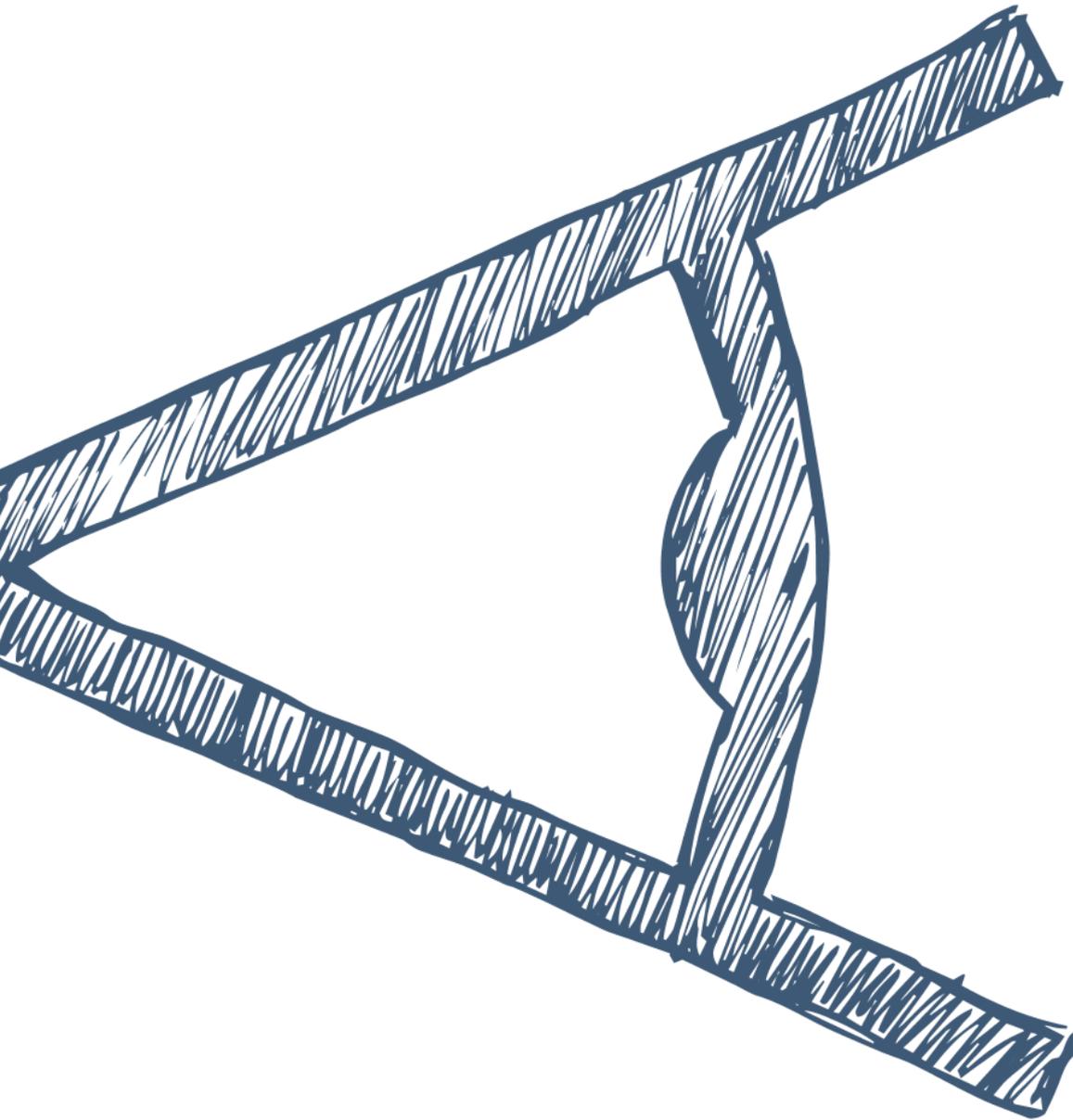


# PERSONAL PROFILE

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Mrs. Thomas Sample

15/10/2018

Private & Confidential

# PERSONAL PROFILE

## INTRODUCTION TO SELF AWARENESS

By taking the Thomas Personal Profile Analysis (PPA), you have taken the first step to increase your self-awareness, which is the foundation of all personal development. Self-awareness provides a platform in which you can reflect on your behaviours, your beliefs and how you may come across to others, thus giving you the ability to modify and adapt your behaviours when necessary.

“Knowing others is intelligence; knowing yourself is true wisdom. Mastering others is strength; mastering yourself is true power.” - Lao Tzu

## YOUR REPORT

The contents of this report are based on the way you answered the PPA, with your pattern of responses forming a holistic behavioural profile of you in the workplace.

Throughout the report you will discover:

- What motivates you
- Your preferred style of communication
- Where your strengths lie
- Your response to change
- The ideal workplace culture for you
- The value you bring to an organisation
- Your behavioural characteristics

This information can be used in many ways to help you achieve your career goals, from identifying what types of job you will be good at and understanding how able you are to perform under pressure, to how you interact with others and your strengths and limitations, plus so much more.

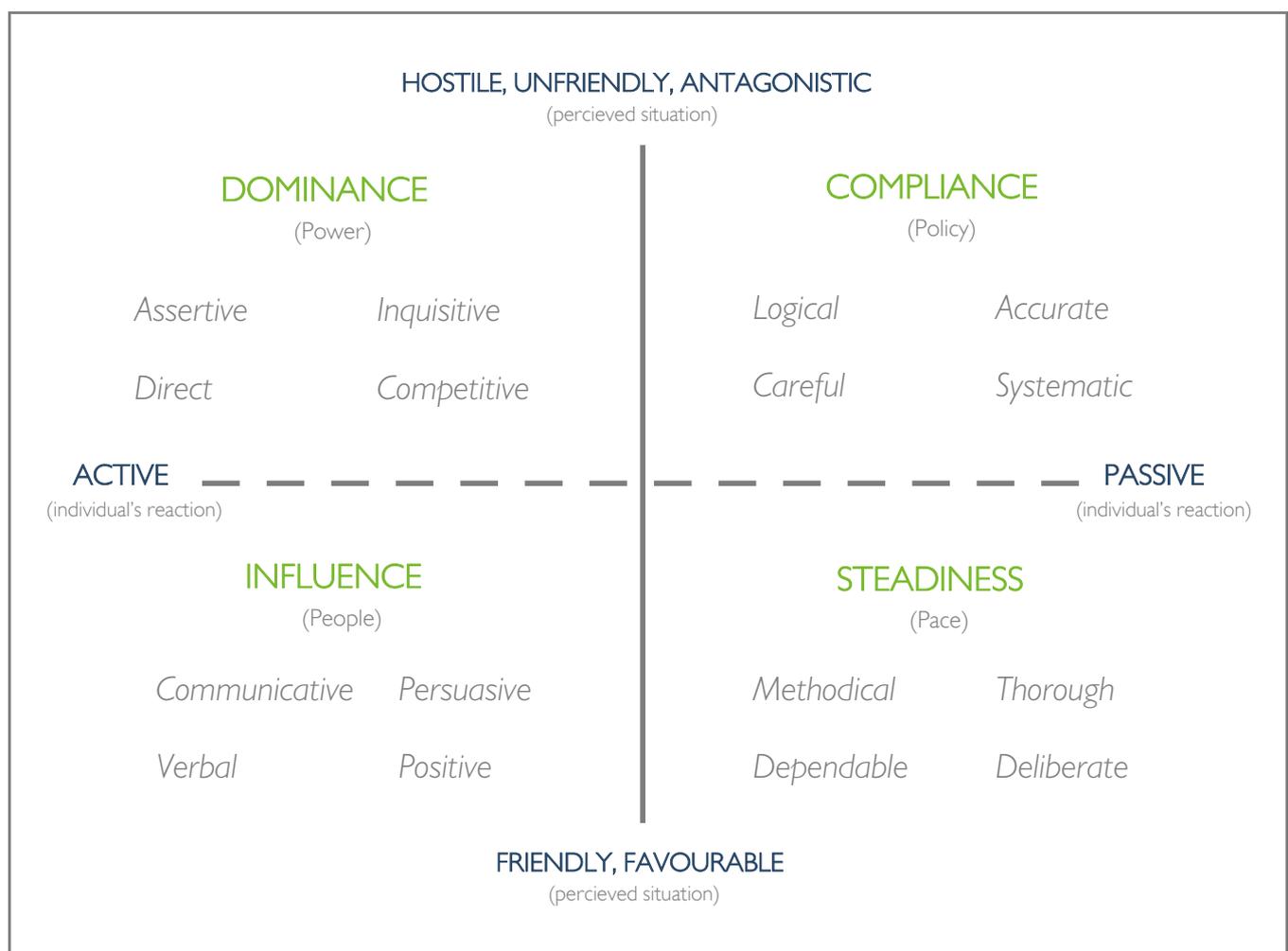
When reading through your report, don't forget these three things:

1. Behavioural profiling won't highlight 'good' or 'bad' qualities.
2. There are no 'right' or 'wrong' answers.
3. It is possible that not every statement in the report will accurately describe your view on yourself.

## THE PSYCHOLOGICAL THEORY BEHIND THE PPA

The PPA is a psychological assessment that measures your behavioural preferences. The PPA is grounded in a theory called DISC, which was created by Dr William Moulton Marston. Dr Marston published his theory in the book 'Emotions of Normal People' and proposed that people are drawn towards two broad world views: that the world is hostile, unfriendly and antagonistic, or that the world is friendly and favourable. Marston further proposed that people could have an active or passive reaction to their perception of the world around them. By placing the axes at right angles, four quadrants form with each describing a behavioural pattern:

- Dominance produces activity in an antagonistic environment.
- Inducement [now labelled Influence] produces activity in a favourable environment.
- Submission [now labelled Steadiness] produces passivity in a favourable environment.
- Compliance produces passivity in an antagonistic environment.



Adapted/updated version of original theoretical framework of Marston, W Moulton (1928), Emotions of Normal People

# PERSONAL PROFILE: MRS. THOMAS SAMPLE

## ABOUT YOU

Being steady and thorough you are probably painstaking in your approach to work and can cope with routine and repetitive tasks. You have good follow-through which allows you to tie up loose ends and see assignments through to conclusion. You like to work in a systematic and precise manner and will always attempt to get things right and free from error. You want to understand the reason behind things and learn how they function.

Being non-aggressive you probably dislike arguments and wherever possible will keep clear of confrontational issues. You are a sincere person who

respects authority and is usually agreeable and diplomatic to those around you.

You tend to be fairly quiet and shy but in general try to get on with most people. Even in adverse situations you are likely to be very loyal and will attempt to support those around you. You try to be there for people and will always consider the others person's point of view. You like to build close relationships with people and will probably make clear distinctions between those who are friends and those who are merely acquaintances.

## GENERAL CHARACTERISTICS

- Logical and hard working with an innate need to get things right.
- Can cope with routine, repetitive tasks.
- A sincere person who respects authority and is usually diplomatic with colleagues.
- Complies with policies and procedures.
- Prefers the security of a structured environment.
- Has good follow through, wants to tie up all the loose ends.
- Non-aggressive; will try to avoid conflict, trouble and hassle.
- Ensures quality and standards are maintained.
- Can do detailed work.
- May appear aloof and non-communicative to more verbal individuals.
- Can be inflexible and reluctant to change direction once a course of action has been agreed.
- May confuse less detailed individuals with too much detail.
- May not delegate to others.
- Could have difficulty with time management.
- Could delay the decision-making-process if unsure of the facts and information.

## DESCRIPTIVE WORDS

Moderate, steady, predictable, serious, thorough and accurate, quiet, non-aggressive, adaptable, precise, factual, sincere and loyal, asks "why" and "how".

## YOU IN THE WORK PLACE

Ultimately, as you develop and gain experience in the workplace people will come to recognise and appreciate you for your knowledge and expertise. Your steady, thorough and systematic approach will ultimately allow you to conscientiously research and analyse information that can be used in the workplace. You can do routine work and once you develop your competences in the job people will come to feel confident that whatever you take on you will work at persistently in order to take it through to conclusion.

You are a cautious individual and as such prefer to be given time to assess situations and reflect upon the likely consequences before launching into action. The indicators suggest therefore that you would probably feel more comfortable working in areas where the need to make impulsive decisions was not a major part of the job.

Being fairly amicable and easy going you are likely to try and keep the work environment friendly and free of arguments. In general you attempt to keep away from confrontation. However, if you feel rules and procedures are not being followed, you will assert yourself and voice your opinion. You are hard working and will set yourself very high standards. Equally you will expect the same from others and will try to ensure quality and standards are maintained at all times

Your responses suggest that before starting a project you will need time to prepare yourself and get things organised in your own mind. Only when you are confident that you have all the necessary information are you willing to take on a task. Preferring to work at your own pace you probably dislike unrealistic deadlines or being pressurised into releasing work before you are satisfied that you have the best result.

Given all these factors, the ideal working environment for you to consider would be one where the job has a routine and your responsibilities are clearly defined. Equally, the career you choose should be of a structured nature and offer you some form of security. Being allowed the time to systematically research and analyse information will be important to you as is working as part of a specialist, technical or administrative team. Given the right environment you are likely to become a valued team member.

## WORKING STRENGTHS

- Administrative and specialist competence
- Concentrating determinedly on work and assignments
- Demonstrating loyalty and sincerity
- Empathetic and considerate of others
- Can work without difficulty in a situation that requires minimal people contact
- Respects sincerity and authority
- Reflects on ideas before taking action
- Prefers things to people
- Being diplomatic with people
- Complying and adhering to with policies and procedures
- Avoids unnecessary trouble, risk and confrontation
- Objectively evaluating and criticising performance

A greater understanding of your behavioural strengths can be used to inform any decisions you make about your future development, whether that is in your career, your education or general personal and professional development.

The contribution you are likely to bring to an organisation will be your unique tendency to patiently and consistently see a job through to conclusion. You can apply your specialist skills in order to ensure standards and/or quality are maintained and you have the capacity to assess and research all possible solutions to problems. You are dependable, a good listener and as such will quickly establish yourself as a person of integrity who demonstrates sincere concern for the well being of those around you. You can detect errors and will, wherever possible, try to avoid mistakes.

## POSSIBLE LIMITATIONS

- Can be inflexible, rigid and, at times, procrastinates
- Lack of urgency may result in unnecessary delays
- Her tentative and cautious approach tends to detract from her abilities and expertise
- Her quiet and hesitant manner may create tension and irritation in more active and demanding people
- She may have difficulty in communicating with new acquaintances, particularly in unfamiliar situations; and in areas where she does not have the interest or expertise
- She can over-emphasise facts and figures at the expense of feelings and emotions
- She may be perceived as inattentive or disinterested due to her reserved and reflective manner
- Reluctant to "let go" and delegate
- May take too detailed an approach to tasks
- Overly cautious in making decisions and risk taking
- May stifle initiative in others
- Does not enthuse and motivate others easily
- May not take control of tasks and situations
- Not bottom line orientated

## WHAT TO DO NEXT?

Your personal profile is a valuable resource for your personal or professional development. Your behavioural preferences can be included in important documents like CVs, cover letters, personal statements or social media profiles. You may find it useful to refer to your profile when you make a significant change in your life like starting a new job, finishing education or meeting lots of new people.

This report is a reflection of your behavioural and communication preferences now. You may see changes in your preferences if you move into a different or new working environment, or actively work on modifying your approach. It can be valuable to repeat this assessment once or twice a year, or around the time of a significant change in your life.

## RESEARCH AND RIGOUR

The PPA has been extensively validated by Thomas International, both internally and in partnership with our academic advisors from a range of universities and organisations around the world.

The PPA is registered with the independent **British Psychological Society** (BPS) after it was audited against the technical criteria established by the European Standing Committee on Tests and Testing, part of the **European Federation of Psychologists' Associations**.

