDARDS OF PERFORMANCE	●	■	●	●	
I. ENERGY	●	●	●	▶	
J. PERSEVERANCE	●	●	●	▶	
K. PUSH/ PRESSURE (***)	●	■	■	▶	
<b>VI. RECOGNIZING PERFORMANCE</b>					
L. SHARING CREDIT	■	■	●	●	
<b>IMPACT</b>					
<b>IMPT. IMPACT</b>					
M. EFFECTIVENESS/ OUTCOMES	●	■	▶	▶	
N. COPING WITH STRESS	●	●	▶	●	
O. TRUSTWORTHINESS	●	●	▶	●	

(\*\*\*) Must be interpreted in light of the situation.

Development

CENTILE SCORES & BLIND SPOT ANALYSIS FOR REPORTS

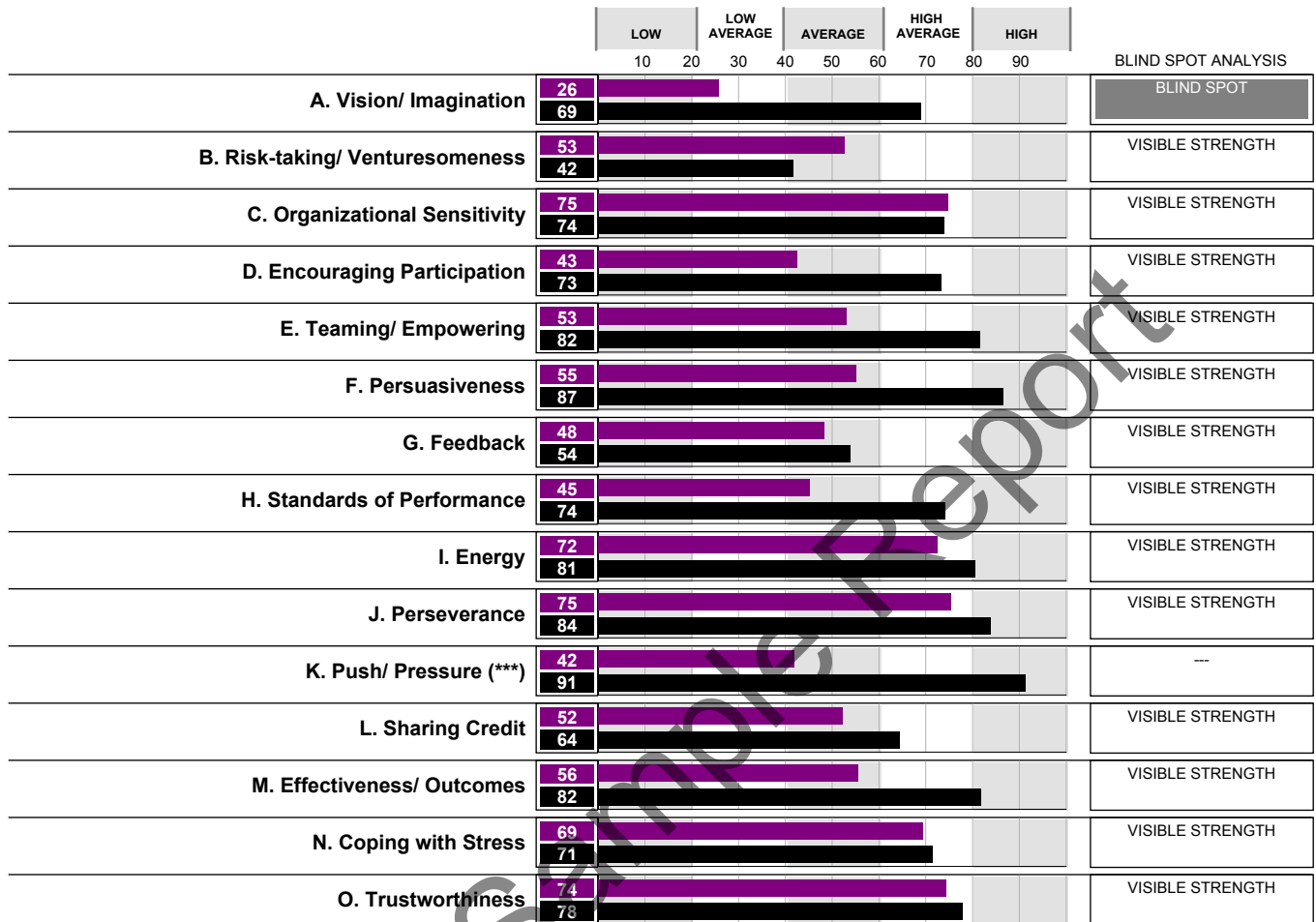


■ Reports  
■ Self

VISIBLE STRENGTH = Rated AVERAGE, HIGH AVERAGE or HIGH by others and yourself  
 UNREALIZED STRENGTH = Rated LOW or LOW AVERAGE by yourself, while rated AVERAGE, HIGH AVERAGE or HIGH by others  
 SOFT SPOT = Rated LOW or LOW AVERAGE by others and yourself  
 BLIND SPOT = Rated AVERAGE, HIGH AVERAGE or HIGH by yourself, while rated LOW or LOW AVERAGE by others

**Development**

**CENTILE SCORES & BLIND SPOT ANALYSIS FOR PEERS**



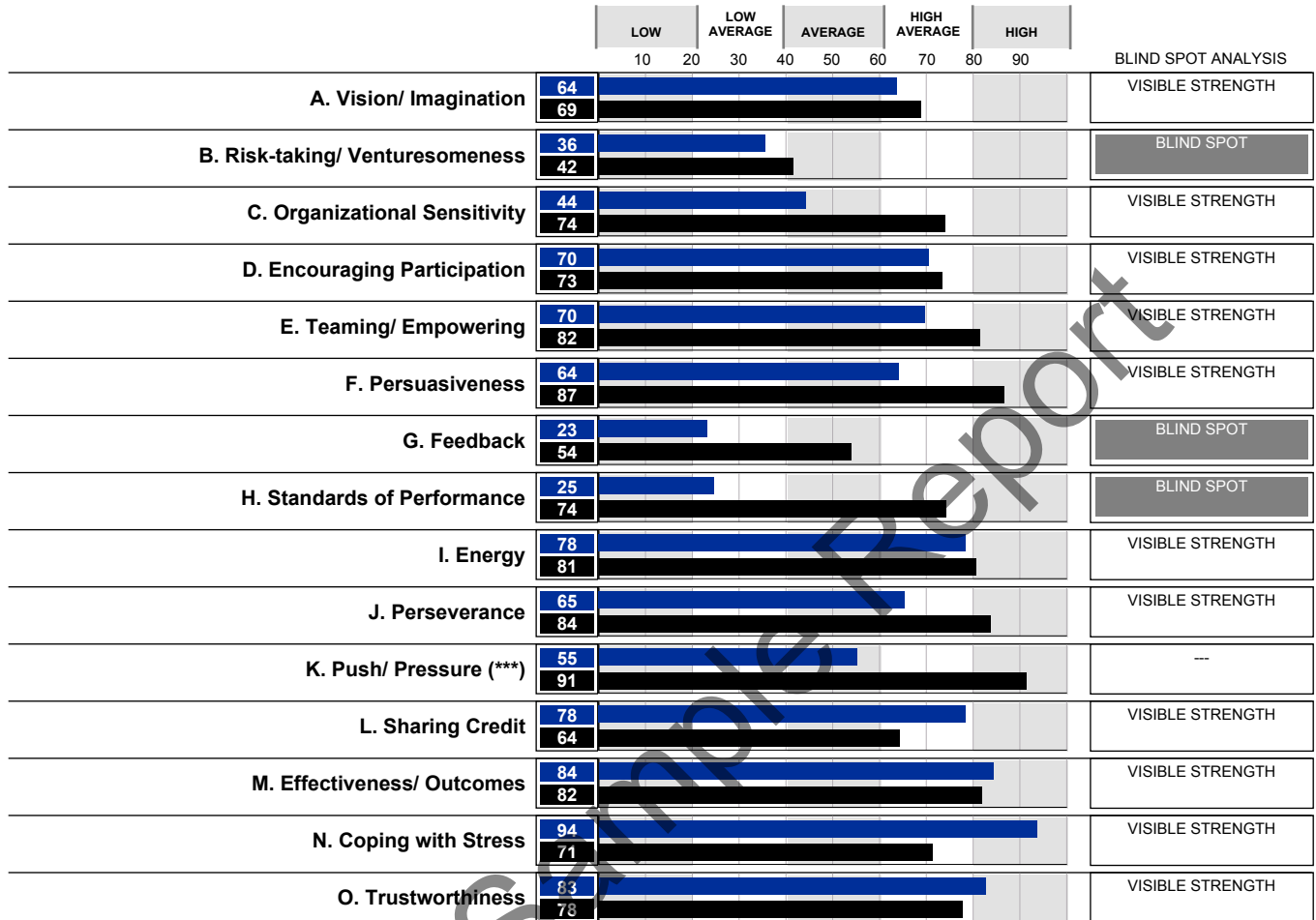
■ Peers  
■ Self

VISIBLE STRENGTH = Rated AVERAGE, HIGH AVERAGE or HIGH by others and yourself  
 UNREALIZED STRENGTH = Rated LOW or LOW AVERAGE by yourself, while rated AVERAGE, HIGH AVERAGE or HIGH by others  
 SOFT SPOT = Rated LOW or LOW AVERAGE by others and yourself  
 BLIND SPOT = Rated AVERAGE, HIGH AVERAGE or HIGH by yourself, while rated LOW or LOW AVERAGE by others



**Development**

**CENTILE SCORES & BLIND SPOT ANALYSIS FOR MANAGER**



**Manager**  
**Self**

VISIBLE STRENGTH = Rated AVERAGE, HIGH AVERAGE or HIGH by others and yourself  
 UNREALIZED STRENGTH = Rated LOW or LOW AVERAGE by yourself, while rated AVERAGE, HIGH AVERAGE or HIGH by others  
 SOFT SPOT = Rated LOW or LOW AVERAGE by others and yourself  
 BLIND SPOT = Rated AVERAGE, HIGH AVERAGE or HIGH by yourself, while rated LOW or LOW AVERAGE by others

## Development

## 5 HIGHEST/LOWEST RATED QUESTIONS FROM YOUR REPORTS

## 5 highest rated questions

# Question	Dimension	REPORTS
38. Is mindful of the internal dynamics of the organization and acts accordingly	C. ORGANIZATIONAL SENSITIVITY	7.00
12. Clearly understands how to maintain good working relations in the organization	C. ORGANIZATIONAL SENSITIVITY	6.67
42. Interprets internal politics accurately by keeping in touch with many sources	C. ORGANIZATIONAL SENSITIVITY	6.67
20. Is very influential when she or he takes sides in a discussion	F. PERSUASIVENESS	6.67
47. Carries substantial influence in discussions to resolve problems	F. PERSUASIVENESS	6.67

## 5 lowest rated questions

# Question	Dimension	REPORTS
58. Will take a chance for the good of the organization	B. RISK-TAKING/ VENTURESOMENESS	3.00
16. Looks for changes in operations that will raise productivity	A. VISION/ IMAGINATION	3.33
3. Will take a risk on a new idea if it looks promising	B. RISK-TAKING/ VENTURESOMENESS	4.00
9. Pays attention to reactions to his or her suggestions	G. FEEDBACK	4.33
2. Is very creative in handling every day problems	A. VISION/ IMAGINATION	4.67

## Development

## 5 HIGHEST/LOWEST RATED QUESTIONS FROM YOUR PEERS

## 5 highest rated questions

# Question	Dimension	PEERS
38. Is mindful of the internal dynamics of the organization and acts accordingly	C. ORGANIZATIONAL SENSITIVITY	7.00
51. Is an active, motivated, busy individual and expects others to be the same	I. ENERGY	7.00
42. Interprets internal politics accurately by keeping in touch with many sources	C. ORGANIZATIONAL SENSITIVITY	6.67
36. Collaborates well with co-workers	E. TEAMING/ EMPOWERING	6.67
13. Is not afraid to try a suggestion if it looks like an improvement	B. RISK-TAKING/ VENTURESOMENESS	6.33

## 5 lowest rated questions

# Question	Dimension	PEERS
2. Is very creative in handling every day problems	A. VISION/ IMAGINATION	4.33
37. Demonstrates real imagination to solve difficult problems	A. VISION/ IMAGINATION	4.33
34. Is responsive to suggestions about the way he or she acts at work	G. FEEDBACK	4.33
16. Looks for changes in operations that will raise productivity	A. VISION/ IMAGINATION	4.67
3. Will take a risk on a new idea if it looks promising	B. RISK-TAKING/ VENTURESOMENESS	4.67

## Development

## 5 HIGHEST/LOWEST RATED QUESTIONS FROM YOUR MANAGER

## 5 highest rated questions

# Question	Dimension	MANAGER
16. Looks for changes in operations that will raise productivity	A. VISION/ IMAGINATION	7.00
45. Makes effective use of multiple information sources to see patterns and trends	A. VISION/ IMAGINATION	7.00
68. Works in a way that shows sensitivity to the organizational norms	C. ORGANIZATIONAL SENSITIVITY	7.00
64. Is willing to listen to anyone who has a good suggestion	D. ENCOURAGING PARTICIPATION	7.00
36. Collaborates well with co-workers	E. TEAMING/ EMPOWERING	7.00

## 5 lowest rated questions

# Question	Dimension	MANAGER
42. Interprets internal politics accurately by keeping in touch with many sources	C. ORGANIZATIONAL SENSITIVITY	4.00
34. Is responsive to suggestions about the way he or she acts at work	G. FEEDBACK	4.00
49. Is sensitive to other people's reactions to her or his ideas	G. FEEDBACK	4.00
14. Emphasizes the importance of each person performing at her or his best	H. STANDARDS OF PERFORMANCE	4.00
39. Perseveres on a course of change despite opposition	J. PERSEVERANCE	4.00

## Development

## 5 HIGHEST/LOWEST RATED QUESTIONS FROM YOUR SELF

## 5 highest rated questions

# Question	Dimension	SELF
11. Makes a team approach an important part of managing and solving problems	E. TEAMING/ EMPOWERING	7.00
51. Is an active, motivated, busy individual and expects others to be the same	I. ENERGY	7.00
16. Looks for changes in operations that will raise productivity	A. VISION/ IMAGINATION	6.00
37. Demonstrates real imagination to solve difficult problems	A. VISION/ IMAGINATION	6.00
45. Makes effective use of multiple information sources to see patterns and trends	A. VISION/ IMAGINATION	6.00

## 5 lowest rated questions

# Question	Dimension	SELF
34. Is responsive to suggestions about the way he or she acts at work	G. FEEDBACK	4.00
2. Is very creative in handling every day problems	A. VISION/ IMAGINATION	5.00
3. Will take a risk on a new idea if it looks promising	B. RISK-TAKING/ VENTURESOMENESS	5.00
13. Is not afraid to try a suggestion if it looks like an improvement	B. RISK-TAKING/ VENTURESOMENESS	5.00
43. Actively seeks opportunities to try new ideas	B. RISK-TAKING/ VENTURESOMENESS	5.00

**Development**

**DEVELOPMENT PLAN**

Summarize your feedback from each rater below to help identify an area for improvement.

**REPORTS**

List Key Strengths

List Key Challenges

**PEERS**

List Key Strengths

List Key Challenges

**MANAGER**

List Key Strengths

List Key Challenges

Enter your most important business objectives and career goals. These are the best guides for deciding what to do about the strengths and challenges that you summarized above.


[Empty text box for business objectives and career goals]

**Development Focus.** Consider your challenges in light of what you need to achieve in the near future and remember that Phases I & II of the Task Cycle® are where you get the most leverage. Note below your priorities for development before lining out one or more development items in the next section.

[Empty text box for development focus and priorities]

**Development**

**DEVELOPMENT PLAN**

 Print or photocopy this page for additional development items and/or actions

**Development Item(s)**

**Business or career goals** (Refer to previous page)

**What skills, practices or knowledge do you need to focus on at this time?**

**Development Action(s)**

What action(s) are you going to take?	By when?

**Success Indicators** (How will you know you're improving?)

**What resources do you need?**

Partial Sample Report