

Scenarios

Management Scenarios Report

Name
Sample Candidate 3

Date
29 August 2014



INTRODUCTION

Increasingly managerial judgement is seen as an important skill for individuals in organisations, regardless of whether they have the formal job title of 'manager'. The Scenarios test assesses Managerial Judgement – an individual's ability to evaluate 'real-life' managerial situations and decide on appropriate and effective ways of handling them. It assesses an individual's current level of judgement, but it can also be used to provide feedback on how to improve performance in this area.

The ideal answers to the test's questions have been derived from the opinions of managerial experts and then validated by over 20 different research studies involving more than 16,000 managers and professionals from 8 different world regions. In general terms, those with more Managerial Judgement focus on the big picture, delegate, tackle staff issues and place the needs of the organisation ahead of their own and immediate team's needs.

This report is based upon Sample Candidate 3's performance on Scenarios. It measures their ability to deal effectively with a range of managerial situations by presenting them with a number of different work scenarios followed by a number of possible responses and asking them to rate each of the responses for their effectiveness in dealing with that scenario. Their responses have been compared with those of a large and appropriate comparison group.

This report is in three sections. The first section presents Sample Candidate 3's responses graphically, as a profile. The second and third sections present the Subscales and Element scales from the profile, together with narrative interpretations. The Subscales can be used in both a selection and a development context. The Element scales are intended to be used for in-depth developmental feedback purposes only; they are NOT designed to support selection decisions.

The report should be treated confidentially. The shelf life of the information contained in this report is considered to be 18-24 months, depending upon Sample Candidate 3's work role and personal circumstances.

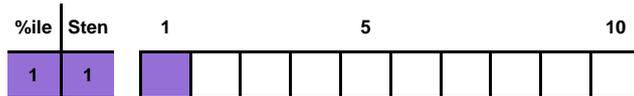
COMPARISON GROUP

Scenarios Management: UK Composite Group 2014

SCENARIOS PROFILE CHART

Managerial Judgement

Less effective at weighing up managerial situations.

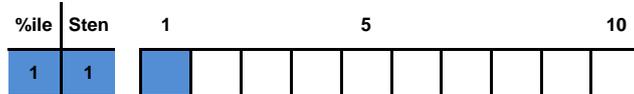


Effectively weighing up managerial situations and deciding on ways of handling them.

Judgement Scales

Managing Objectives

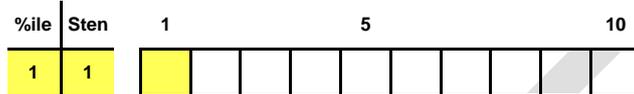
Less effective use of one's energies at work. Less emphasis on wider organisational objectives and delegation.



Making the best possible use of one's energies at work.

People Management

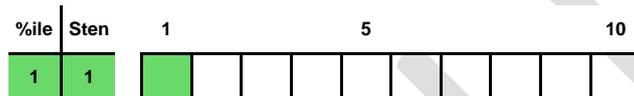
Less effective at handling staff and/or team issues.



Effectively managing a team of direct reports.

Reputation Management

Less effective with reputation management. Places own and team's needs ahead of those of the organisation.

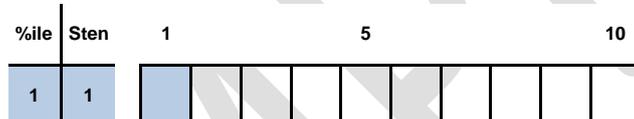


Awareness of how to manage one's reputation in an organisation.

Element Scales

Big Picture

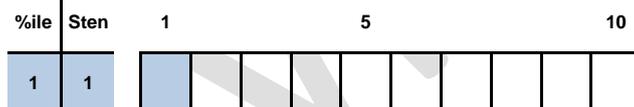
More inclined than their peers to focus on immediate team objectives. Advocates less networking and consultation on wider objectives and decisions.



Advocates wide consultation with other teams on objectives and decisions. Lines up own efforts behind wider organisational objectives.

Delegative

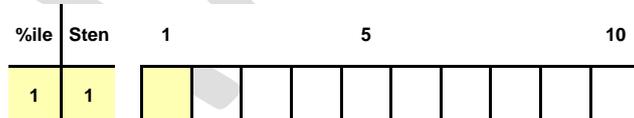
More inclined than their peers to work with detail, take things on personally and "do" rather than manage. Less prioritising and delegating.



Avoids detail, tends to involve others and to delegate. Distils out and tackles important tasks and sets self priorities.

One-to-One

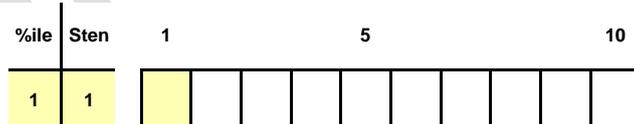
More inclined than their peers to reprimand, ignore or replace an individual who has performance or motivational issues. Offers less support or coaching.



Tackles an individual who has motivation and performance issues, offers support and coaching whilst emphasising the need to meet objectives.

Team

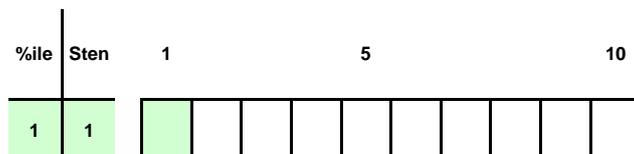
May give the team the impression of being unable or unwilling to tackle, clarify or consult on team motivation and performance issues.



Consults on, clarifies and tackles team motivation and performance problems, promotes and maintains team motivation. Communicates and consults on change.

Personal Recognition

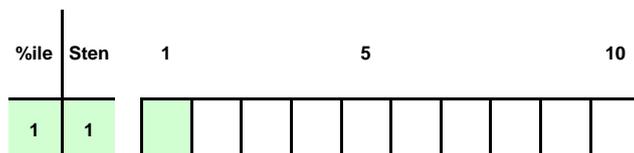
More likely to feel the need to actively influence their own image within the organisation. May overestimate the importance of demonstrating own achievements and personal contributions.



Takes a balanced approach in attempting to manage their own image within the organisation. May overestimate the importance of letting results speak for themselves rather than occasionally highlighting own achievement.

Company Protocol

More focused on outcomes and less concerned about procedures and protocols. May prioritise own or team's needs ahead of other managers' needs or the tackling of the organisation's collective problems.



More likely to focus on reaching decisions and achieving objectives through established protocol. More willing to accommodate the needs of other managers and to tackle the organisation's collective problems.

MANAGERIAL JUDGEMENT AND SUBSCALES

The overall Managerial Judgement scale provides an assessment of Sample Candidate 3's current level of judgement. Individuals who score strongly on the scale are demonstrating practical managerial skills, and are therefore more likely to cope well with the demands of a real life managerial role.

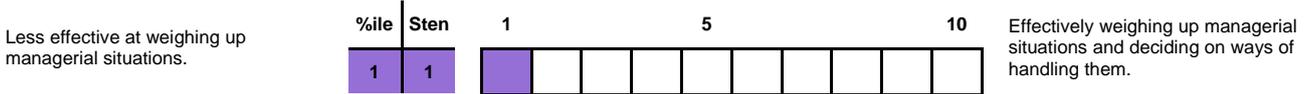
This scale is then broken down into three areas, or sub-scales, Managing Objectives, People Management and Reputation Management. Each of these sub-scales examines Managerial Judgement in a more specific area than the overall scale.

These three sub-scales and the overall scale are scored against a set of correct answers. Research shows that the nearer an individual's responses are to these correct answers, the higher their level of managerial effectiveness will be.

The following table displays Sample Candidate 3's raw and normed scores on these four scales.

Element	Raw Score	Sten	%ile	T-score	Grade
Managerial Judgement	289	1	1	25	E
Managing Objectives	105	1	1	25	E
People Management	96	1	1	25	E
Reputation Management	88	1	1	25	E

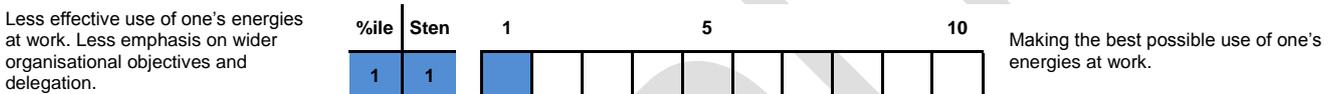
Managerial Judgement



The overall Managerial Judgement scale provides an assessment of Sample Candidate 3's current level of judgement. Individuals who score strongly on the scale are demonstrating practical managerial skills, and are therefore more likely to cope well with the demands of a real life managerial role.

Taking into account Sample Candidate 3's responses to all the questions in the test, and comparing him with the group, the indication is that there is considerable scope for him to develop his managerial judgement. This may be because Sample Candidate 3 has had little experience of dealing with real-life managerial situations, or perhaps because Sample Candidate 3 tends not to reflect greatly on the impact of his actions as a manager. Alternatively, because Sample Candidate 3's current role may be making it difficult for him to manage effectively, he may have picked up some bad habits. Regardless of the reason, Sample Candidate 3 needs to consider the longer-term consequences of his actions on the systems and people around him. He might like to try experimenting with some of the suggestions in this report and being responsive to feedback.

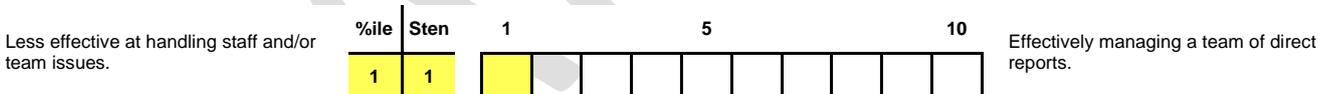
Managing Objectives



The Managing Objectives subscale measures an individual's ability to make the best possible use of their energies at work. It assesses the extent to which you can, on a day-to-day basis, sort out the important from the trivial, and hence decide where best to place your efforts.

When compared to the group, it appears that Sample Candidate 3 may need to make better use of his energies at work. Sample Candidate 3 appears to prioritise his actions according to the immediate demands that face him, rather than on longer-term or wider organisational implications. Sample Candidate 3 will benefit from increasing his networking and engaging himself with organisation-wide initiatives or projects. This will better increase his awareness of the relative importance of different areas of work. Sample Candidate 3 may need to shift his focus to becoming a 'co-ordinator' of others instead of tackling the tasks himself and there is room for him to be more critically-minded in his appraisal of what needs doing.

People Management

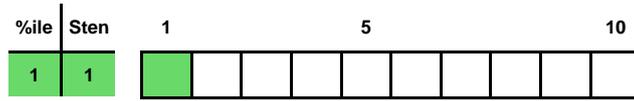


The People Management subscale measures your ability to effectively manage a team of direct reports. Scenarios assesses the extent to which you are able to deal with a range of team and individual problems whilst maintaining motivation and performance.

When compared to the group, it appears that there is considerable scope for Sample Candidate 3 to improve his managerial judgement on staffing issues and problems. Sample Candidate 3 needs to reflect on how he views his team generally, and whether he affords them the same respect that he would grant himself. Reprimanding staff or dismissing problems is only likely to lead to longer-term issues, as team members become reluctant to disclose future mistakes or problems.

Reputation Management

Less effective with reputation management. Places own and team's needs ahead of those of the organisation.



Awareness of how to manage one's reputation in an organisation.

The Reputation Management subscale measures a balance of skills which allow an individual to manage their reputation within an organisation, whilst also serving the long-term interests of that organisation. As such, the subscale measures an awareness of the politics that characterise much of organisational life.

Comparison with the group indicates that there is considerable scope to improve the way Sample Candidate 3 manages his reputation in the organisation. Factors for Sample Candidate 3 to consider include whether he has a strong tendency to place his personal and team goals above the objectives of the organisation, and whether he has a strong tendency to adopt a more independent approach to work rather than working within normal reporting lines.

SAMPLE

JUDGEMENT ELEMENTS

Each subscale area is supported by two related "element" scales, which give valuable information about how you can develop your managerial judgement.

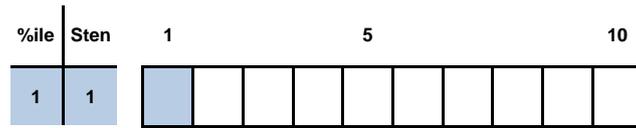
Element	Raw Score	Sten	%ile	T-score	Grade	Related Scale
Big Picture	53	1	1	25	E	Managing Objectives
Delegative	52	1	1	25	E	
One-to-One	47	1	1	25	E	People Management
Team	49	1	1	25	E	
Personal Recognition	33	1	1	25	E	Reputation Management
Company Protocol	55	1	1	25	E	

SAMPLE

Elements Relating To Managing Objectives

Big Picture

More inclined than their peers to focus on immediate team objectives. Advocates less networking and consultation on wider objectives and decisions.



Advocates wide consultation with other teams on objectives and decisions. Lines up own efforts behind wider organisational objectives.

Part of Managing Objectives is concerned with judging the Big Picture – the extent to which you:

- Consult with others on what needs to be achieved
- Line up your efforts behind central/key issues of the organisation
- Direct your attention to longer term objectives and wider issues

High scorers on the Big Picture Element scale tend to adopt the above style, whilst those scoring low focus more on immediate team objectives and consult less with colleagues on wider organisational aims and decisions.

On the Big Picture Element scale, Sample Candidate 3's results indicate that he frequently tends to focus on the immediate tasks that face him and his team, rather than directing his attention to the wider organisation and activities that are key to its future. Sample Candidate 3 will find his style highly effective in the short term when clear, high quality results need to be delivered to timescales, and where his team requires minimal distraction from performing to clearly defined high standards. However, Sample Candidate 3 may miss opportunities to understand what the organisation as a whole feels is important. Sample Candidate 3 may not discuss objectives often enough with bosses and colleagues outside of his team, or consult on what is required. As a result, he may wrongly prioritise activities and could be investing energy over the longer term in the wrong areas.

Specific development advice on Managing Objectives: Big Picture based on your answers to particular test questions

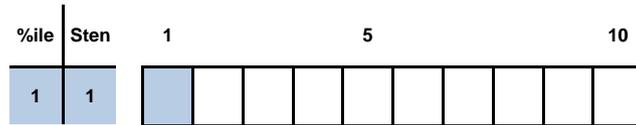
- In establishing the priorities and objectives of your team for the coming business period, you might try giving more weight to the opinions and needs of key customers, for example, those who have significant dealings with your team.
- When considering how to improve your working relationship with your manager, try to discover what his/her key targets and objectives are, and then use this information to bring your efforts and those of your team more into line with these.
- You might try developing your ideas and identifying the important issues that need tackling by piloting these in advance of meetings with senior managers, so that you have something positive to present.
- When establishing yourself in a new role, you may want to quickly arrange meetings with the key people with whom you will work, and to establish and maintain an active network.
- When starting off in a new role, you might try placing more emphasis on quickly establishing how your role links to your manager's role as a means of orientating your activities towards the organisation's goals.
- You might benefit from re-considering the value that working with a wide range of people (both inside and outside the organisation) can have. By learning more about the objectives and priorities of others, you will be able to align your objectives with theirs, as well as to ensure better alignment with your organisation's needs.
- You may be underestimating how important it is to the organisation to work on improving the way departments and teams work together. See this as a good opportunity to broaden your experience and develop your skills further.
- You do not necessarily see the value of discussing with peers on how to improve your team's performance. See such discussions as valuable opportunities to share experiences and to learn from each other to improve team performance.

- You might not be that convinced on the need to understand how other departments function and how their procedures work. However, try to take a wider interest in other departments so that you have a better understanding of the organisation and how everything fits together to achieve the organisational objectives.
- As a means of motivating members of staff, you should try wherever possible to ensure that they understand how their work and the team's work contribute to the overall objectives of the organisation.
- In deciding which activities your team should prioritise as important, you could consider focusing on those activities which other departmental managers also consider to be important.

SAMPLE

Delegative

More inclined than their peers to work with detail, take things on personally and “do” rather than manage. Less prioritising and delegating.



Avoids detail, tends to involve others and to delegate. Distils out and tackles important tasks and sets self priorities.

Part of Managing Objectives (deciding where to place your effort) is concerned with achieving immediate, short-term results – dealing with ‘local’ or day-to-day situations that may affect only part of the organisation. The Delegative Element scale is concerned with the extent to which you:

- Effectively delegate and prioritise activities.
- Avoid detail and identify important tasks.

High scorers on the Delegative Element scale tend to adopt the above approach, and tend to spend less effort on the detail. Those with low scores tend to tackle things personally, work with detail and in isolation from the rest of the organisation.

On the Delegative Element scale, Sample Candidate 3's responses would suggest that he tends to take tasks on personally, rather than managing others to achieve the required results. This style requires considerable personal effort and energy to sustain, but can produce high quality work on day-to-day activities and short term objectives. The drawbacks of this style are that Sample Candidate 3 may make insufficient use of delegation and may accept too much personal responsibility for the work of others. Additionally, Sample Candidate 3 may personally be focusing on too much detail. Sample Candidate 3 would benefit from adopting a more 'relaxed' approach to task management and allowing staff to be more responsible for their own work quality.

Specific development advice on Managing Objectives: Delegative, based on your answers to particular test questions

- For an important task you may prefer to delay it until you have an opportunity to get it completed. However, try to get important tasks started and organise your workload to manage several tasks effectively. There will always be interruptions and a need to re-prioritise things, so there is never a ‘perfect’ time to do any task.
- In establishing priorities and objectives for the team, you may find it worthwhile to make use of your manager's views to understand how they see your team's work fitting in with other areas of the organisation.
- You might benefit from considering more closely the standards and work plans your manager expects of you and your team – if these are not clear, try to clarify and agree them as far as possible.
- You could make more opportunities to involve and inform team members of changes to their work practices that are designed to improve the performance of the team.
- In situations where working relationships are poor or where there is inappropriate competitiveness between key members of the team, you might try placing more emphasis on understanding why this is the case as a means of resolving the situation.
- Consider how you can best establish priorities with your key staff and hold them accountable.
- You could make more use of your line-manager as a legitimate source of effecting change and influencing decisions within the organisation. Consider how you can provide some viable solutions that might influence your manager to take action.
- Be clear when procedures must be followed and work with them by offering practical tips for improvements that can be shared with other departments.
- Consider how you deal with difficult individuals who are none-the-less competent workers. Avoid taking them off the assignments as that might not solve anything. Rather, keep them on and work with them by monitoring their progress and addressing issues that might arise.

- In any role, there is an infinite variety of things to focus on at any one time. The heart of effective working is understanding, planning, and communicating priorities. Be clear in your mind that you will need to do this regularly as priorities will change.
- Involve your staff in coming up with ideas for improving turnaround times and achieving greater work efficiencies.

General development advice for individuals wanting to develop their judgement in the area of Managing Objectives

- As a manager, ensure that the efforts of you and your team are lined up behind the central or key aims of your organisation. If these are not clear, consult with others on what needs to be achieved.
- Ensure that you are not seen to operate in isolation. Appreciate the benefits of wide consultation and networking in order to achieve better all-round business results. Build effective relationships with other departments through peer networks and encourage your staff to do the same.
- It can be easy to get drawn into tackling a number of short term issues and challenges. Remember whenever you can to direct your attention to longer term objectives and wider issues.
- Work with others to set clear expectations. Involve staff to decide on what they should be delivering. Is your manager clear about your goals? Do your customers have clear service expectations?
- As a manager, remember to continually prioritise and delegate. Ask yourself whether you are the best person to tackle this task, or to work with the detail. Could you delegate, should you be leaving the detail to others?
- In demanding roles it is not possible to attempt to do everything to time, quality and costs, so prioritise by identifying what is most important and worth doing in terms of tangible benefit to your organisation, and what urgent issues need to be addressed. Do not be afraid to say "No". Involve your people so that there is ownership and effective delegation.

Elements Relating To People Management

One-to-One

More inclined than their peers to reprimand, ignore or replace an individual who has performance or motivational issues. Offers less support or coaching.

%ile	Sten	1	5	10
1	1			

Tackles an individual who has motivation and performance issues, offers support and coaching whilst emphasising the need to meet objectives.

Part of People Management (effectively managing a team of direct reports) involves dealing with staff members on a one-to-one basis. The One-to-One Element scale is concerned with the extent to which you are willing to:

- Coach staff members with performance and motivational issues, rather than giving up on them or automatically reprimanding them

High scorers on the One-to-One Element scale tend to adopt the above style, whilst those scoring low are more inclined to reprimand or ignore individuals with performance or motivational issues.

On the One-to-One Element scale, it appears that Sample Candidate 3 tends to take a firmer line than most of his peers with a poorly performing individual, tackling performance and motivational issues with reprimands, replacement or by simply leaving the individual to settle down. This style may help Sample Candidate 3 to achieve short-term results, but at the risk of high staff turnover and dissatisfaction. Sample Candidate 3 may find that his style is quite effective in the 'latter' stages of dealing with a performance issue, i.e. after support and coaching have failed to bring about improvements. However, Sample Candidate 3 runs the risk of adopting this style too early, and perhaps being a little impatient with staff. He may tend to give up on them rather than search for a way to bring about improvement. Sample Candidate 3 could achieve substantial long-term improvements in the performance and motivation of individuals through greater use of support and coaching.

Specific development advice on People Management: One-To-One Element based on your answers to particular test questions

- In dealing with disgruntled members of staff e.g. a person who has responded badly to being passed over for promotion, try to do something positive that will improve the situation rather than to just simply rely on time to resolve the issue.
- In dealing with a member of staff who has responded badly to being passed over for promotion, it is important to keep them positively motivated, and to emphasise their importance and contribution to the team.
- You could build up trust, show understanding, and try adopting a more coaching and supportive style with members of staff who have been disappointed by their inability to progress within the organisation.
- Be wary of taking away work from individuals without their consent. What do you think this may be saying to them, and how would this affect your on-going relationship with them?
- Ensure that you consult staff before changing their roles. Check that they are comfortable with the new roles, even if you think that you are giving them greater or better responsibilities.
- Avoid communicating your negative opinions about an individual's work and making harsh judgements and inappropriate decisions based on this. You risk permanently switching them off and demotivating them. Consult with them, showing empathy and understanding and work out together a way forward.
- If a staff member needs to be approached about poor performance, never do this in front of other staff. Always treat staff with the respect and professionalism you would expect to be shown yourself.
- You might be a little too quick to dismiss staff who are experiencing performance problems. Try to persevere and understand the current difficulties and how the individual might be supported in order to overcome the difficulty or to improve their work.
- Ensure that you support new supervisors to develop their supervisory skills so that they can manage their staff effectively. You might be tempted to do this for them because it is easier and you can do it better, whilst you send them to attend some of your many meetings. This might be a short-term solution but it is not effective in the long-term.

- You may, at times, be a little too quick to sideline newly promoted staff who are experiencing performance problems. It is important to demonstrate that you have faith in them and also to send the right message to the rest of the team by taking personal responsibility for developing them.

SAMPLE

Team

May give the team the impression of being unable or unwilling to tackle, clarify or consult on team motivation and performance issues.

%ile	Sten	1	5	10
1	1			

Consults on, clarifies and tackles team motivation and performance problems, promotes and maintains team motivation. Communicates and consults on change.

Part of People Management (managing a team of direct reports) involves managing team motivation and performance problems. Whilst the One-to-One Element scale looks at your judgement in dealing with individual staff members, the Team Element scale looks at your judgement in working at the team level. It is concerned with the extent to which you:

- Consult on and clarify team motivation and performance problems, rather than ignoring them or dealing with them by using reprimands
- Undertake to act on issues on behalf of the team where appropriate

High scorers on the Team Element scale tend to adopt the above style whilst those scoring low are more inclined to ignore team issues and motivation problems, tackle issues with reprimands and make decisions without consulting the team.

On the Team Element scale, Sample Candidate 3 has a tendency to press ahead personally with decisions, and is more likely than his peers to ignore team issues and motivational problems, or to tackle them by challenging the team members who raised them. This style may be quite effective in a crisis, in time-pressured situations or after extensive debate with the team, but will lead to low motivation and high staff turnover if used on a regular basis. The drawback of this style is that Sample Candidate 3 remains largely task-focused, and may miss opportunities to improve the performance and motivation of the team. Sample Candidate 3 could try consulting on and clarifying these motivation and performance problems with the team, undertaking to act on these where appropriate.

Specific development advice on People Management: Team Element based on your answers to particular test questions

- You may occasionally let yourself and the team down by electing to do nothing to challenge senior management in situations clearly requiring action because you are too cautious or over-rate the likelihood of negative consequences. Hence, you need to demonstrate more commitment to take firm action.
- When there are changes to working practices consider how you can involve the team to determine what support they require to enable things to be effective.
- You might try initially adopting a more investigative approach to any obvious decline in your team's performance and morale rather than starting with a strong, disciplinary line.
- You might need to consider the effect on your team's morale of you stating that as their manager, you are powerless to tackle unpopular changes to their work practices.
- Don't take on work yourself in order to avoid a staff issue or to avoid upsetting the team. It may preserve harmony in the short term, but invariably causes more problems later.
- Appreciate that there are often complex political agendas to deal with. You need to be resilient and deal with the political sensitivities and influences as best as you can, but ensuring that important deadlines are met.
- You will be able to exert more influence for yourself and your team by utilising the channels open to you, for example, using your manager's influence with more senior decision makers.
- Be conscious that you exert a powerful influence over your staffs' perceptions, so do not communicate your cynicism for other parts of the organisation to your staff.
- You should take more direct responsibility for supporting and coaching members of your team and to trust them in your absence. So it may not be that appropriate to ask another external manager to check on your team in your absence.

- It is important for you to align your management role to the wider business objectives and priorities rather than simply concentrating on detailed staffing issues within your team.

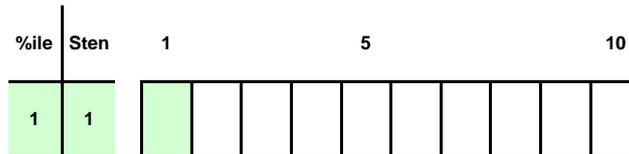
General development advice for individuals wanting to develop their judgement in the area of People Management

- Try fine-tuning your ability to read people situations at work. Think through how effective your potential decisions might be. Put yourself in the other person's perspective. Ask others what they think.
- Understand the demands that the organisation places on people and what aspects might create frustration, concern, or worry for them e.g. workload issues, rumours of organisational change.
- Focus more on understanding individuals, their preferences and their needs. Also, the same applies for different groups of people who might have different cultures and backgrounds. Link this to appreciating what their needs and motivations might be.
- As a manager it is too easy to sort things out for other people and hence to make speedy progress – and there are times where this is the right thing to do. However, see your role as 'growing your people'. So invest quality time to coach, support, and getting to know the aspirations of your people. This takes longer, and the benefits may not be immediate, but the investment will pay dividends as their talent grows.
- Take the lead in resolving team motivation and morale issues. People look to their manager for signs that things can improve and can be tackled / resolved.
- Ensure that you deal with identified issues as often it might appear easier to do nothing. Try to understand the issue from the other person's perspective by allowing them to convey their thoughts. Be adaptable – as everyone is different.
- As a manager of people appreciate that sustained team success equates to keeping your team positively motivated. Hence, review things you have done that might have demotivated people in the past. Capture the things you have done that has motivated or inspired people.

Element Relating To Reputation Management

Personal Recognition

More likely to feel the need to actively influence their own image within the organisation. May overestimate the importance of demonstrating own achievements and personal contributions.



Takes a balanced approach in attempting to manage their own image within the organisation. May overestimate the importance of letting results speak for themselves rather than occasionally highlighting own achievement.

Part of Reputation Management concerns judgements around your career – when to pursue self-promotion and your own career plans at work, and when to place the organisation’s needs first. The Personal Recognition Element scale is concerned with the extent to which you:

- Place organisational objectives ahead of your own advancement
- Value colleague relationships and the best interests of the organisation ahead of promotion
- Tackle work activities that correspond to organisational need, rather than personal interest

High scorers on the Personal Recognition Element scale tend to adopt the above approach, whilst those scoring low tend to over-promote themselves and place impression management above organisational objectives. High Personal Recognition scores are generally desirable.

On the Personal Recognition Element scale, Sample Candidate 3's responses indicate a strong tendency to seek opportunities to promote his own achievements and to manage the impression he creates in the organisation. Whilst Sample Candidate 3 is likely to be adept at building a career for himself within the organisation, he may tend to over-estimate the importance of doing so. Sample Candidate 3 could benefit from putting work objectives and colleague working relationships above your own advancement more often. Sample Candidate 3 might also consider focusing more on key organisational results as a way of building a positive reputation with others.

Specific development advice on Reputation Management: Personal Recognition based on your answers to particular test questions

- When re-motivating a member of staff, you might need to do more than simply emphasising their career advancement as a means of encouraging them.
- Be aware of attempting to outdo your peers to impress your manager. Rather, try to work effectively with peers to demonstrate your ability to achieve results with others.
- An important philosophy of working in large organisations is that ‘one reaps what one sows’ in the long term. If you make decisions on behalf of the organisation primarily to benefit yourself personally rather than the organisation, then it is likely to have negative consequences in the future.
- Distributing your written communications to senior managers not directly involved in your work might get you noticed, but potentially for the wrong reasons.
- You may be limiting your own career and development by preferring to focus on projects that you find intellectually stimulating, rather than those valued by the organisation as a whole. So ensure you select your projects based on organisational needs.
- Given a choice, choose projects that have high importance to the organisation and that might identify other areas that could lead to further worthy on-going projects.
- You may be limiting your career by dismissing opportunities to work on projects that will display your skills to senior people.
- You may be limiting your career by dismissing opportunities to take on work that has high profile responsibilities.
- Appreciate that there can be benefits to your career of being closer (via key tasks and projects) to influential people and having more control of resources.

- Although not the main consideration when turning round the performance of a department, you should nevertheless ensure there is brief communications to senior management so that they are aware of these performance improvements. You may be doing yourself a disservice by not doing so.

SAMPLE

Company Protocol

More focused on outcomes and less concerned about procedures and protocols. May prioritise own or team's needs ahead of other managers' needs or the tackling of the organisation's collective problems.

%ile	Sten	1	5	10
1	1			

More likely to focus on reaching decisions and achieving objectives through established protocol. More willing to accommodate the needs of other managers and to tackle the organisation's collective problems.

Part of Reputation Management (managing one's reputation within an organisation, whilst also serving the long-term interests of that organisation) involves working and influencing within a managerial and team-based environment. The Company Protocol Element scale is concerned with the extent to which you are willing to:

- Operate within reporting lines when influencing and acting
- Put yourself out to tackle/challenge issues for the good of the organisation as a whole
- Be tactful, honest and objective about issues with senior individuals and colleagues

High scorers on the Company Protocol Element scale tend to adopt the above style, whilst those scoring low tend to put themselves and their team's needs first, rather than acting in the best interests of the organisation, may be highly independent and may influence via non-consensual channels. High Company Protocol Element scores are generally desirable.

On the Company Protocol Element scale, Sample Candidate 3 selected responses showing a strong individualistic or independent tendency. Sample Candidate 3 may act in line with his own way of seeing the world and possibly outside of accepted standards of operating with bosses and peers in other teams and departments. Additionally, Sample Candidate 3 may frequently find the procedures he is required to work within frustrating, and tend to take actions which predominately suit his own and his team's needs rather than those of the wider organisation. Sample Candidate 3's style can be effective for achieving results and action in the short term because he is not constrained by standard organisational practices. However, in doing so Sample Candidate 3 may upset others and develop a reputation for being something of a maverick.

Specific development advice on Reputation Management: Company Protocol based on your answers to particular test questions

- You might benefit from more carefully considering the importance of departmental plans, and increasing the amount of effort you dedicate to them.
- In discussing your working relationship with your manager, check your style of communication and ensure that it does not come across as slightly confrontational. For example, instead of suggesting that they are being unreasonable, try moving the discussion to clarify specific objectives, goals, and responsibilities.
- For new areas or where the standards are not yet established, ensure that you make efforts to have yours and other people's important work carefully checked by another competent person before it goes out.
- If your manager is not happy with your work try to resolve the issue by speaking with the manager. Even if you think the manager is being unfair, try to see if there are useful pointers for you to help you raise your performance and to accept the manager's need for such high standards.
- Consider how you can get staff to meet with their key customers (internal and external) to get specific feedback on the service they provide, and consider how they can best act on this feedback.
- Appreciate that there is danger in trying to achieve change just by rebelling against current company procedures and hoping that others will follow your lead. This will not help your reputation nor will it benefit the organisation. If you have identified a possible improvement then raise this through the appropriate channels.
- You may be missing opportunities to progress an important issue for your team and the organisation because you see action as pointless and/or futile in some situations.
- Although leaving a situation to reach breaking point may be a powerful way of demonstrating to management just how problematic a particular business area has become, it will do your reputation as a manager, and the organisation as a whole, little good in the long-term. You may need to re-think the

effectiveness of such a tactic. Communicating the problem early on, and providing possible solutions might be a better tactic.

- When beginning a career in a new organisation, deliberately pushing boundaries as a way of testing your authority and what you can “get away with” might have a negative effect on your reputation. How will others view this, especially if they don’t yet know you?
- In the initial stages of moving to a new position, you may need to avoid deviating significantly from methods and standards of operating as agreed with your manager.
- You may be pressured by senior managers applying influence on you over key decisions. You might get wrapped up in organisational politics, but you will need to hold firm to what you need to do and to make the right decisions for the good of the wider organisation rather than keeping a senior manager happy. Ensure that you use the appropriate formal channels of communications to manage the potential politics.
- You do not really see the value of taking time to understand the organisation’s procedures and systems. Try to appreciate that some balanced understanding of corporate procedures will help you understand the company objectives and how it practically operates, and hence how you and your team might best apply yourselves effectively when working with the rest of the organisation.
- It is important for you and your team to support important organisational initiatives, even where such initiatives might be seen to have little direct relevance to your own team’s main area.
- You might like to apply a tactic of stating a commitment without really being committed e.g. by deliberately not offering specific details or dates for when you can help. Be more assertive, state “yes” or “no” and give your reason. If you promise to help, then show full commitment and keep your promises.
- You may wish to consider the image you will create if you try to re-negotiate delivery on organisational objectives because in your opinion, your team is not up to it.

General development advice for individuals wanting to develop their judgement in the area of Reputation Management

- Remember to focus on key organisational results, rather than on your own promotion and advancement, as a way of building a positive reputation with others.
- Understand how to best make an impact with key people within the organisation i.e. learning when to let results speak for themselves, and when you need to promote or sell your skills and successes. Occasionally it is appropriate to draw others’ attention to your achievements. However, focusing on maintaining good working relationships with colleagues and on key organisational issues is usually better.
- Making fair corporate decisions will earn you a good reputation. Corporate decision making involves making decisions that benefit the whole organisation and support the majority or the wider team – even if it means it might be at your own or your immediate team’s expense.
- Focus on the wider corporate good rather than on defending or protecting your own area, or getting side-tracked into internal disputes and office politics which detract from supporting the organisation’s objectives.
- Ensure that you use the appropriate channels, reporting relationships, and abide by standards to tackle issues promptly so that the integrity and reputation of the organisation is preserved.
- Be a good role model and consistently support the organisation and support new initiatives or organisational processes. Also, deal constructively with individuals who do not uphold these values and standards.

ASSESSMENT METHODOLOGY

Questionnaire / Ability Test		Comparison Group
Management Scenarios UKE 2012 Edition		Scenarios Management: UK Composite Group 2014
Name	Sample Candidate 3	
Candidate Data	Judgement Scales: MJ: 289, MO: 105, PM: 96, RM:88 Element Scales: BP: 53, D: 52, OTO: 47, T: 49, PR: 33, CP: 55	
Report	Management Scenarios Report	

ABOUT THIS REPORT

This report was generated using SHL's Online Assessment System. The use of this questionnaire is limited to those people who have received specialist training in its use and interpretation.

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