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# Personal Talent Skills Inventory®

## Personal Skills 23 Version

**Denise Sample**

12-9-2022

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# Introduction



Research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment.

An individual's talents and personal skills are a fundamental and integral part of who they are.

In this report we are measuring three dimensions of thought. They are:

- Intrinsic - People
- Extrinsic - Tasks or things
- Systemic - Systems

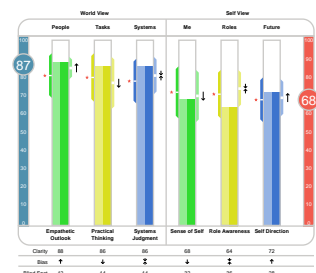
This report analyzes talents; that is, a person's ability to do things. Is the report 100% true? Yes, no and maybe. As you review your report, please determine which items are job related. This will give you insight as to where to begin development.

# World View



This is how Denise sees the world around her. This view measures her clarity and understanding of people, tasks and systems. It could also be looked at in terms of feeling, doing and thinking from an external standpoint. The statements below are based primarily on the 3 dimensions on the left side of the dimensional balance page and are in a random order.

- Denise has good thinking and planning abilities.
- She has a high understanding of people and can build and maintain relationships.
- She is versatile and able to adapt well to different types of people and changing situations.
- She will try to find a way to accomplish objectives, even if the necessary resources are not available.
- Denise has the ability to delegate specific assignments or tasks from a base of authority or from the overall plan.
- She will take care of the details and the process of implementing a plan.
- She has the ability to turn her attention toward information gathering about a given situation.
- She can see the practical side of things in order to evaluate the pros and cons of each situation.
- Denise understands how to deal effectively with ideas, information, and systems.

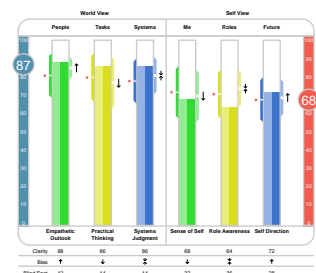


# Self View



This is how Denise sees herself. This view measures her clarity and understanding of herself, her roles in life and her direction for the future. The internal dimensions are a reflection of her from both personal and professional viewpoints. The statements below are based primarily on the 3 dimensions on the right side of the dimensional balance page and are in a random order.

- Denise may benefit from developing a clear set of goals for the future.
- She would benefit from developing a deeper understanding of herself, her role and direction.
- She tends to be adaptable, depending on what is called for in the current situation.
- She may apply her life planning skills for personal growth.
- Denise should continuously challenge herself in order to continue to grow.
- She could get into a comfort zone which could restrict her from developing or applying more of her potential.
- She has the ability to see what perspective she needs to focus on, depending on the current situation.
- She could benefit from taking on new challenges outside of her routine or comfort zone.
- Denise believes that her own worth is based equally on her sense of self, her life roles, and growing as a person.

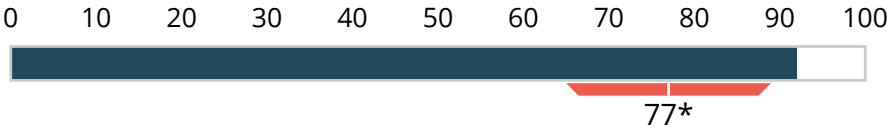


# Personal Skills Hierarchy

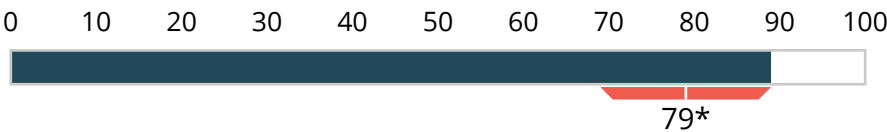


Your unique hierarchy of personal skills is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your personal skills from top to bottom.

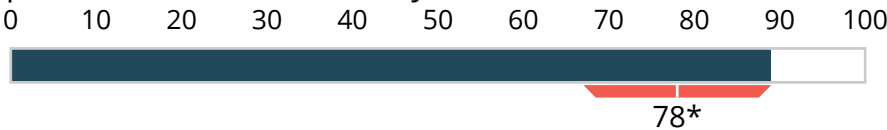
**1. Objective Listening** - The ability to listen to many points of view without bias.



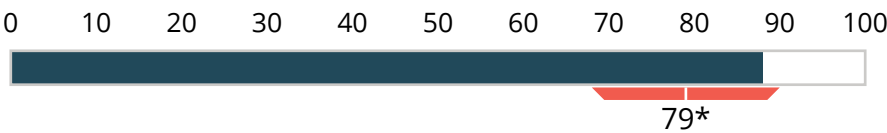
**2. Leading Others** - The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.



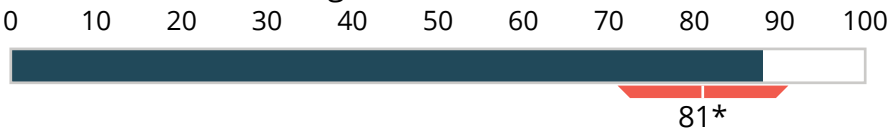
**3. Conflict Management** - The ability to resolve different points of view constructively.



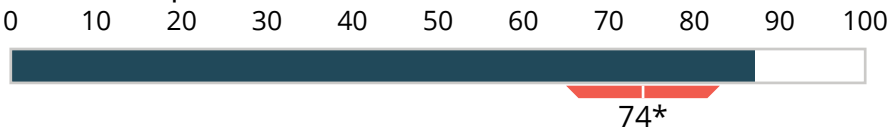
**4. Customer Focus** - A commitment to customer satisfaction.



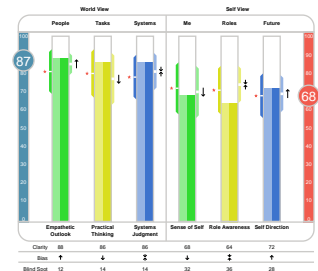
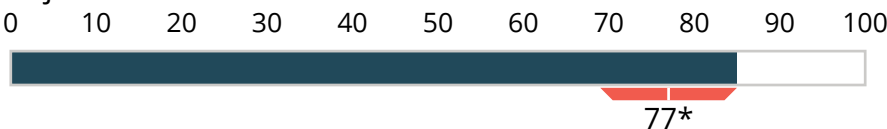
**5. Empathetic Outlook** - The capacity to perceive and understand the feelings and attitudes of others.



**6. Developing Others** - The ability to contribute to the growth and development of others.



**7. Teamwork** - The ability to cooperate with others to meet objectives.



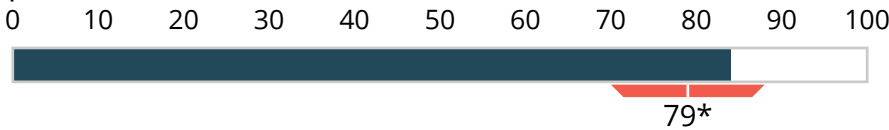
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\* 68% of the population falls within the shaded area.

# Personal Skills Hierarchy

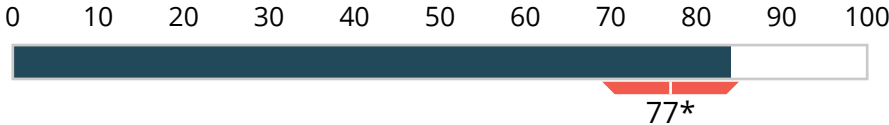


**8. Interpersonal Skills** - The ability to interact with others in a positive manner.



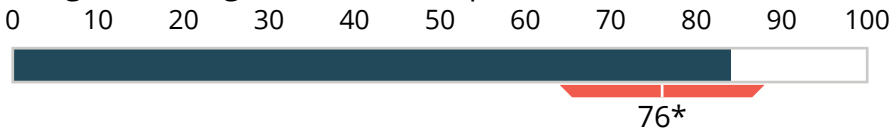
84

**9. Influencing Others** - The ability to personally affect others' actions, decisions, opinions or thinking.



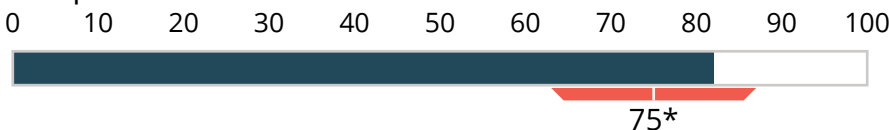
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**10. Flexibility** - The ability to readily modify, respond to and integrate change with minimal personal resistance.



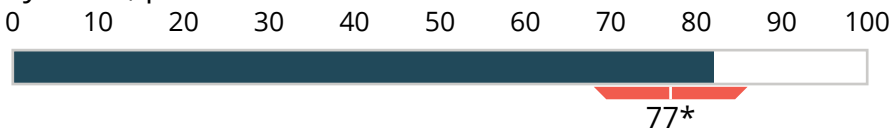
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**11. Problem Solving** - The ability to identify key components of a problem to formulate a solution or solutions.



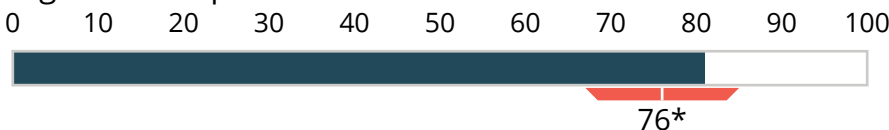
82

**12. Planning and Organization** - The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.



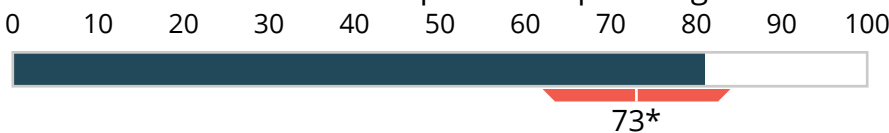
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**13. Diplomacy And Tact** - The ability to treat others fairly, regardless of personal biases or beliefs.

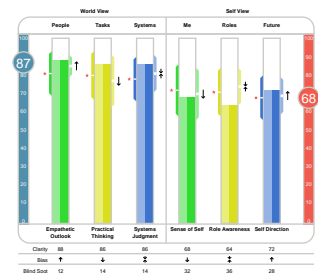


81

**14. Conceptual Thinking** - The ability to analyze hypothetical situations or abstract concepts to compile insight.



81

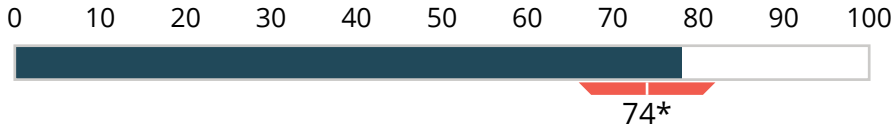


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# Personal Skills Hierarchy

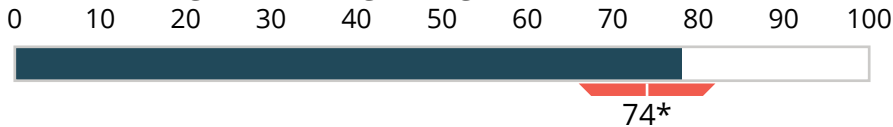


**15. Goal Achievement** - The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.



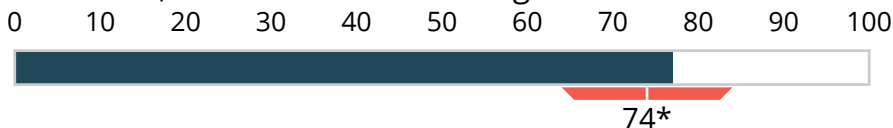
78

**16. Decision Making** - The ability to analyze all aspects of a situation to gain thorough insight to make decisions.



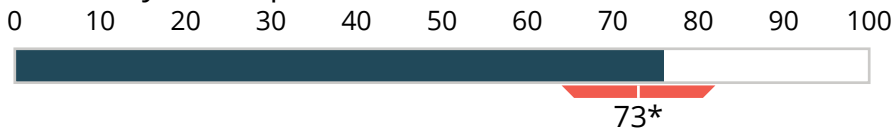
78

**17. Continuous Learning** - The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.



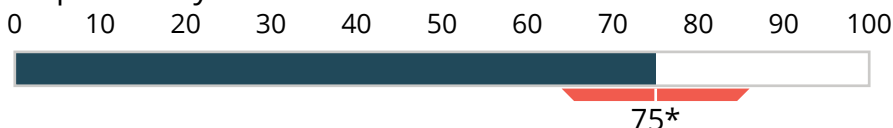
77

**18. Results Orientation** - The ability to identify actions necessary to complete tasks and obtain results.



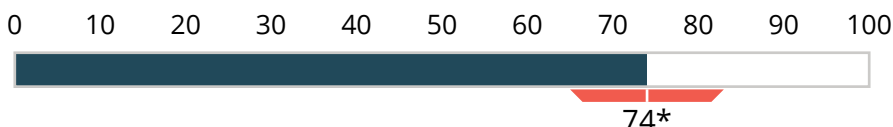
76

**19. Accountability for Others** - The ability to take responsibility for others' actions.



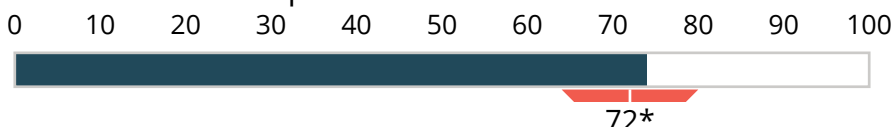
75

**20. Self Management** - The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

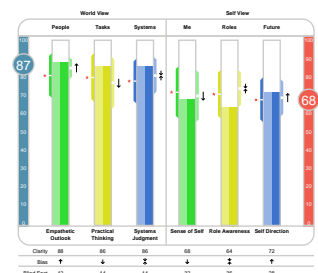


74

**21. Personal Accountability** - A measure of the capacity to be answerable for personal actions.



74



\* 68% of the population falls within the shaded area.



# Personal Skills Hierarchy



**22. Resiliency** - The ability to quickly recover from adversity.

0 10 20 30 40 50 60 70 80 90 100



70

72\*

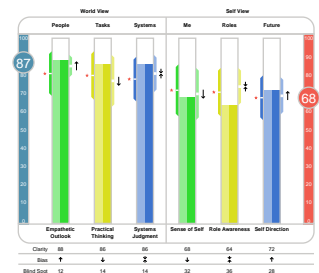
**23. Self Starting** - The ability to initiate and sustain momentum without external stimulation.

0 10 20 30 40 50 60 70 80 90 100



68

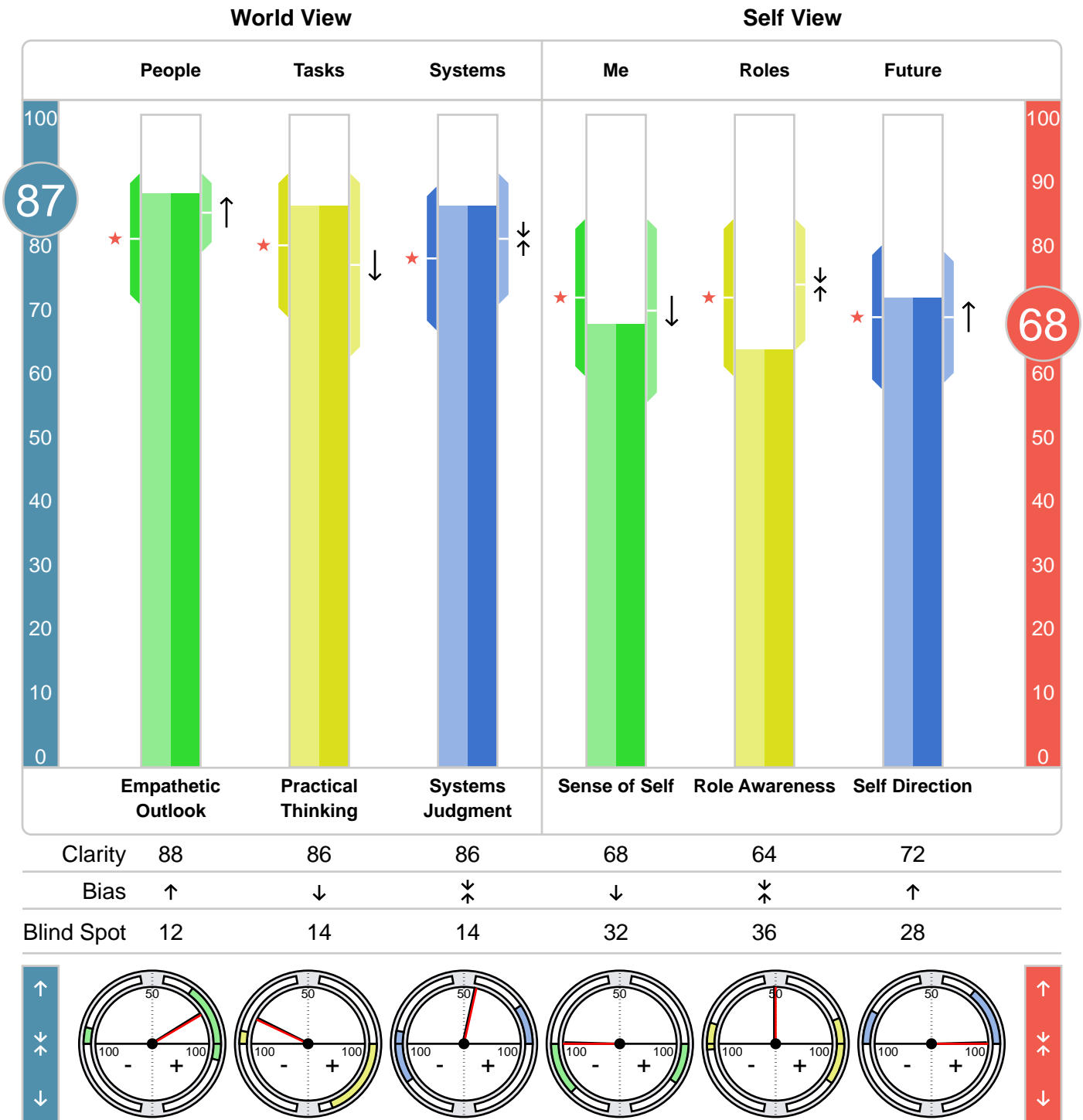
69\*



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# Dimensional Balance

## For Consulting And Coaching



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- ↑ Overvaluation
- ✕ Mixed valuation
- ↓ Undervaluation
- Intrinsic
- Extrinsic
- Systemic
- ★ Population mean
- 87 External Clarity Average
- 68 Internal Clarity Average

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# Category Breakdown

## For Consulting And Coaching



### Accountability for Others

### Conceptual Thinking

### Conflict Management

- Correcting Others
- Problem Solving
- Sensitivity to Others

### Continuous Learning

- Self Improvement
- Personal Drive

### Customer Focus

- Evaluating What is Said
- Empathetic Outlook
- Freedom from Prejudices

### Decision Making

- Conceptual Thinking
- Theoretical Problem Solving
- Role Confidence
- Balanced Decision Making

### Developing Others

### Diplomacy and Tact

- Empathetic Outlook
- Balanced Decision Making
- Freedom from Prejudices

### Empathetic Outlook

### Flexibility

- Surrendering Control
- Integrative Ability
- Understanding Motivational Needs

### Goal Achievement

- Results Orientation
- Realistic Personal Goal Setting
- Project and Goal Focus
- Persistence

### Influencing Others

- Conveying Role Value
- Gaining Commitment
- Understanding Motivational Needs

### Interpersonal Skills

- Evaluating Others
- Personal Relationships
- Persuading Others

### Leading Others

### Personal Accountability

### Objective Listening

- Evaluating What is Said

### Planning and Organization

- Long Range Planning
- Concrete Organization
- Proactive Thinking

### Problem Solving

### Resiliency

- Persistence
- Handling Rejection
- Initiative

### Results Orientation

### Self Management

### Self-Starting Ability

- Initiative

### Teamwork

- Surrendering Control
- Relating to Others
- Sense of Belonging
- Sensitivity to Others

# Core Skills List

## For consulting and coaching



Clarity	Mean	Description
98	76	Using Common Sense
98	79	Sensitivity to Others
98	81	Personal Relationships
95	83	Theoretical Problem Solving
93	79	Attitude Toward Others
92	80	Attention to Detail
92	81	Understanding Motivational Needs
92	77	Evaluating What is Said
90	82	Realistic Goal Setting for Others
89	79	Leading Others
88	78	Relating to Others
88	81	Empathetic Outlook
87	79	Correcting Others
87	74	Developing Others
86	80	Following Directions
86	77	Realistic Expectations
86	80	Respect for Policies
86	79	Emotional Control
86	78	Systems Judgment
86	80	Practical Thinking
84	76	Long Range Planning
84	80	Material Possessions
83	78	Freedom from Prejudices
82	75	Problem Solving
82	76	Integrative Ability
81	76	Concrete Organization
81	73	Conceptual Thinking
81	74	Project and Goal Focus
81	79	Proactive Thinking
80	70	Intuitive Decision Making
80	71	Gaining Commitment
79	73	Surrendering Control
79	76	Realistic Personal Goal Setting
79	77	Evaluating Others
79	79	Conveying Role Value
78	81	Self Improvement
77	71	Personal Drive
77	72	Persistence
77	78	Monitoring Others
76	73	Results Orientation
75	75	Accountability for Others
75	78	Persuading Others
75	76	Status and Recognition
75	77	Sense of Belonging

Clarity	Mean	Description
74	72	Personal Accountability
74	73	Project Scheduling
74	69	Meeting Standards
74	73	Sense of Mission
74	74	Self Management
73	73	Consistency and Reliability
73	74	Self Confidence
73	75	Quality Orientation
73	73	Job Ethic
72	70	Balanced Decision Making
72	69	Self Direction
70	70	Handling Stress
70	75	Sense of Timing
68	73	Sense of Self
68	69	Initiative
66	74	Enjoyment of the Job
65	74	Handling Rejection
65	71	Internal Self Control
64	71	Role Awareness
62	71	Role Confidence
59	67	Self Assessment

# Core Skills List

## For consulting and coaching



Clarity	Mean	Description
75	75	Accountability for Others
92	80	Attention to Detail
93	79	Attitude Toward Others
72	70	Balanced Decision Making
81	73	Conceptual Thinking
81	76	Concrete Organization
73	73	Consistency and Reliability
79	79	Conveying Role Value
87	79	Correcting Others
87	74	Developing Others
86	79	Emotional Control
88	81	Empathetic Outlook
66	74	Enjoyment of the Job
79	77	Evaluating Others
92	77	Evaluating What is Said
86	80	Following Directions
83	78	Freedom from Prejudices
80	71	Gaining Commitment
65	74	Handling Rejection
70	70	Handling Stress
68	69	Initiative
82	76	Integrative Ability
65	71	Internal Self Control
80	70	Intuitive Decision Making
73	73	Job Ethic
89	79	Leading Others
84	76	Long Range Planning
84	80	Material Possessions
74	69	Meeting Standards
77	78	Monitoring Others
77	72	Persistence
74	72	Personal Accountability
77	71	Personal Drive
98	81	Personal Relationships
75	78	Persuading Others
86	80	Practical Thinking
81	79	Proactive Thinking
82	75	Problem Solving
81	74	Project and Goal Focus
74	73	Project Scheduling
73	75	Quality Orientation
86	77	Realistic Expectations
90	82	Realistic Goal Setting for Others
79	76	Realistic Personal Goal Setting
88	78	Relating to Others

Clarity	Mean	Description
86	80	Respect for Policies
76	73	Results Orientation
64	71	Role Awareness
62	71	Role Confidence
59	67	Self Assessment
73	74	Self Confidence
72	69	Self Direction
78	81	Self Improvement
74	74	Self Management
75	77	Sense of Belonging
74	73	Sense of Mission
68	73	Sense of Self
70	75	Sense of Timing
98	79	Sensitivity to Others
75	76	Status and Recognition
79	73	Surrendering Control
86	78	Systems Judgment
95	83	Theoretical Problem Solving
92	81	Understanding Motivational Needs
98	76	Using Common Sense