



GETTING 360° FEEDBACK WITH INSIGHT

INSIGHT Inventory®

**Learning How Others See You and Identifying Ways
to Communicate Better With Them**

Report prepared for: John Doe

**Feedback from: Mary Sample
Work Associate**

Feedback Completed: 11/22/2004

INSIGHT Inventory On-line reports provided by:
Insight Institute, Inc., 816.587.3881, www.insightinstitute.com

Insight . . . understanding yourself and others



Welcome to Your *Getting 360° Feedback with INSIGHT* Report

This report helps you learn how Mary Sample sees you and provides guidelines for improving your communications with her. By requesting additional feedback reports from other people (co-workers, leaders, family, and friends), you can assemble a 360° view of how others perceive you. With this information you'll gain insight into yourself and identify ways to use your strengths to communicate better with others.

Congratulations on your venture into self-discovery and self-improvement!

This *Getting 360° Feedback with INSIGHT* report will help you:

- Understand how Mary views your behavior and learn how Mary's perspective may be different from or similar to your own.
- Clarify what behaviors or situations cause tension or misunderstandings between you and Mary.
- Identify what Mary views as your strengths and how you can use these to work better together.



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INTRODUCTION: Making the Best Use of This Report

Review the guidelines on using this report and conducting productive follow-up conversations with Mary.

SECTION ONE: Learning How Mary Sample Perceives You

Get a snapshot of how Mary views you on the four INSIGHT traits.

SECTION TWO: Comparing Feedback Results to Your Self Perceptions

Compare how you rated yourself with how Mary perceives you and explore areas to discuss.

SECTION THREE: Planning Ahead and Learning More

Develop a strategy for sharing the results in this report with Mary and learning more about yourself.

Learn from how Mary sees you.

The information in this report will help you better understand how Mary perceives you. Stay open to learning how she views your behavior. Don't try to alter Mary's opinions; instead focus on better understanding how you come across and identifying ways to change your behavior to be more effective when communicating with her.



Refer back to your self-ratings.

The feedback you receive from Mary will be most useful when you compare it to your self-ratings. Your Work Style self-rating is provided in section two beside Mary's rating of you. For more details, refer back to your self-rating profiles (either the Self Snapshot or Gaining INSIGHT into Yourself reports) and share these with Mary. Discuss the similarities and differences between your self rating and Mary's perceptions of you.

Identify the best ways to flex your style

The biggest challenge in improving communications involves learning to flex your style and identifying what behaviors to flex with whom. Section Two provides feedback from Mary on each INSIGHT trait along with suggestions for discussing this information with Mary. The power of this report lies as much in the one-to-one discussions it sets up as in the information it presents. In these conversations you'll identify what behaviors Mary wants you continue doing and the ones he would like for you to practice less often.



SECTION ONE: Learning how Mary Sample Perceives You

How you are perceived by Mary Sample

Mary based her ratings on how she perceives your behavior at work.

The *Getting 360° Feedback with INSIGHT* scales

The *Getting 360° Feedback with INSIGHT* assessment identifies Mary's perceptions of you on four traits. These include:

Scale A) Getting Your Way (Opposite preferences are Indirect or Direct)

How you express your thoughts and opinions.

Scale B) Responding to Others (Opposite preferences are Reserved or Outgoing)

How you approach and respond to others.

Scale C) Pacing Activity (Opposite preferences are Urgent or Steady)

The speed at which you make decisions and take actions.

Scale D) Dealing with Details (Opposite preferences are Unstructured or Precise)

How you structure time and organize tasks.

How Mary sees you.

Scale A) Getting Your Way

At work, Mary sees you as using a very diplomatic, tactful, and rather Indirect style of influencing others and presenting your thoughts and opinions.

Scale B) Responding to Others

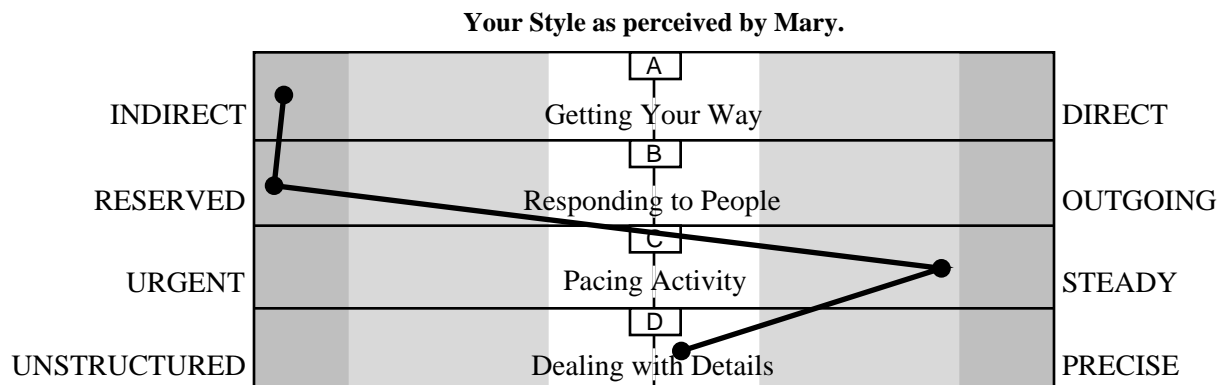
When responding to others, she sees you as very Reserved and private, tending to think issues through alone before talking or sharing your feelings.

Scale C) Pacing Activity

When it comes to making decisions and taking action, Mary sees you as fairly Steady, preferring to consider numerous options and then move ahead only after careful deliberation.

Scale D) Dealing with Details

Mary perceives you as slightly Precise, structured, and organized in how you schedule time and attend to details.

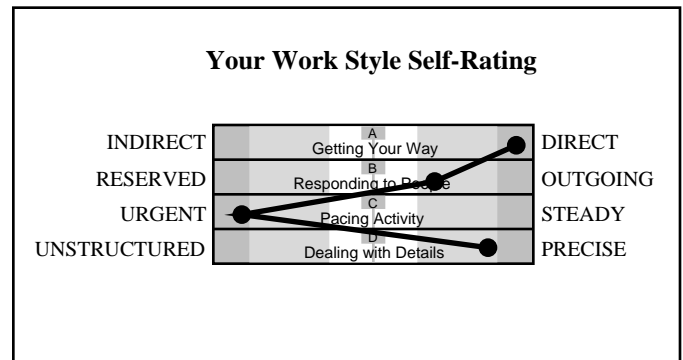
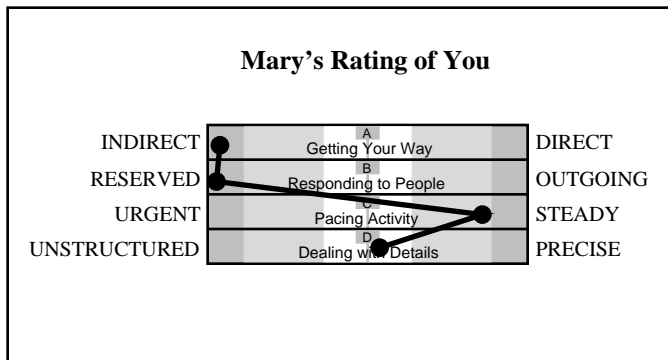


A number of factors could influence Mary's perception of your behavior at work. These include the nature of your job, deadlines and pressures, and her relationship with you, i.e. whether she is a co-worker, team member, or supervisor.

SECTION TWO: Comparing Mary's Feedback Results to Your Self Perceptions

Setting

Mary based her ratings on how she perceives your behavior at work. Mary's impressions may have developed from knowing you well, or they may reflect specific times when she remembers you behaving a certain way. Mary's perceptions may differ from how others see you. So, talk with her to learn how she formed these impressions.



SCALE A: Getting Your Way (Indirect or Direct)

Mary's perception of you on Scale A is different from your self-perception. Mary sees you as very Indirect, tactful, diplomatic. However, you see yourself as very Direct, forceful, and demanding.

Suggestion: In follow-up discussions with Mary, explore where your differences in perceptions of you on this trait might be coming from and how this effects your communications.

SCALE B: Responding to Others (Reserved or Outgoing)

Mary perceives you as very Reserved and you see yourself as moderately Outgoing. This difference suggests that Mary views you as much quieter, private, and self-contained than you see yourself. Your own perception is that you are fairly talkative, open, and expressive.

Suggestion: Ask Mary to share ideas on what she believes leads to this difference and whether your contrasting perceptions effects how the two of you interact.

SCALE C: Pacing Activity (Urgent or Steady)

Mary rated you as moderately Steady, yet you see yourself as very Urgent. This indicates that Mary perceives you as deliberate, cautious, and even hesitant at times, but that you see yourself as rather quick to act, restless, and quite decisive. This difference may create misunderstandings at times; therefore, it is important that you and Mary explore the reasons for your differing perceptions.

Suggestion: Ask Mary to describe one or more situations where she experienced you as cautious in taking action or slow to make decisions and how this impacted her. Also, share with Mary some of the reasons you see yourself quite differently, as much more Urgent and decisive.

SCALE D: Dealing with Details (Unstructured or Precise)

Mary perceives you as somewhat Precise, organized, and attentive to certain details. This suggests that she sees you as following rules and procedures and wanting a place for everything and everything in its place. You, see yourself much the same, as fairly structured and Precise.

Suggestion: Discuss with Mary the advantages and disadvantages to your organized, structured style and how it impacts your relationship.

Show Mary the feedback results you received from others.

Mary will find it interesting to learn how other people see you. Therefore, share the feedback results you received from others with Mary. Then compare how her ratings are similar or different from theirs. This adds even more information and depth to your follow-up discussions. Everyone’s perspective is “right.” Others will view your behavior from their individual perspectives. Therefore, each person who rates you may see you somewhat differently.



Learn how Mary’s strengths and yours overlap.

Get a *Matching One-to-One with INSIGHT* report. It compares Mary’s style to yours and gives you guidelines for flexing your style to communicate better with her. Review these with Mary and ask her to identify those behaviors she would like to see you practice more often when communicating with her.

Share more about yourself.

In work environments people tend to focus on business and meeting behavior. However you may change your style dramatically when in your personal world, many people do. Consider taking the time to talk with Mary about your Personal Style profile and discuss the aspects of your home environment brings out different sides of you. This will help Mary see a broader, more complete picture of you.



Best wishes for improved communications!



Learn even more about yourself! Try other INSIGHT Online reports.

- *Matching One-to-One with INSIGHT*
- *Gaining INSIGHT into Yourself*
- Numerous other topic specific reports.