



PERSONAL EFFECTIVENESS INVENTORY

Assess your awareness of your knowledge, skills and current competencies.

This is an Inventory that is designed to give you an assessment of your effectiveness. Some items focus on you, some on others with whom you work, and some on your relationship with customers. When completed, the profile will suggest areas in which you may want to consider investing through developmental and/or reinforcement action.

To deliver the "best" - most realistic - results for your consideration, you are encouraged to:

1. Be as honest and frank as you can be,
2. Ask someone who knows you very well to complete the Inventory on you (in addition to your response), then compare the ratings,
3. Redo the Inventory in about six months time to see what differences might have developed

Instructions:

Consider each statement carefully. Respond to each one using the following scale:

10. Very Strongly Agree	6. Somewhat Agree	3. Generally Disagree
9. Strongly Agree	5. No Opinion / Neutral	2. Definitely Disagree
8. Definitely Agree	4. Somewhat Disagree	1. Strongly Disagree
7. Generally Agree		0. Very Strongly Disagree

At the end of the questionnaire, transfer your scores to the Scoring Grid which follows.



ANDROS

ANDROS CONSULTANTS LIMITED

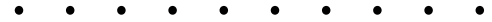


Statements	10	9	8	7	6	5	4	3	2	1	0
1. I feel good about the results I'm getting											
2. I'm anxious to develop my knowledge and skills											
3. At our organisation, we're the best at what we do											
4. I feel good about how we treat customers											
5. There's a strong bond between people here											
6. We generally support one another when needed											
7. I have a clear sense of my priorities											
8. My life is in good balance and improving											
9. I know and agree with our organisation's goals											
10. I know full well who our customers are											
11. We are all part of the winning team											
12. I'm confident I can contribute even more											
13. I keep the big picture and the details in sight											
14. I feel everyone can teach me something											
15. I know how we're doing against our Goals / Standards											
16. It's obvious we all really care about our customers											
17. My boss and colleagues are 'there' for me											
18. This is a organisation that knows how to win											
19. I'm satisfied with the quality of my life											
20. There's a lot to be gained from every failure											
21. I've ample opportunities to participate at work											
22. I feel we're 'in touch' with our customers											
23. Quality/Service is our common responsibility											
24. The future of our organisation is looking brighter											
25. My life goals are written down and up-to-date											
26. Every day I learn / accomplish something new											
27. Our organisational Mission / Vision is very worthwhile											
28. Our customers are always treated with respect											
29. Any differences between us are seen as a strengths											
30. I can cope with life's challenges most of the time											



ANDROS

ANDROS CONSULTANTS LIMITED



Statements	10	9	8	7	6	5	4	3	2	1	0
31. I'm doing what I want with my life											
32. I take time out to increase my effectiveness											
33. My contribution to the organisation is quite evident to all											
34. We're all committed to satisfying our customers											
35. I feel good being a part of this organisational team											
36. I can count on guidance / support from management											
37. Planning is important to me, and I do it regularly											
38. I feel good, but I could feel even better											
39. My contributions to the team are recognised/appreciated											
40. Our customers know that they are important to us											
41. We are aware of, and understand our differences											
42. The emphasis in our organisation is on Quality/Service											
43. I feel I'm doing some worthwhile things											
44. I can really see the progress I'm making day by day											
45. We operate as a team, sharing the load equally											
46. We always meet commitments made to our customers											
47. Everyone on the team gives their best effort											
48. People here are trustworthy and consistent											
49. I have some worthwhile challenges in my life											
50. I feel I'm investing my efforts to good purpose											
51. I can count on the support of my colleagues											
52. Customers are the only reason we're in business											
53. People around me are sensitive and supportive											
54. I'm confident that we'll continue to be even more successful											
55. My progress is measurable and generally satisfying											
56. I know where I'm going in life, and I will get there											
57. I can only be successful if the team succeeds											
58. We all believe that we are each other's customer											
59. It's a good feeling to be contributing to our success											
60. No matter how tough the challenge, we can do it !											
Now transfer your ratings to the grid on the page which follows >>>>>>											





SCORING GRID

Transfer your answers using the score (column number) in each case

1.	2.	3.	4.	5.	6.
7.	8.	9.	10.	11.	12.
13.	14.	15.	16.	17.	18.
19.	20.	21.	22.	23.	24.
25.	26.	27.	28.	29.	30.
31.	32.	33.	34.	35.	36.
37.	38.	39.	40.	41.	42.
43.	44.	45.	46.	47.	48.
49.	50.	51.	52.	53.	54.
55.	56.	57.	58.	59.	60.

TOTALS

<input style="width: 40px; height: 40px;" type="text"/>	<input style="width: 40px; height: 40px;" type="text"/>	<input style="width: 40px; height: 40px;" type="text"/>	<input style="width: 40px; height: 40px;" type="text"/>	<input style="width: 40px; height: 40px;" type="text"/>	<input style="width: 40px; height: 40px;" type="text"/>
1	2	3	4	5	6
Personal Focus	Personal Growth	Team Effectiveness	Customer Focus	Relationships	Personal Adaptability

Now, transfer your six scores to the Pie Chart contained in the file named "Results Profile".

First, identify the corresponding section of the Pie Chart.

Then , approximate your score-line, that is, where your score would place.

Now shade only that section of the Pie Chart from the centre to your score-line.

Repeat for the other sections.

The ideal profile is an even circle, regardless of the percentile score levels.

