



F O R T É

[®]
Performance COACHING

Prepared For: Joe Doe

Your Forté Certified Coach is

Joe Doe
Sample
sue.gardner@theforteinstitute.com

Your Forté Provider:

The Forté Institute

The Forté Institute, LLC

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While a major focus of your Forté Performance Coaching deals with your communication style and adapting strategies, it is important for your coach to share your insights and where you would like to go.

Please take a few moments to complete the following profile and then make a copy for the first meeting with your coach.

Position Title: Sample

Organization: Forté Demo Site

E-Mail Address: sue.gardner@theforteinstitute.com

Phone: Sample

Mailing Address: Sample

City, State, ZIP/Postal Code: Sample, Sample Sample

Fax Number: Sample

If the information above is no longer current, please log into the website under Individual Login using your Forte ID and PIN at <http://www.theforteinstitute.com>

Your Forte ID: 10001-10001-15000-286

With the following questions you should feel free to provide as much detail as you like. This is VERY valuable to both you and your coach in understanding where you are today, and where you would like to be in the future.

What are your key job goals?

Does reaching these goals gain you what you want from your job?

What are your current projects? Please list in terms of importance.

What lifetime learning or skill development commitments do you have in place?

Do you believe you are where you should be in your career path?

List those persons you communicate with the most and rate, on a scale of 1 to 5 (with 5 the best), your relationship with them.

With the following questions you should feel free to provide as much detail as you like. This is VERY valuable to both you and your coach in understanding where you are today, and where you would like to be in the future.

A) Please review your education to date, including any training programs or seminars attended.

B) What special knowledge have you learned over time, both at work and in your personal life?

C) What makes you unique?

D) What organizations outside of work are you COMMITTED to?

E) What does Joe Doe really believe in?

F) What three things would you like to change in your personal life?

G) Write what you would like to appear on your tombstone, how you want to be remembered...

Expectations are another way to look at goals. Please take a few minutes to think about what you really want and EXPECT this process to achieve. We know behavior follows commitment, so expectations balanced with reality are the most likely to happen. Also, think about how your commitment to this process fits with the existing schedule you have with other commitments in your job and personal life.

A) What is your expectation from this relationship?

B) What commitment, in terms of time, are you prepared to give to this?

C) What style of coaching would you prefer from your coach?

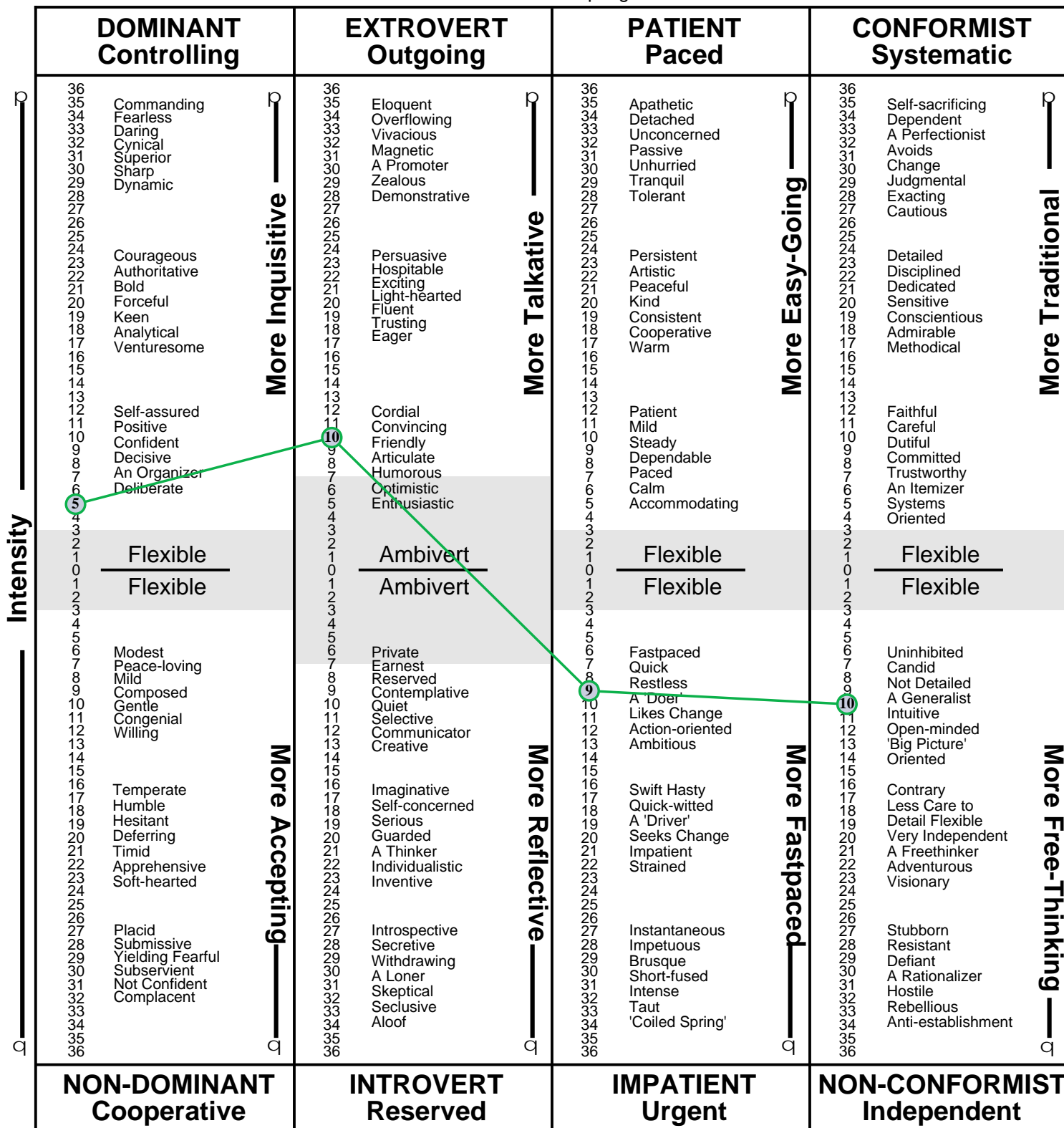
D) If you could see an IMMEDIATE change in your job life, what would it be?

E) If you could see an IMMEDIATE change in your personal life, what would it be?

F) What is the one thing that really excites you to action...in any situation?

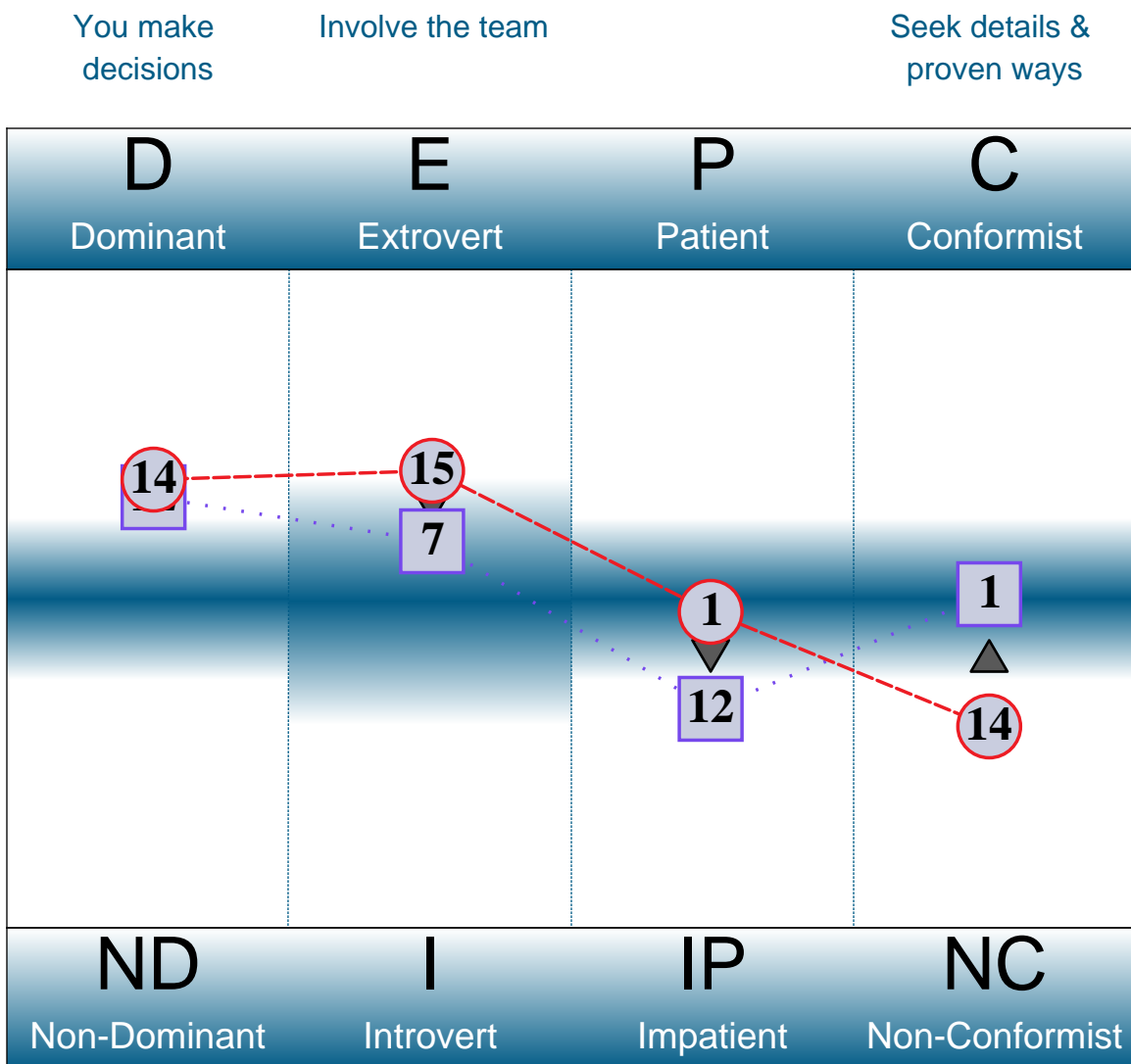
G) What is the one thing that shuts you down the fastest...in any situation?

— Primary - - - - - Adapting Perceiver



The following model can be used to gain an instant understanding of your Forté adapting style pattern. Remember, these are general reminders and relate to the specific role or job you are being coached for.

Questions? Ask your coach.



Be concise & move quickly

- Current Adapting Pattern
 - Composite Adapting Style Target
- Adapting Strategy appropriate thru August 6, 2014*

Adapting Style Reinforcement When The Task or Job Requires Dominant

RSR2

Dom	Ext	Pat	Con
★			
NDom	Int	IPat	NCon

The adapting style should focus on:

- Continue to seek results. The setting of priorities, and then reaching deadlines . . . ontime . . . is the recommended action.
- The need to take a self-starting role is critical to the overall leadership objective. When major questions arise, seek counsel, otherwise get involved and take action.
- You are expected to professionally challenge the leadership with viewpoints that make sense, or ones you or others feel strongly about. Offer solutions when suggesting change.
- Those being led will expect timely decisions and the knowledge their leader is in control. The primary concern becomes getting things done.

Adapting Style Reinforcement When The Task or Job Requires Extroversion

Dom	Ext	Pat	Con
	★		
NDom	Int	IPat	NCon

RSR4

The adapting style should focus on:

- Verbal, open conversations that begin with the big picture and move into specific details as necessary.
- General statements and a pat-on-the-back will go a long way. Brief statements can be taken as ones of anger versus insight. Verbally review written documents.
- Credibility is created by understanding the group or team needs. Arriving at solutions through team participation will create the buy-in necessary to meet the goals. Public recognition of the team and goals met is important.
- Constructive criticism should be done in as friendly a manner as possible. Praise in public, correct one-on-one. Be prepared to verbally explain positions. The personal touch is very important in this process.
- Be sure and share the spotlight with others, a critical step at this point.

Adapting Style Reinforcement When The Task or Job Requires Impatience

RSR5

Dom	Ext	Pat	Con
		★	
NDom	Int	IPat	NCon

The adapting style should focus on:

- Continue forward with a strong sense of urgency.
- Properly executed, urgency can be the result of the planned execution of a process. However, there are major benefits to thoughtful but quick decisions. It is a matter of balance.
- This sense of urgency extends from one to others, setting a pace of accomplishment for the assignment at hand. The speed of the leader will be the speed of the team.
- Focus on the goal, recognizing the deadlines must be met, and select the best course of action with available resources.
- It is easier to take action steps than explain why few, if any, action steps were taken at all.
- Keep measurement a key part of the process. Dates and deadlines reviewed often.

Adapting Style Recommendation When The Task or Job Requires A Shift From Non-Conformist to Conformist

ASR8

Dom	Ext	Pat	Con
			▲
NDom	Int	IPat	NCon

The adapting style should focus on:

- Systems, detail and structure. Look to what has worked before. Rely on experience.
- The issues become quality, dependability, accuracy, right and wrong, standards and loyalty.
- Rely on the written word; if it is not in writing it did not or will not happen. Get all the details and facts.
- Be somewhat cautious to change. Look at and double check everything.
- Encourage and follow a checklist. Insist on check points.

COMMUNICATION INTELLIGENCE™

Primary Adapting Perceiver Top Performer

