

CAPTain::compact® potential analyser

Helmut Mustermann

Introduction

What am I particularly good at? What types of work do I have an aptitude for? Where do I possibly perform better than other people? Clear answers to these questions help you to concentrate on your strengths, using them selectively and expanding on them for better performance and more satisfaction at work. For people perform best and are most satisfied when they can realise their potential. When people know what their strengths are, they can use this knowledge in talks with their superior and for their professional development.

With so many assignments and activities to deal with, it's easy to sometimes lose sight of what you can actually do best. Moreover, a person's own assessment of his strengths can be deceptive. Occasionally someone overestimates himself, or isn't aware of his own strengths. That makes an objective and differentiated feedback, as offered by a neutral but highly informative evaluation method, all the more useful.

The CAPTain compact® potential analyser is a tool that uses information that the person provides in a questionnaire to analyse the way the person goes about things, his/her experiences and presumed third party assessments. With the help of a scientifically-based algorithm, the tool evaluates what behaviour the person usually displays and what kind of assignments and work he/she appears to be best suited to.

The CAPTain analysis is objective, job-related and behaviour-oriented. The person's own evaluation of him-/herself can deviate from the analysis results e.g. because it is influenced by personal wishes or by private experiences. You can find further information on CAPTain under www.captain-personaltest.com.

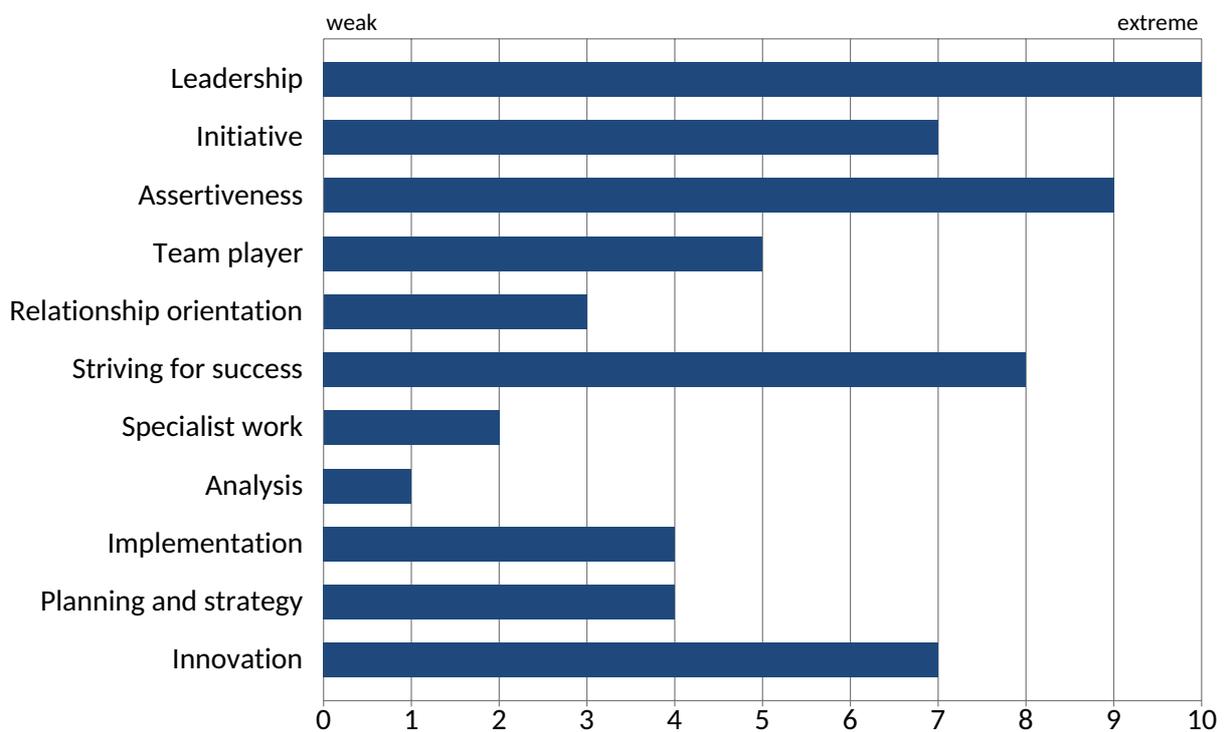
The CAPTain compact® potential analyser is self-explanatory, so that candidates and executives can use it without outside assistance.

Results

The personal profile

The CAPTain compact® potential analyser examines the person's behavioural competences. How much behavioural competence an individual needs to have depends on the job requirements. You will find tips on how to evaluate the behaviour levels in the test result descriptions on the following pages.

The CAPTain compact® potential analyser evaluates the behavioural competences as follows:

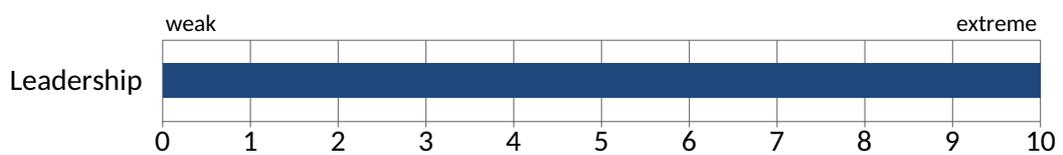


Leadership - Taking the role of leader, setting targets and intervening in a controlling fashion.

Very low scores are achieved by people who treat others as colleagues and don't interfere in what they do. Persons with very high scores display a hierarchical management style, exerting influence and a lot of control.

Recognisable managerial behaviour is expected in all management positions (including project management). Personnel who are not very qualified or are not yet sufficiently qualified will even need a lot of direction. But too much direction would demotivate qualified and committed personnel.

Mr. Mustermann is suited to managerial tasks where people need clear guidance. He can perform managerial tasks well that call for decisiveness and the exertion of influence.

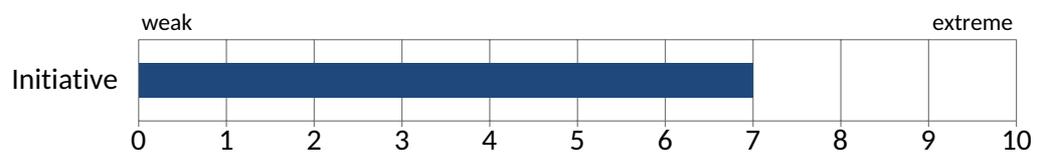


Initiative - Not waiting for instructions, but tackling the assignments independently and courageously.

A person with very low scores often appears to lack independence. He takes orientation from other people's expectations and instructions, and may need support and encouragement. A person with very high scores can act very independently, but also without coordination.

In a position that calls for a reliable assistant, a low level of initiative is appropriate. Positions involving strong responsibility on the other hand, such as higher management positions, demand a marked amount of initiative. Positions where the person finds himself left entirely to his own devices in unfamiliar territory even call for a great deal of initiative.

Mr. Mustermann displays initiative. Assuming there are clearly-set targets, he doesn't need any further instructions.



Assertiveness - Consistently arguing one's own position and making binding decisions for others.

A person with very low scores hardly brings in his own position and likewise doesn't tell the team what direction to take. A person with very high scores behaves decisively and also enters into conflicts in order to assert his position.

A low level of assertiveness is generally appropriate in helping and supportive professions. Assignments where strong resistance often needs to be overcome call for a high level of assertiveness.

He is capable of asserting himself. In this context he also brings in his personal ideas and convictions. However, it's generally more important to him to make decisions for the team than to assert himself.

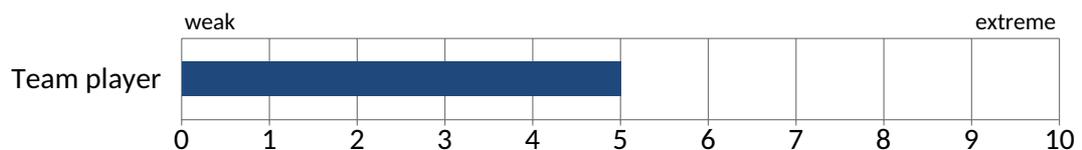


Team player - Feeling comfortable in the group and seeking cooperation with others at work.

A person with very low scores is suited to assignments that call for or allow little coordination and group action. A person with very high scores is dependent on cooperation with others and membership in the group.

A tight group needs real team players. A manager who sometimes needs to oppose the team shouldn't be a clear team player if possible. For most positions that involve teamwork, a medium level of team aptitude is appropriate.

Mr. Mustermann has team potential, even if he works on some of the issues on his own.

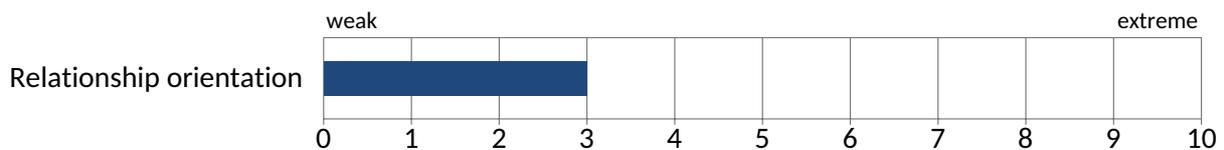


Relationship orientation - Sharing personal things and empathizing with others.

A person with very low scores is rational in his dealings with others, objective and task-oriented. Persons with very high scores seek close personal relationships.

A marked relationship orientation is generally expected in jobs where the focus is on direct contact with people and where this is indispensable for doing the job. This also applies in part to relationship management in managerial positions. In professions that call for substantial independence however, such as judges, experts, sole decision-makers, a high level of relationship orientation is often less favourable.

Herr Mustermann pflegt einen relativ sach- und aufgabenbezogenen Umgangsstil.

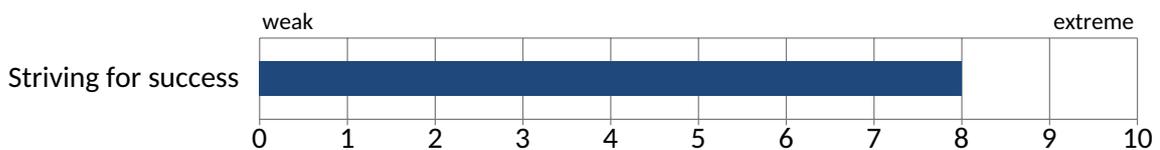


Striving for success - Vying with others and trying to achieve success.

A person with low scores doesn't compete with others and displays little drive to achieve speedy success. A person with very high scores is very ambitious and wants to see rapid results in order to get ahead in his job. He is highly committed to achieving personal success.

In sales, determination to be successful leads to higher turnover, but extreme determination doesn't yield any additional success. Similar experiences have been made in many other corporate fields. A low level of striving for success is mostly appropriate for public administrations and in general for all professions where security, legality and adherence to regulations are the most important requirements.

He needs tasks where he can achieve something personally and get ahead at work by means of ambition and commitment.



Specialist work - Working with structure and precision.

A person with very low scores should not perform typical specialist work, as he generally works unsystematically, aiming to keep track of things in general. Persons with especially high scores stand out with a perfectionist attention to detail; they work with discipline and a lot of structure. Assignments that require absolute accuracy and freedom from error even in the tiniest details call for high scores in this competence feature. In contrast, people in middle management for example, who need to respond quickly to many different and constantly changing demands, often have a low score here.

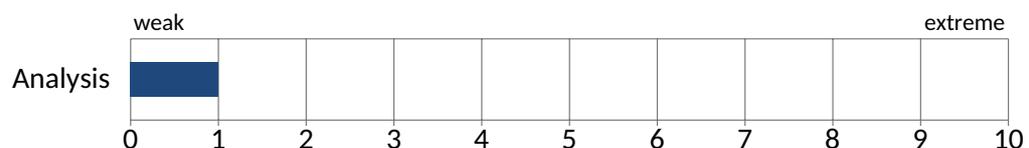
Mr. Mustermann is not particularly suited to typical specialist tasks. He shouldn't be entrusted with specific, content-related tasks that need to be dealt with meticulously. But his structured way of doing things and his tendency to retain an overview of things make him well-suited for organising complex problems.



Analysis - Examining and considering things right down to the details.

A person with very low scores approaches issues intuitively, with a view to the bigger picture. Very high scores point to an extremely careful examination and weighing up of all the details. Successful sales staff with direct customer contact generally follow their intuition and concentrate on the most obvious issues. But there are other, well-rehearsed and more practical types of work that also don't call for high analytical competence. However, scientists, experts and developers should possess strong analytical skills.

In his current working style, Mr. Mustermann pays too little attention to detail to be suited to analytical work.

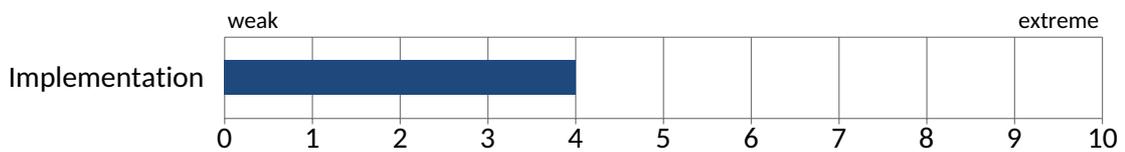


Implementation - Getting things done quickly, carefully and pragmatically.

One of the strong points of a person with very low scores is a general long-term weighing-up and evaluation of circumstances. The very pragmatic, precise and speedy completion of assignments, on the other hand, is especially easy for persons with very high scores.

The higher a person's position in the corporate hierarchy, the lower his personal implementation competence should be. Conversely, the faster and easier an activity is to perform, the higher the implementation score needs to be.

Mr. Mustermann is suitable for assignments that he can complete quickly based on practical and interdisciplinary considerations. He has great potential for practical work where it's useful to know how structures and processes relate to one another.



Planning and strategy - Acting on a long-term basis, with careful consideration and an eye on the bigger picture.

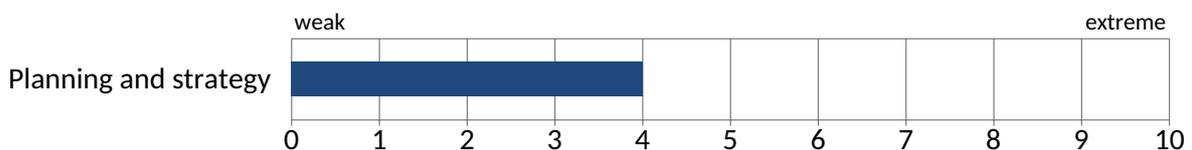
A person with very low scores often lacks an awareness of the long-term perspective, of the big picture. Someone with very high scores, on the other hand, focuses very strongly on the overall picture.

In company management and in all think tanks, this competence feature should be pronounced. It is not necessary, and may even be a hindrance, for operational implementation assignments.

Mr. Mustermann's strategic potential tends to be average. He has an awareness of the bigger picture and weighs up the alternatives. However, he tends to gear his activities to a short-term perspective.

In planning and organisation Mr. Mustermann's strength lies in proceeding systematically and with practical orientation. He plans the steps that need to be taken, based on his experience, in a highly structured fashion.

As an out-and-out all-rounder, Mr. Mustermann is able to get a good overview of a subject.

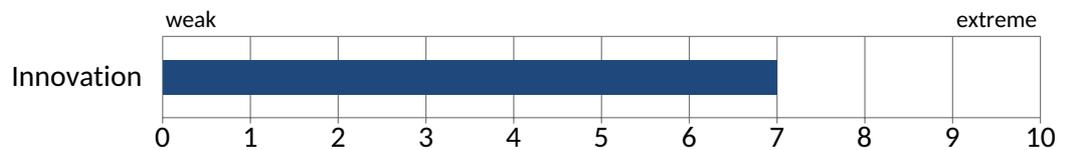


Innovation - Looking for new ideas, actively supporting innovations, making his own creative contributions.

A person with a very low score has a cautious and reserved attitude towards change. Someone with a very high score is very keen to find and develop new solutions.

Controlling and protection functions call for low competence in the field of innovation. But wherever change and innovation are sought after, we need people who are more willing and able to take up new ideas, think creatively and drive change.

In the context of innovations, Mr. Mustermann can function as a good source of support who drives the changes forward with personal ambition and willingness to be assertive.



Further questions on the results of the CAPTain test

The following questions are designed to help you understand even better the behaviour patterns that CAPTain describes, and to evaluate these better in connection with a particular job.

What skill areas are particularly important to you in connection with the current or future job requirements?

Please select!

Leadership - Taking the role of a leader, setting targets and intervening in a controlling fashion.
Initiative - Not waiting for instructions, but tackling the assignments independently and courageously.
Assertiveness - Consistently arguing one's own position and making binding decisions for others.
Team player - Feeling comfortable in the group and seeking cooperation with others at work.
Relationship orientation - Sharing personal things and empathizing with others.
Striving for success - Vying with others and trying to achieve success.
Specialist work - Working with structure and precision.
Analysis - Examining and considering things right down to the details.
Implementation - Getting things done quickly, carefully and pragmatically.
Planning & strategy - Acting on a long-term basis, with careful consideration and an eye on the bigger picture.
Innovation - Looking for new ideas, actively supporting innovations, making her/his own creative contributions.

Why are the skill areas you selected particularly important to you?

What current and future challenges are there at work where these skill areas are especially relevant?

For the skill areas that you selected, we recommend answering at least one or two of the following questions in each case.

1. Questions about a more detailed understanding of the CAPTain results

- a. In which specific behaviour are the potential skills described by CAPTain evident today at the workplace?
- b. Are there situations where the behaviour described is especially clearly visible? What are they?
- c. Have you always displayed this kind of behaviour, or did you only learn it in the last few years?
- d. Would you find it easy to behave completely differently? In what way?
- e. Are there situations where you already behaved completely differently? What are they?

2. Questions about your personal assessment of the CAPTain results

- a. How happy are you personally with the behaviour described by CAPTain?
- b. What would you be happy to do differently in future? Why?
- c. What sometimes prevents you at the moment from behaving the way you would like to?

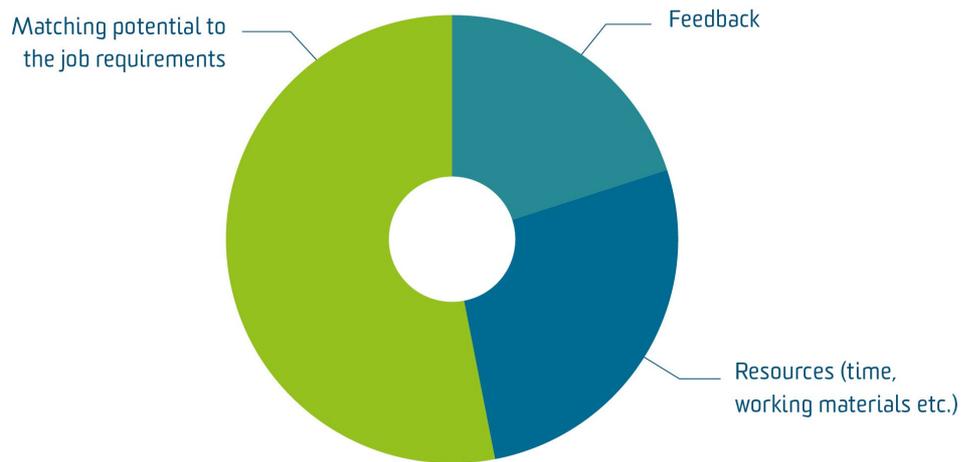
By answering this question, you will arrive at a final evaluation.

Are the desired behaviour skills already visible to a reasonable extent? Where and how?

Good luck!

Final information

HOW POTENTIAL LEADS TO PROFESSIONAL SUCCESS



© CNT Gesellschaft für Personal- und Unternehmensentwicklung mbH

Three decisive factors to ensure that your potential leads to professional success.

Scientific studies show that in order to really make use of their potential, people need challenges that motivate them, albeit challenges that don't stretch them too much, nor not enough. That means that the (future) job requirements must correspond to your potential. One decisive factor here is the person's behavioural competences. In order to do new things and increase one's performance, thus achieving greater job satisfaction, appropriate working materials and time capacity must be made available. And last but not least: for their personal development, people need feedback from their superior and from their colleagues.

Make it your business to ensure that these three success factors apply!