



Key Skills and Abilities

The major contributors of success

Coach's Version

***Basic instructions for
interpretation and
debriefing***

NAME

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KEY SKILLS AND ABILITIES

In this Key Skills and Abilities (KSA) analysis we will identify your natural skills, qualities, traits and characteristics which we call your key skills and abilities.

You are a unique combination of your genetic wiring and external environment. You are born with certain innate abilities. Combining your innate abilities with a supportive external environment is crucial to realizing your full potential.

KSA will tell you what your natural key skills and abilities are in both your internal thought process and in your relationship to your outside world. By knowing these skills and tendencies, you will be able to monitor and adjust your actions to meet the demand of the current environment.

First we evaluate what you think about yourself followed by what you think about the world as a whole.

Your key skills and abilities are quantified on a one to ten scale. The higher the number, the greater your level of understanding and; therefore, the more likely you are to use that specific skill or ability.

The KSA Analysis is based on the fact that people value life above material objects and material objects above concepts and ideas. An individual's ranking of the items on the assessment will overvalue some and undervalue others. This KSA Analysis tells us much about how you relate to the world and how you will relate to yourself.

From these valuations we can determine the KSAs that will determine your ability to relate to others and the ability to operate harmoniously within yourself. These can then be applied to specific traits like: leadership, management, sales, self esteem, life path, and many more. The results of specific traits can then be directly translated into a customized coaching program.

This is basic information that should be reviewed and understood by the client.

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Your KSAs are quantified on a one to ten scale. We call this the KSA Level of Development. On the following pages 66 key skills and abilities are listed with your level of development and a brief definition of the specific KSA.

Each KSA gives a score and is color coded for quick identification. The scores and coding are explained below:

Level of Development

The Levels of Development in the KSAs are listed on a 1-10 Scale (1=lowest and 10=highest).

A score from 8-10 (white) would suggest excellent development and that you have high potential in that area. Your opinions are somewhat fixed and would tend to be less open to coaching.

A score of 6-8 (yellow) would suggest good development with the potential for immediate improvement. You are open and coachable in this area.

A score of 4-6 (orange) would suggest susceptibility and an area that ought to be considered an important and urgent area of improvement.

A score below 4 (red) would indicate a blind spot. Any area scoring a 1-4 should be seriously considered a top priority item for immediate attention and development.

It is important to understand that scores indicate the level of development and understanding of a skill or ability. It does NOT indicate your ability to improve. Since you do tend to use that which you understand, higher scored items would tend to be used more than lower scored items. Coaching and concentration on lower scored areas will tend to increase these scores over time.

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Red scores need immediate attention, orange should be addressed quickly. Yellow are areas where you will see the most immediate improvement with coaching.

Accepting others	9.24	The ability to practice management strengths and weaknesses.
Accepting your talents	4.08	The ability to develop and maintain an inner strength based on the belief that one will succeed.
Accepting yourself	5.40	The ability to understand and accept others.
Accountability	6.56	This is the capacity to feel an internal need to be conscientious in their personal or professional efforts.
Accountability for others	6.76	The ability for a person to be responsible for the consequences of the actions taken by those under their management.
Accuracy of internal evaluation	8.88	The ability to accurately analyze and set goals for one's self that can be achieved using available resources and operating within a projected timeframe.
Accuracy of external evaluation	8.46	The ability to set goals for others that can be achieved using available resources and operating within a projected timeframe.
Allocating personal resources	8.10	This capacity deals primarily with the person's ability to properly allocate all available resources to accomplish a goal or plan.
Appreciating order	7.80	The ability to effectively hear, understand and follow directions or instructions.
Assessing risk	8.02	The ability to identify and evaluate potential challenges and plan for utilization of resources throughout the execution of comprehensive, long-range plans.
Attitude to others	9.24	The ability to maintain a positive, open and objective attitude towards others.
Awareness of the world	5.00	This is a measure of the importance of social role status and recognition to a person along with the resulting opportunities and limitations.
Blissful existence	7.40	This is a person's ability to balance and defuse inner tensions and stresses. While a measurement of overall happiness it gives us insight to the ability to handle stress.
Compassion	8.80	The ability to be sensitive and aware of the feelings of others.
Concentration on issues	7.17	The ability to see and pay attention to details. To be able to recognize the component parts of a procedure or object, and to verify the correctness or error in an individual part or procedure. This could also be called quality consciousness.
Defending your ideas	5.62	The ability to persuade others to one's point of view. Convincing others.
Determining importance	10.00	The ability to understand the needs, interests, strengths and weaknesses of others, and to utilize this information for developing others.

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Determining relevant issues	9.20	The ability to have expectations of others that can realistically be met.
Discernment (E)	9.44	The ability to develop and invoke a self-starting attitude in employees in their pursuit of goals. Gaining commitment.
Discretion (I)	10.00	The ability to know the proper time to act or speak for maximum benefit. Sense of timing.
Empathy	8.80	The ability to perceive and understand the feelings and attitudes of others.
Enforcing order	8.02	The ability to organize and motivate people to get things accomplished where everyone feels a sense of order and direction. Leading others.
Enjoyment of the job	5.50	The feeling that one's job is both fulfilling and rewarding and that it has a positive and useful benefit.
Evaluating others	7.90	The ability to make realistic and accurate judgments about others and to evaluate their strengths and weaknesses.
Evaluating what was said	8.02	To hear what the other person is saying, and not what they think they should say, or are going to say.
Finding rewards in work	7.84	This capacity is a measure of a person's affinity for seeing details, grading them against a preset standard and identifying deviations. Valuing quality work.
Freedom from prejudice	8.36	Not allowing a person's class, race, sex, ethnicity or personal philosophy to cause a person to prejudge the actions, potential, intentions or attitudes of others.
Honoring your ideas	4.74	The ability to be responsible for the consequences of one's own decisions and actions. Personal accountability.
Individuality	7.40	This is a measure of importance and commitment to one's ideals and goals giving a sense of mission.
Innovation	5.94	The ability to mentally create the scenarios and outcomes of situations that could develop from decisions or plans of action.
Internal problem solving	7.00	The ability to accurately compile intuitive perceptions about a personal situation into a decision or action.
Internal focus	2.92	This is the motivation that a person has based on the importance of improving oneself. Self improvement.
Logic	5.50	The ability to practically and objectively identify one's personal management strengths and weaknesses.

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Maintaining order	8.46	The ability to confront and correct controversial or difficult issues in an objective manner.
Managing expectations	7.84	The ability to see and understand the standard requirements established for a job, and their commitment to meeting them.
Managing time	8.94	The ability to understand the proper allocation of resources for the purpose of getting things done within a defined timeframe.
Monitoring others	8.58	It is the ability to identify the causes of success and failure and to do so in an objective and accurate manner.
Motivated by contribution	6.78	The ability to identify actions necessary to achieve task completion and to obtain results. Results orientation.
Motivated by goals	7.66	The ability of an individual to maintain their direction in spite of obstacles in their path
Optimistic outlook	7.44	The ability to handle rejection on a personal level is based almost solely on the individual's self esteem; the ability of a person to see themselves as valuable, separate and apart from their role or position in life.
Persistence	7.62	Having the ability to remain motivated to accomplish goals in the face of adversity or obstacles
Personal guidelines	4.30	The ability to evaluate what to do, to identify the elements of a problem situation, and understand which components are critical based on your personal beliefs and values. Honesty or Integrity.
Personal problem analysis	7.53	A person's ability to manage his or her own self.
Practical problem solving	8.36	The ability to identify alternative solutions to a problem and to select the best option.
Practical thinking	6.60	The ability to make practical common sense decisions
Problem analysis - external	8.29	A person's focus on practical thinking, their ability to see the world clearly, and their general intelligence. Using common sense.
Problem solving	6.82	The ability to be objective and to fairly evaluate the different aspects of a situation, and to make an ethical decision that takes into account all aspects and components.
Recognizing value in work	7.18	This is the personal commitment an individual makes to execute a specific task and understanding its need and worth. Work ethic.
Relating to others	8.80	The ability to make use of accurate interpersonal skills in interacting with others.
Respect authority	8.90	This is the motivation generated by the importance of forming personal relationships with the people with whom they work and respecting their position of authority.
Respect for policies	7.04	The ability of a person to see and appreciate the value of conducting business affairs according to the intent of company policies and standards

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Respect for property	6.38	The ability of a person to see and appreciate the value of protecting and correctly using company property.
Role awareness	7.40	Understanding your worth and responsibilities in the present situation. The ability to be self-starting in your active pursuit of goals and objectives.
Role recognition	9.00	It is the ability to convey to another, the value and importance that a given role carries with it.
Seeing the big picture	9.14	The ability to identify long-range goals and design realistic plans to attain them. Long-range or strategic planning.
Seeing your place in the world	8.28	This characteristic is a measurement of how a person is motivated by the importance of feeling they are part of a team, a member of a group.
Self acceptance	6.47	The ability of a person to surrender control of a given situation.
Self direction	7.00	An internal drive to excel in a chosen career or life path.
Self discipline	5.69	The ability of a person to maintain rational and objective actions when experiencing strong internal emotions.
Self esteem	5.40	This is the ability to develop and maintain inner strength based upon the desire to succeed.
Self evaluation	6.85	This is the ability to maintain a steady and controlled level of internal emotion in a stressful or emotionally charged situation
Sense of mission	7.44	The ability of a person to be aware of his role in the world, or within a given environment.
Systems evaluation	9.20	The willingness to take ownership and control based on a careful examination of the situation. Taking responsibility.
Systems judgment	7.80	Systems judgment measures the balance of a person in getting things accomplished within the external system of people and things.
Theoretical problem solving	5.83	The capacity to apply problem solving ability in a mental scenario.
Valuing your assets	5.62	This is the motivation that a person has, based in their belief in the importance of money, or material possessions.

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CERTAINTY, SIGNIFICANCE & CONNECTION INDICATORS

TO THE WORLD

Compassion Practical thinking Structure	Underlying Emotional Need?	Level of Development
	Connection to others	9.4
	The need to make significant progress	8.2
	Certainty about surroundings.	8.8

TO YOURSELF

Self esteem Role awareness Direction in life	Underlying Emotional Need?	Level of Development
	Connection to self	6.8
	Having a significant identity	6
	Certainty about life	6.2

Certainty, significance, and connection are the three dimensions of thought. That translates to: “What is it?”, “How can I use it or how does it work?”, and “How do I feel about it?”

These are also the three main building blocks of coaching. Your client needs to be have a level of certainty, significance, and connection to be successful at work or life.