



The HELM Summary

Name: John Doe

Date: 09/16/16

Position: Assistant Dept Manager

Your Behavior Clusters Dashboard:

Work Style	Management Style	Dealing with People	Problem Solving	Mental Toughness

Behavior Clusters are based on the interaction of underlying personal preferences that you indicated in the HELM questionnaires you answered.

How to Use This Report:

Share these pages with your manager or a trusted coach/mentor so that he or she can help you. Feedback, suggestions, and encouragement from others are valuable sources of help.

TIPS are provided for areas of greatest need at this point in time, and information at the bottom of each page directs you to more information.

Here's More About YOU! Use these tips to become more effective on the job!

 Work Style describes your preferred overall behavioral style on the job – energy level, organization, delegating tasks, and more	Your Strengths * Even-keeled; good balance between being too restrained and too impulsive
	Your Cautions * Quick thinker; makes mental connections rapidly; may be impatient * Likes a dynamic, changing environment; may become bored with routine * Deliberate work pace; prefers to exert only the amount of energy required * Focuses on specifics and facts; less interested in ideas * Doesn't value advice or coaching from people who are not credible to him
	TIPS FOR YOU * Avoid over-thinking a situation, enjoyable as that may be, by setting deadlines for taking action * Anticipate unintended consequences before making changes in routines and procedures * Manage lifestyle choices (diet, exercise, sleep, etc) to enhance energy and stamina for entire shift * Keep the overall goal of a project in mind as you deal with the specifics to avoid effort wasted on unimportant details * When others offer suggestions or advice, regardless of whether they seem credible to you, listen for useful information
 Management Style describes how you prefer to lead and direct the activities of others	Your Strengths * Usually able to find a good balance between leading and pushing employees * Understands the need for preparation and organization
	Your Cautions * Quick learner; may be impatient with people who learn slowly * Has difficulty delegating; doesn't trust others to get things done * Seeks approval before initiating action; may over-rely on procedures
	TIPS FOR YOU * Remember to set realistic expectations for others that are based on a non-judgmental assessment of their capabilities * Instead of blaming others when things go wrong, show them how to do better * Rely on life and work experience to offer suggestions and solutions at work

Please refer to your HELM Professional Development Guide (PDG) for much more information. More coaching suggestions are available in the HELM Coaching Suggestions Guidebook (CSG).