

“BUILDING A REALTIONSHIP GUIDE”





GENERAL CHARACTERISTICS

Please read the “General Characteristics” section of your report.

From paragraph 1, list/highlight three statements that describe talents you would like others to know about you.

1. _____
2. _____
3. _____

From paragraph 2, list/highlight three statements that describe problem solving and decision-making talents you would like others to know about you.

1. _____
2. _____
3. _____

From paragraph 3, list/highlight three statements that describe communication talents you would like others to know about you.

1. _____
2. _____
3. _____



Overall are you using these talents to achieve success?

Are you using these talents more in your personal or professional life?

With whom would you like to share this information?

Example: Improved relationships, promotion, mentor

Person: _____ Benefits: _____

Person: _____ Benefits: _____

Person: _____ Benefits: _____



YOUR VALUE TO THE ORGANIZATION

Please read the “Value to the Organization” section of your report.

Read and list/highlight 3 statements that describe your talents from this section.

1. _____
2. _____
3. _____

Who in your current environment is aware of your talents?

What talents would be better utilized in your professional life as opposed to your personal life?

What talents would be better utilized in your personal life as opposed to your professional life?

Is your current job using your talents?



CHECKLIST FOR COMMUNICATING

Please read the “Checklist for Communicating” section of your report.

List/highlight 3 statements that describe the best ways to communicate with you.

1. _____
2. _____
3. _____

Identify and list some of the people with whom you would like to share this information.

1. _____
2. _____
3. _____
4. _____
5. _____

What are the benefits you will receive by sharing this information?



DON'TS ON COMMUNICATING

Please read the “Don'ts on Communicating” section of your report.

List/highlight 3 statements that describe communication problems that prevent effective communication with you.

1. _____
2. _____
3. _____

Identify and list some of the people with whom you would like to share this information.

1. _____
2. _____
3. _____
4. _____
5. _____

What are the benefits you will receive by sharing this information?
