

# Introductory

## 80 Profile.

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## How to use this Profile

Welcome to Skills Discovery. Your Introductory Profile provides insights to help you develop your skills, make informed career choices and increase your motivation – both at work and in life. Your skills have been assessed against Cappfinity's world-leading skills set. The skills in your Profile have been classified as realized strengths, unrealized strengths, learned skills and weaknesses.

There is no ideal number of skills to have in each area, it is what you do with your results that matters. Use the tips below and in this report to enhance your skills today and set yourself up for long-term success.

### Realized Strengths - Use Wisely

- **Set motivating goals** - Use your realized strengths to set objectives and take on energizing tasks. Focus on what you enjoy and align with your values to achieve greater success. Keep refining your expertise for lasting impact.
- **Use Wisely** - As you use your realized strengths frequently, you will need to ensure you are using them in the right way and at the right time. Avoid overuse by balancing them with other skills.

### Unrealized Strengths - Use More

- **Develop them** - Your unrealized strengths hold great potential but may require further development. Practice them regularly, seek feedback and learn from others' techniques to refine your approach.
- **Find new opportunities** - Your unrealized strengths are ready to be discovered and put to use. Pursue challenges and opportunities to unlock and maximize their impact.

### Unlock your Potential

- Use these ideas to develop your greatest untapped resource - your unrealized strengths.
- Use the suggestions provided or adapt them to fit your unique context and needs.

### Learned Skills - Use When Needed

- **Use strategically** - While you perform your learned skills well, they can be draining. Use them when necessary but avoid over-reliance on them.
- **Balance with your strengths** - Balance with your strengths. Identify ways to apply your strengths to complement or reduce the use of a learned skill. By integrating your strengths, you'll maintain energy and motivation.

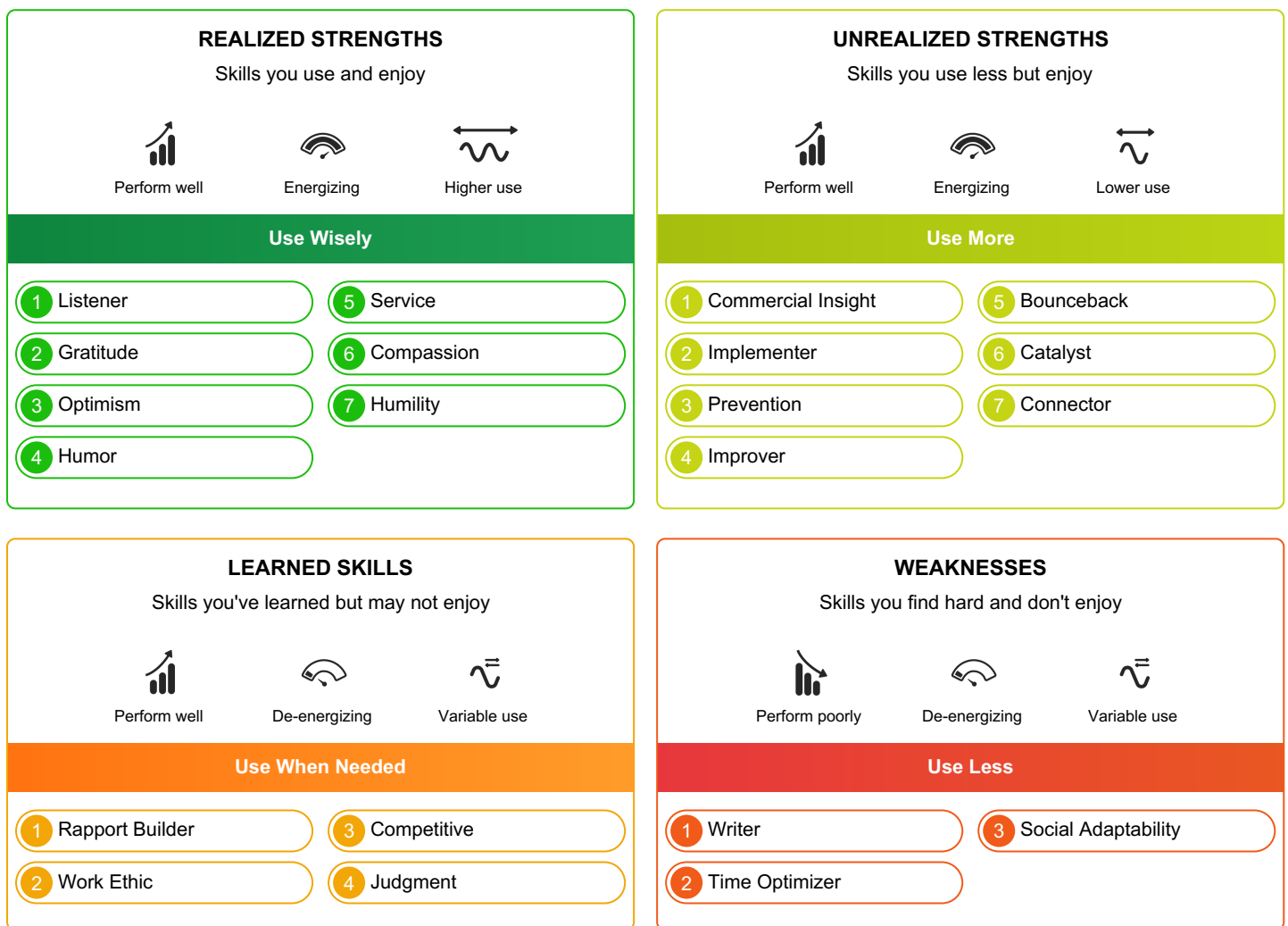
### Weaknesses - Use Less

- **Mitigate any impact** - Accept that some weaknesses may not improve significantly. Instead of focusing on fixing them, use your strengths to achieve the desired outcomes in a different way.
- **Work with complimentary people** - What drains you will energize someone else. Collaborate with people who complement each other's strengths and weaknesses.

## Key Results

Your key results are shown below across 4 skill areas: realized strengths, unrealized strengths, learned skills and weaknesses. Use the detailed advice provided to develop each area.

If a quadrant shows fewer skills, it means your responses were more strongly aligned with the other areas.



## Realized Strengths - Use Wisely

### 1 Listener

- You show a keen interest in what people have to say.
- You focus intently not only on the words, but on how those words are used.
- Everything that someone says is important. You don't miss a thing!

**Use Wisely** - Take a break sometimes and just enjoy a natural, relaxed conversation. Make sure you are exposed to a variety of conversations to keep you energized and engaged.

### 2 Gratitude

- You are constantly aware of how fortunate you are and the positive things that you have in your life.
- You naturally notice and appreciate the good things that happen to you.
- You take nothing and nobody for granted.

**Use Wisely** - Find different ways to be grateful. Write a journal, text a friend, email your manager, write a blog or sing a song. Varying your gratitude will help to keep you from appearing inauthentic.

### 3 Optimism

- You always see the best side of any situation and look on the bright side of life.
- You have a consistent and firm belief that things will work out well in the future.
- Your belief keeps you strong and enables you to stay positive, even when things become difficult.

**Use Wisely** - It is great to remain optimistic when problem solving but don't forget to think about the actions you need to take to deal with them too. They won't usually solve themselves!

### 4 Humor

- You love making people laugh and look for every opportunity to do so.
- You are able see the funny side of things and like to share this with others.
- You have the ability to crack a joke or tell a story that lightens the mood and gives enjoyment to others.

**Use Wisely** - Practice reading your audience and the situation to understand when it is appropriate to use your Humor. Think of ways you can really add value with your talent in your workplace.

### 5 Service

- You feel compelled to help people as much as you can, going above and beyond what you need to do.
- You are focused on satisfying people's needs and meeting their requirements.
- Nothing is too much trouble for you when it comes to helping someone else.

**Use Wisely** - Make sure someone is helping you too! Try serving fewer people, or being specific about what outcomes you want to achieve, before jumping in with "How can I help?"

### 6 Compassion

- You really care about others, doing all you can to help, offering sympathy and support.
- You have an open heart and care about all of the people around you.
- When people are unhappy, you look for the right thing to say and take action to help.

**Use Wisely** - If work doesn't provide enough opportunity to use your Compassion, look for social or community opportunities to channel your warmth and support.

### 7 Humility

- You are a humble person, never allowing yourself to be big-headed or boastful.
- You prefer to give other people credit for your successes, rather than taking the credit yourself.
- You recognize the role that others have played in your success.

**Use Wisely** - Crediting others for your successes too often can take the attention away from your own successes. Learn to balance your Humility with speaking about your own achievements.

## Unrealized Strengths - Use More

### 1 Commercial Insight

- You try to focus on the bottom-line impact for commercial success.
- You like making an impact on the profitability of a project or business with practical and considered insights.
- You make an effort to observe the financial benefits of many initiatives.

**Use More** - Consider upskilling yourself around sales and finances, profit and loss, etc. Spend time with financial people and learn what they pay attention to, to ensure profit.

### 2 Implementer

- You like to translate a conceptual idea into a practical solution that is cost-effective and efficient.
- You are practical in ensuring that a workable solution is implemented for projects or initiatives.
- You are often pragmatic, helping to ensure new or updated solutions can easily be adopted.

**Use More** - Put a time limit on working with detailed or repetitive tasks. Work towards increasing this each time you work on them so you naturally get used to the intensity.

### 3 Prevention

- You like to think ahead and anticipate problems before they happen.
- You notice the things that might be out of place or going wrong, and then deal with them.
- Your prompt action can head off these future problems, making sure they can't arise in the first place.

**Use More** - Stretch yourself by getting involved in more strategic projects where you can be safeguarding more risky potential outcomes.

### 4 Improver

- You like to look for ways to do things better.
- You tend not to accept the way things are done, but prefer to see how you can make things more effective.
- You often have a good sense of how to improve on any way of doing things.

**Use More** - Are you aware of any projects which are not going very well? Get involved and find ways to improve the methods, processes, or people, and through these, the results!

### 5 Bounceback

- Whatever the setback you come up against, it can make you more determined to succeed.
- You tend to pick yourself up quickly from setbacks and use them to spur you on.
- You have the ability to go on to achieve more than you would have done otherwise.

**Use More** - Look for more challenging and difficult projects and hobbies to get involved in. Push yourself, knowing that you will succeed, whatever the outcome.

### 6 Catalyst

- You have the potential to inspire other people to take part in a range of activities and projects.
- You enjoy getting new projects off the ground and putting ideas into action by involving others.
- You can motivate others to work on things that otherwise they might never have done.

**Use More** - What challenging projects on the horizon could you inspire with your enthusiasm? Or perhaps there is a stale project which needs a positive boost from you?

### 7 Connector

- Whatever situation you find yourself in, you tend to make connections between the people that you meet.
- You notice when people have shared interests or something in common
- You like to think about the ways you can effectively bring people together for their mutual benefit.

**Use More** - Put yourself in more situations to network and connect with others. Be mindful of daily opportunities on the school run, sports and hobbies or social media.

## Unlock your **Unrealized Strengths** Potential

Use these insights to unlock and expand your greatest area of potential.

### 1 Commercial Insight

- Understand the business goals and priority areas to focus your immediate attention. Review the mission or values to ensure your suggestions are in line with the purpose as well as being profitable .
- Review the business landscape to ensure any measures you suggest are strategic and relevant. What are the industry trends, competitors, or economic or market conditions telling you?
- Focus on any areas where there is a higher risk to the business currently. Review any recent or upcoming business decisions and any potential future revenue implications associated with them .

### 3 Prevention

- Review a recent preventable challenge. Reflect on what happened, identify warning signs and implement a couple of prevention strategies.
- Invite others to discuss their plans or projects with you in more detail. Highlight challenges they may not have considered and approaches to help.
- What might support you to feel more comfortable raising concerns and suggesting solutions. Maybe further allocated time, resources or opportunities?

### 2 Implementer

- Work with a partner on your next idea, someone who loves organizing and taking action. Learn what they do to get others on board and projects started.
- Create a compelling vision of your next idea. Share who will benefit from it, how it will be used and the financials. This will get the best solutions on the table for your idea.
- Evaluate any risks in advance so as not to hinder your implementation once you've started. Talk to others about short- and long-term solutions, and what competitors and the market are doing.

### 4 Improver

- At the beginning and end of a project, support others to think beyond established ways of working and to explore room for improvements.
- Gather a central place for ideas in the team. Conduct an analysis of the ideas put forward, understanding both the short and long-term benefits.
- Do your research when suggesting ideas. Explain the value you expect to create, along with any evidence to help others make a quicker decision.

## Unlock your **Unrealized Strengths** Potential

Use these insights to unlock and expand your greatest area of potential.

### 5 Bounceback

- Get involved in more long-term projects, or the launch of new processes or services. You'll have the drive needed to overcome issues and succeed.
- Set an example for others during difficult times by remaining calm, positive and supportive. Help them to see a realistic perspective of the situation.
- When a setback occurs, discuss your strategy to move forward with others. Listen to their ideas and share what you think could be achievable.

### 7 Connector

- Support the introduction of new people to a group. Encourage additional information sharing, enabling stronger and practical relationships to be formed.
- Facilitate a fun team-building or an informal event to enable a more shared understanding of expertise, strengths and interests in a group.
- Take responsibility for delegating work or tasks to others by creating partnerships using each other's interests, motivations and strengths.

### 6 Catalyst

- Create a dream list of ideas that play to your strengths at home, at work or your future career. Implement two with the help of others.
- Share the research behind your ideas and encourage others to question your motives and strategy. It will enable your approaches to have more value.
- Identify the strengths needed, not just the people, to make your ideas successful. Delegate tasks to people you know they will love to keep momentum going.

## Learned Skills - Use When Needed

### 1 Rapport Builder

- You have learned how to start conversations with people quickly and easily.
- You are comfortable meeting people for the first time.
- You are able quickly to find something that is of interest to you both, helping to establish a relationship.

**Use When Needed** - If it's tiring, avoid situations where you have to do this daily. Focus on doing this well when you need to, doing so for shorter periods of time.

### 2 Work Ethic

- You have learned to work hard, putting a lot of effort and energy into your work.
- Experience has shown you that working hard is important.
- You don't mind working longer hours when necessary, but work is probably not the thing for which you live.

**Use When Needed** - Don't beat yourself up, you are far from lazy! Remember to work longer hours only when necessary. Don't forget that playing to your strengths is much less effort.

### 3 Competitive

- You have learned to measure your abilities and achievements relative to others to gauge your success.
- You know that winning is important, and you try to ensure that you beat the competition in everything you do.
- You feel good when you are first, but if this doesn't happen, you know you need to be better.

**Use When Needed** - Don't pressure yourself in being the best at everything. Focus on where and when it is important to be the best, but also on when you can allow others a chance to win.

### 4 Judgment

- You have learned how to make sound decisions quickly and easily.
- You know how to assess the pros and cons of situations and have become confident in your decision making.
- By adopting these approaches, your decisions stand up to robust challenge.

**Use When Needed** - What would help decision making? For the bigger decisions it might be worth bouncing ideas around with colleagues, or you may prefer to take more time to think things through.

## Weaknesses - Use Less

### 1 Writer

- You may not enjoy writing and it doesn't come naturally to you.
- You prefer to focus on other forms of communication, leaving others to use the written word.

**Use Less** - Don't leave it to the last minute, but find a partner to work with who can edit your work. In this technology-enabled world, try to find another effective way of communicating that is a better fit for you.

### 2 Time Optimizer

- You feel relaxed about how you spend time, and tend not to worry about squeezing more out of every minute.
- You may not feel that you use time as well as others do, preferring to go at your own pace.

**Use Less** - What stops you working as effectively within the time available? Perhaps you have to wait for decisions, or you prefer to wait for instructions. Do you have the motivation to change your situation?

### 3 Social Adaptability

- You are not naturally socially aware and tend not to adapt your communication style.
- You may not instinctively be aware of your surroundings and not respond appropriately to people's situations.

**Use Less** - Try adapting one or more strengths that you already do well, for example, listening, your Humour or being compassionate. What would make the biggest impact to those you work with?

## Career Guide

Success comes from choosing a role that aligns with your strengths. Your Career Guide highlights 6 possible career areas that leverage your realized strengths and 2 that develop your unrealized strengths—helping you make informed future decisions.

### Realized Strengths Career Suggestions



#### Coaching & Counseling

Coaching professionals support people to create a new life path and focus on the future. Counseling professionals support people to overcome difficulties and make important changes in their lives.



#### Customer Service

Customer Service professionals provide support to customers, clients or members of the public to assist them in resolving their complaints and issues. Often this requires liaising with other departments to find suitable solutions.



#### Education & Teaching

Education professionals teach a variety of learning and skills to expand a person's knowledge and potential. This could include academia, personal development, vocational, community or life skills, and covers all age ranges.



#### Healthcare

Healthcare professionals provide goods and services to help diagnose, evaluate, advise and treat patients. This can involve working across a range of areas including preventative, rehabilitation and hospice care.



#### Personal Care & Services

Personal Care & Services professionals provide physical or psychological support services across a range of different disciplines including rehabilitation, funeral and day care services.



#### Social Care

Social Care professionals provide care and practical assistance to their service users, whose needs can include physical or learning disabilities, mental ill health and drug or alcohol dependencies.

### Unrealized Strengths Career Suggestions



#### Consulting


Consultants provide professional services and expert advice in their chosen fields, delivering objective views and recommendations independently or as part of a wider consultancy company.





#### IT


IT professionals install, monitor, configure and maintain computer hardware, software, systems and networks. This can involve offering face-to-face support for users or liaising with manufacturers and developers.


## 80 Skills Definitions


 **Action**  
You feel compelled to act immediately and decisively, being happy to learn as you go.


 **Adaptable**  
You love to meet changing demands and find the best fit for your needs.


 **Adherence**  
You love to follow processes, operating firmly within rules and guidelines.


 **Adventure**  
You love to take risks and stretch yourself outside your comfort zone.


 **Analysis**  
You love to analyze things, working out what is happening and why.


 **Approachable**  
You are open and accessible, readily approachable to others.

 **Authenticity**  
You are always true to yourself, even in the face of pressure from others.


 **Bounceback**  
You use setbacks as springboards to go on and achieve even more.

 **Business Thinker**  
You have a keen interest in business, understanding how it operates.


 **Catalyst**  
You love to motivate and inspire others to make things happen.


 **Centered**  
You have an inner composure and self-assurance, whatever the situation.


 **Change Agent**  
You are constantly involved with change by advocating and making it happen.


 **Collaboration**  
You enjoy achieving results by working as part of a team.


 **Commercial Insight**  
You are focused on bottom-line impact and commercial success.


 **Compassion**  
You really care about others, doing all you can to help and sympathize.


 **Competitive**  
You are constantly competing to win, wanting to perform better than others.


 **Connector**  
You make connections between people, instinctively making links and introductions.

 **Counterpoint**  
You always bring a different viewpoint to others, whatever the situation or context.


 **Courage**  
You overcome your fears and do what you want to do in spite of them.


 **Creativity**  
You strive to produce work that is original by creating and combining things in imaginative ways.


 **Credibility**  
You gain the confidence and trust of others with your professionalism.

 **Curiosity**  
You are interested in everything, constantly seeking out new information and learning more.


 **Customer Champion**  
You love to represent customers' and stakeholders' interests.

 **Detail**  
You naturally focus on the small things that others easily miss, ensuring accuracy.

 **Diligence**  
You stay focused on repetitive tasks, double-checking things are correct.

 **Drive**  
You are self motivated and push yourself hard to achieve what you want out of life.

 **Emotional Awareness**  
You are acutely aware of the emotions and feelings of others.

 **Empathic**  
You feel connected to others through your ability to understand what others are feeling.

## 80 Skills Definitions



### Enabler

You create the conditions for people to grow and develop for themselves.



### Initiative

You take the initiative and make decisions, to get things started.



### Equality

You ensure that everyone is treated equally and pay attention to fairness.



### Innovation

You approach things in ingenious ways, coming up with new and different approaches.



### Esteem Builder

You help others to believe in themselves and see what they are capable of achieving.



### Judgment

You enjoy making decisions and are able to make the right decision quickly and easily.



### Explainer

You are able to simplify things so that others can understand.



### Learning Agility

You learn things quickly, applying your learning in new situations.



### Feedback

You provide fair and accurate feedback to others to help them develop.



### Legacy

You want to create things that will outlast you, delivering a sustainable positive impact.



### Gratitude

You are constantly thankful for the positive things in your life.



### Listener

You are able to focus on and listen intently to what people say.



### Growth

You are always looking for ways to grow and develop, whatever you are doing.



### Mission

You pursue things which give you a sense of meaning and purpose in your life.



### Humility

You are happy to stay in the background, giving others credit for your contributions.



### Moral Compass

You have a strong ethical code, always acting in accordance with what you believe is right.



### Humor

You see the funny side of almost everything that happens - and make a joke of it.



### Narrator

You love to tell stories and see the power of them to convey insights.



### Implementer

You love to turn ideas and plans into practical solutions.



### Opportunity Spotter

You consistently find and grasp new opportunities as they arise.



### Improver

You constantly look for better ways of doing things and how things can be improved.



### Optimism

You always maintain a positive attitude and outlook on life.



### Incisive

You instinctively see through complexity to identify the key issues.



### Orchestrator

You like to co-ordinate people and resources to get things done.



### Inclusion

You ensure people are included and feel part of the group or team.



### Organizer

You are exceptionally well organized in everything you do.



### Incubator

You love to think deeply about things to arrive at the best conclusion.



### Pace

You love to work at pace, getting things done quickly.

## 80 Skills Definitions



### Performance Focus

You enjoy ensuring people deliver performance.



### Resolver

You love to solve problems, the more difficult the better.



### Persistence

You achieve success by keeping going even when things are difficult.



### Self-awareness

You know yourself well, understanding your own emotions and behavior.



### Personal Responsibility

You take ownership of your decisions and hold yourself accountable for your promises.



### Self-belief

You are confident in your own abilities, knowing that you can achieve your goals.



### Personalization

You recognize everyone as a unique individual, noticing their subtle differences.



### Service

You are constantly looking for ways to serve and help others.



### Persuasion

You enjoy bringing others round to your way of thinking, to win agreement from them.



### Social Adaptability

You naturally adapt your behavior to different social situations.



### Planner

You make plans for everything you do, covering all eventualities.



### Spotlight

You love to be the focus of everyone's attention by speaking up.



### Prevention

You think ahead, to anticipate and prevent problems before they happen.



### Strategic Awareness

You pay attention to the wider factors and bigger picture to inform your decisions.



### Pride

You strive to produce work that is of the highest standard and quality.



### Technology Focus

You focus on technology, keeping up to date with new developments.



### Rapport Builder

You establish rapport and relationships with others quickly and easily.



### Time Optimizer

You maximize your time, to get the most out of whatever time you have available.



### Relationship Deepener

You have a natural ability to form deep, long lasting relationships with people.



### Unconditionality

You accept people for who and what they are, without ever needing to judge them.



### Relationship Manager

You build and maintain relationships with people to achieve objectives.



### Work Ethic

You are very hard working putting a lot of effort into everything you do.



### Resilience

You take hardships in your stride, recovering quickly and getting on with things again.



### Writer

You love to write, conveying your thoughts and ideas through the written word.