

Professional Development Guide

Name: Doe, John

Date Completed: 01/01/15

SAMPLE ONLY

Sample Company

H E L M

AND ASSOCIATES, INC.

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Work Style



Work style describes your overall preferred work style on the job. It includes your preferences in five areas that are listed below. For more information about *what you can do to take action* in any of these areas, click on the DETAILS button, or turn to the indicated page.

The number beside each of your preferences below suggests where you should consider focusing your professional growth attention. Use this key to understand the numbers:



Work on these first



Second, take a look at these



Strengths – these look good

Your preferences:

	Energy and Stamina You avoid wasting energy and conserve your reserves of stamina by using no more energy than the circumstances require. Your stamina may sometimes be lower than routinely demanded by the job.	DETAILS Or turn to page 13
	Approach to Change You tend to view change as an expected part of business and, in most instances, you adapt to it quickly. Be aware, however, that embracing change for its own sake can cause, rather than solve, problems.	DETAILS Or turn to page 12
	Coachability Your confidence in your abilities means that you may at times make it difficult to take advice and suggestions for improvement from others.	DETAILS Or turn to page 22
	Big Picture Orientation You have a strong preference for learning about things by first focusing on the facts that are known. This focus can produce “tunnel vision” that prevents you from seeing the broader context of the situation.	DETAILS Or turn to page 20
	Impulse Control You seldom act impulsively but, when you do, you usually are able to recognize that you have done so, and think about how to avoid it in the future.	DETAILS Or turn to page 14