

Administrative Report

Name: Tony Sample

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They are in the top third of the population in terms of reasoning speed. In training situations, they will learn more quickly than the average person. In most formal training programs, they may feel that the pace of the class is too slow. It is important that they use their advantage of learning speed to focus on more application of the training information that is provided instead of wanting more information. In training situations that allow for individual pacing, they should be allowed to progress at their own pace, although still focusing on application.

This faster learning and reasoning speed enables them to solve problems quickly. This is well-suited for administrative positions that involve dealing with a constantly changing field of problems. This problem solving ability essentially involves their faster projection of the consequences of their choices. This also allows them to think of a wider range of alternate solutions. It is important that they supply others with the trail of reasoning that supports their ideas. A faster learning speed allows them to essentially take shortcuts in their thinking that may not be apparent to others. This can even lead others to view their thinking as incomplete or impulsive, since their logic is not clear to them. When used appropriately however, their fast reasoning speed is a powerful resource.

It is easy for them to become bored if the job does not challenge their abilities to some extent. It is important that this challenge be found in activities outside of the workplace if the job cannot provide it.

It is critical that they understand their inherent communication problem. They process information faster than the average person. Therefore they tend to communicate information faster than the average person can acquire it. It is essential that they learn to slow down and match their delivery to their audience. It is a good thing to encourage their listeners to ask questions often, and they should continually confirm that what they heard is what they intended. They must also ensure that their instructions are complete, providing all of the information necessary for others to do the jobs.

They can handle frequent change, and they can operate with little or no structure. It can be difficult for others to coordinate with them because their procedures are usually different for every project. With sufficient experience and training, they have the ability to improvise creative solutions for getting their job done. In an administrative role, their flexibility would be valuable for troubleshooting situations or emergencies. On a day-to-day basis, they often set up their job to depend more upon their own way of doing things than on a system that others understand. They

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would become quickly bored by most routine administrative jobs, because they have difficulty following rules and policies. They tend to take shortcuts and make exceptions to established procedures.

They enjoy interacting with other people and can communicate enthusiasm easily. This enables them to paint a picture of a dynamic and positive company in the way that they greet people and answer the phone. In an administrative role, they are able to accomplish much through their friendly attitude and the relationships they seem to build. Some clerical jobs operate in isolation, and involve very little interaction with co-workers. This kind of environment would be most frustrating for them, offering them few opportunities for the interaction they need. When working with others, their normal conversations and friendly interruptions can be distracting to themselves and to others at times. It is important for them to recognize when it is inappropriate to socialize with co-workers. Success in an administrative role demands the ability to carry out instructions effectively. They must develop effective strategies to strengthen their listening skills, because they tend to enjoy talking rather than listening. When instructions are given, it is important for them to take notes and verify their understanding of the instructions.

Their ability to handle confrontation can be very valuable in some senior administrative roles. They will state their opinion directly, and call out problems as they see them. With sufficient experience and training, they are usually comfortable making decisions. They enjoy having a high degree of control over what they are doing. Many administrative jobs however, involve situations in which success depends upon following the instructions of other people. At times, this can be frustrating for them. Under stress, they can sometimes become confrontational and even argumentative.

Their competitive nature gives them a strong drive and work ethic. They are usually trying to do better than their co-workers and excel at the job. They are easy to motivate with individual recognition. However, administrative roles depend upon cooperation and group effort more than on individual achievement. It is important that they receive individual recognition for their efforts, or they can become discouraged. At times, they may become defensive when discussing weaknesses or performance issues. They can sometimes become impatient when dealing with others who do not seem to learn as quickly as they do.

Many administrative positions involve little stress, and they function best in a calm environment. They like to stay busy. It can be difficult for them to sit still for long periods of time. They should avoid administrative positions in which stress is considered to be a normal part of the job. They are instinctively skeptical of other people. While this will frequently cause them to express constructive doubt, it will generally have a negative impact on relationships with co-workers. At times, they have an exaggerated sense of urgency and see everything as a crisis. It is important to use specific deadlines when discussing projects with them.

Their flexibility with planning and scheduling is well-suited to most administrative

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roles. They prefer short term planning which allows for unexpected events and surprises. They have a moderate ability to handle details, and they are usually also able to see the big picture. They can generally adapt to the scheduling habits of a range of supervisors. When dealing with highly detailed work, it is important for them to double check their work for accuracy.

They have answered the questions frankly and directly.