

Training and Coaching Existing Employees Report for Dani Leber

Introduction

This report is designed to help a supervisor or manager better understand the personality characteristics and learning style of an employee for the potential of maximizing training and coaching efforts. By understanding these characteristics and how they can affect basic work behaviors, the supervisor or manager can better understand how to maximize the employee's performance.

This report is broken down into basic work behaviors that affect most jobs. Tips will be given for some areas that can be used to improve performance, training and coaching of the employee over time. It is critical to note that there are 3 major components that affect actual performance on the job. Personality/Learning Style, Attitudes/Motivations and Skills/Experience. This report is only focused on the first component of Personality /Learning Style and does not take into consideration the background, experience, attitudes or other aspects of the individual that could affect their behavior or potential for success.

The supervisor or manager can use the information in this report in conjunction with other information such as skills, experience and attitudes to train and coach Dani.

Learning New Things

- Dani tends to prefer hands on methods for learning new things
- May take additional time if the subject matter is complex

Tip: Hands on experience is generally going to be the best method for Dani to acquire new information and skills

Tip: When faced with more complex problems, allow Dani additional time and resources to think through the information

Taking Direction From Others

- Tends to be cooperative and eager to work things out with others making it easier to for Dani to take direction
- Prefers to be in situations where people are willing to compromise and cooperate with each other to achieve goals

Tip: When Dani has opinions, it is necessary to create a non-threatening environment for those to be expressed

Consistently Following Procedures

- Dani prefers an environment that has some structure but that also allows for change and variety
- Able to follow rules and procedures consistently unless those procedures become too restrictive not allowing Dani to have some flexibility

Tip: Attempt to build in some flexibility with procedures if possible

Being Friendly

- Tends to be friendly and sociable, but also able to work alone when necessary
- Enjoys interacting with others during the day as long as there are still times when they can work quietly on their own

Tip: Make sure that your environment allows for some time during the day that Dani can catch up on work without having interaction with others

Handling Stress

- Dani typically reacts to stress quicker than most
- May become anxious and tense under pressure
- Emotional sensitivity can be beneficial at times for understanding what may be going on Tip: If your environment is highly stressful, make sure to allow Dani frequent breaks away from the action Tip: Coach Dani that when stressful things occur, try to remember to step back long enough to calm down rather than just reacting to the situation

Working on a Team

- Dani enjoys working with a team while also being singled out occasionally for individual performance
- Highly competitive environments will be less motivating

Tip: Be sure that there are ways Dani can occasionally stand out from time to time and be rewarded for individual performance

Handling Details

- Highly detailed and organized manner makes it easier for Dani to be thorough and disciplined
- Work environments that are less organized and impulsive with meetings and tasks will be less productive for Dani

Tip: Make sure the work environment allows Dani to utilize their organizational and planning skills rather than expect them to just react to situations as they come up during the day

Dealing With Change

- Dani likes for things to remain relatively stable, but also enjoys positive changes when necessary
- Environments that are too highly structured will be less motivating

Tip: Dani may be motivated by environments that have some procedures in place but that are looking for improvements to those procedures or processes

Note: *This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.*

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