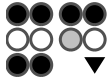


Assertive



John Sample

Profile created
Wed 9 July 2003
Report produced
4 February 2021

Key Remote Working Factors

- Adaptability
- Interaction
- Self-sufficiency
- Time Management
- Collaboration

PRIVATE AND CONFIDENTIAL

Any purely behavioural tool should never be used to make a recruitment or redeployment decision unsupported by other techniques such as interviewing.

Remote Working Style Pointers

Based on John's personal profile assessment, these pointers provide some quick and helpful hints regarding aspects of remote working that are particularly relevant to him. Their applicability will depend on the details of John's role, but they should provide some useful tips to make the remote working experience both productive and motivating.

Developing an Adaptable Schedule

John is not a person who naturally structures his time in a detailed way. He prefers a more improvisational approach, and because of his confident and persuasive style this can be an effective attitude in many situations. Nonetheless, while working remotely, a more structured and disciplined attitude will usually be needed. It will be useful, therefore, to collaborate with John to help him develop a structure to his working day that helps him organise matters effectively without hampering his naturally responsive way of working.

Maintaining Working Practices

John is a person with a clear idea of his goals, and of his preferred methods of working towards those goals. This direct and forthright attitude can be highly effective in many cases, but it can also mean that he will prefer to follow approaches or procedures of his own. In situations where John needs to remain in step with his team or organisation, it may be necessary to take time to discuss how he is approaching his work, and ensure that he is keeping to any required working procedures.

Providing Timely Responses

John is a self-motivated type of person, who is generally capable of organising and achieving his own work targets. He can be demanding at times, and will look for a responsive attitude from other members of his team. In terms of remote working, he will tend to be at his most productive where his needs are acknowledged and met in a timely manner, so far as his working conditions make this practical.

Providing Opportunities for Interaction

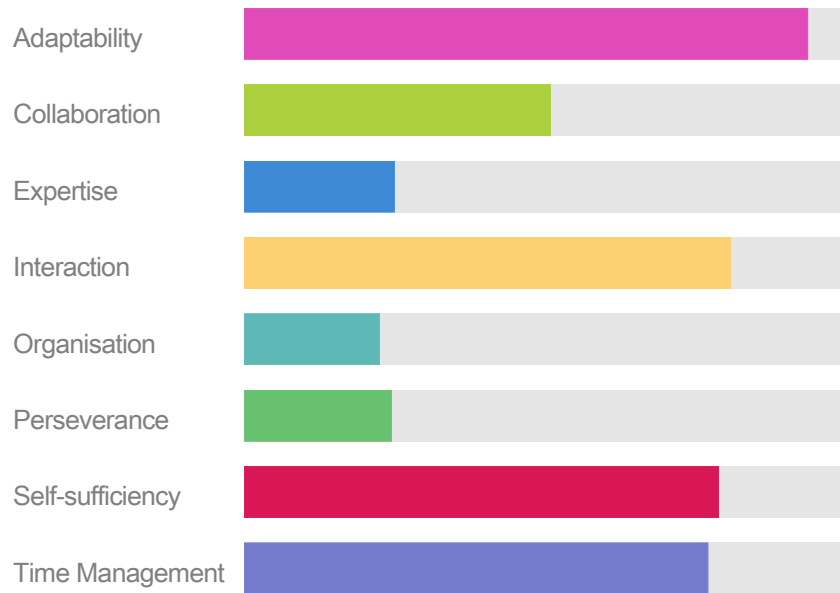
People with dynamic personality styles like John's are used to setting their own agendas, and so in many ways John is probably well suited to a remote working situation. He also has a more sociable element to his style, enjoying interaction with others, and in that specific sense his personality is probably less well suited to purely remote conditions. It will be useful to allow John plenty of opportunities to interact with his team in order to keep him feeling fully motivated.

Maintaining Variety in John's Work

John is motivated by variety in his work and opportunities to interact with others, and so he is not a person who naturally concentrates on a single task over a long period, especially if that means remaining out of contact with others. To maximise his commitment and motivation in a remote working situation, it will often be productive to provide him with a range of different goals to work toward, and allow him the scope to set his own priorities within that framework.

Remote Working Factors

From John's primary DISC analysis, this report can derive values for eight Remote Working Factors. These eight behavioural factors are specifically designed to address topics that relate directly to aspects of remote working. Each factor describes an important way that John can be expected to behave in an area that impacts his approach and his attitude to working remotely.



High Factors

- Adaptability Adjusting to changing circumstances or new requirements as they arise
- Interaction Communicating freely with others and ensuring that they remain informed
- Self-sufficiency Being ready and able to rely on his own resources and make his own decisions
- Time Management Productively managing his time in the most effective and efficient way possible

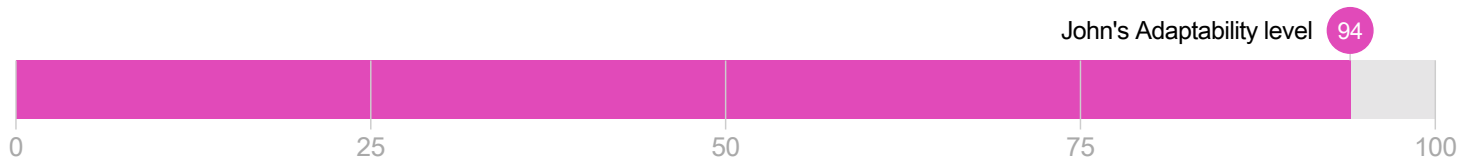
Balanced Factors

- Collaboration Working together with colleagues in a productive team environment

Low Factors

- Expertise Potential to take full advantage of remote working systems and technologies
- Perseverance Capability of working reliably and consistently over extended periods
- Organisation Being capable of structuring his work, effectively prioritising and managing tasks

Adaptability



About Adaptability

Adaptability is a factor describing how readily John is able to adjust to changes in his working requirements, or how flexibly he can shift his focus to a variety of tasks of different kinds.

John's Adaptability level is **94**

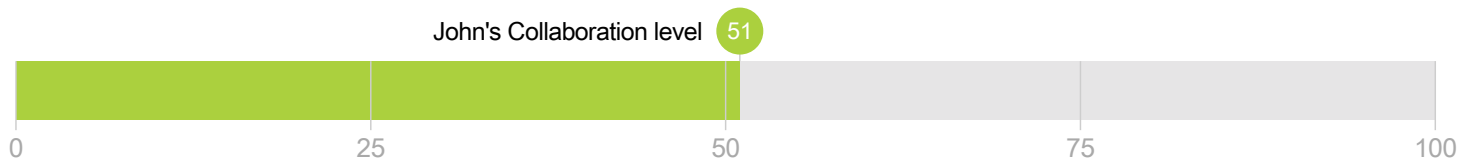
John is a dynamic person who is actively motivated by changing situations and new experiences.

Adaptability in John's style

John is a person who is not only adaptable by nature, but actually works at his best in a situation with at least some degree of variety and challenge. A person like John can be expected to adapt easily to changing conditions or requirements.

Because John has the flexibility to manage challenges of this kind, he will tend to be less strongly motivated in more stable or regularised conditions. He can therefore find it difficult to engage with work following a fixed and relatively predictable pattern.

Collaboration



About Collaboration

Collaboration describes John's readiness to coordinate productively with other members of the team, and to provide regular reports and updates on his work progress.

John's Collaboration level is **51**

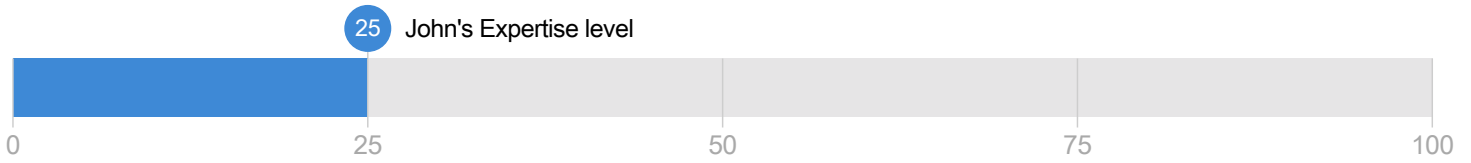
John is capable of collaborating productively with others, but this is not a strong influence on his approach to remote working.

Collaboration in John's style

John takes a balanced view of collaboration with other team members. He appreciates the need to work together with others towards a goal, and indeed, he may be actively motivated by an opportunity to do so, depending on the nature of his work. However, he also has the capacity to work more independently when a situation calls for it, without reference to others for guidance or support.

The communicative side of collaboration is something John is strongly oriented towards, but this is balanced by his tendency not to focus on the more formal reporting aspects related to this factor.

Expertise



About Expertise

Expertise reflects the level of technical potential in John's personality style, and hence his likely ability to make the most of the tools available to facilitate communication and coordination in a remote working situation.

John's Expertise level is **25**

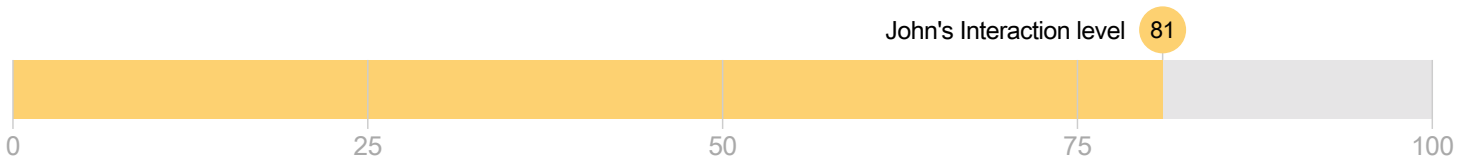
John will generally prefer to avoid using more elaborate technical tools or solutions, preferring systems providing simple, direct communication.

Expertise in John's style

The workings of technical solutions tend to be of rather limited interest to John, who is more directly concerned with the results they can achieve. While he will of course make use of the tools provided to him, especially in terms of group communication, he will tend not to actively seek out additional features or new ways of using technology.

John is most receptive to technology that is intuitive to use with minimal training. He will tend to be less impressed by sophisticated solutions such as project management tools or database systems, unless he can see ways that they can provide him with a quantifiable benefit.

Interaction



About Interaction

Interaction describes John's sense of connection to other members of his team. This factor relates to openness, not only in terms of his work, but also in a social sense. People with high Interaction help to keep the team informed while building bonds between members.

John's Interaction level is **81**

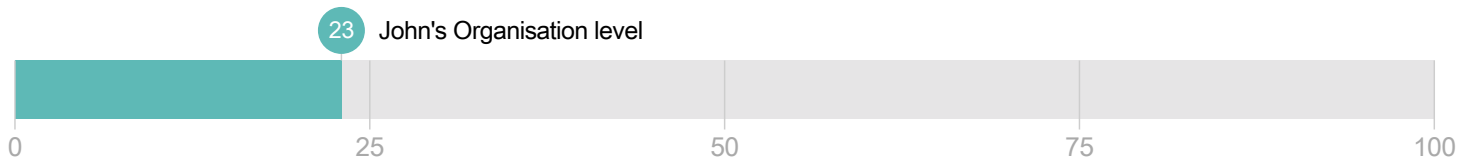
A strongly communicative type of person, John will appreciate and be motivated by regular contact with colleagues or clients while working remotely.

Interaction in John's style

John is a person who is motivated by contact and interaction with others, and will generally prefer to work in situations where he is able to maintain a significant level of communication with others.

John's communication style combines an outgoing extrovert side with a more patient and accepting one, and this combination means that he appreciates Interaction with other members of his team.

Organisation



About Organisation

Organisation relates to John's ability to bring structure and order to his remote working conditions, planning ahead and addressing issues based on their priority and urgency.

John's Organisation level is 23

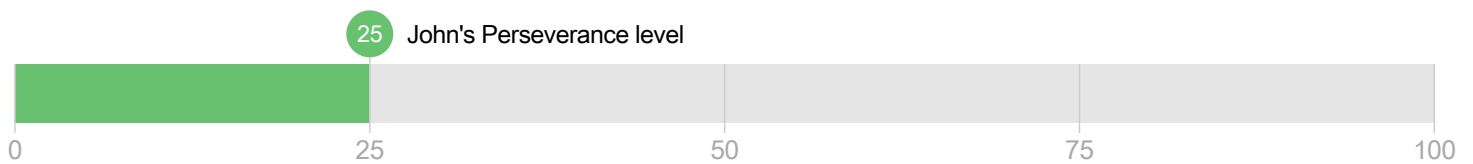
John is not a person given to detailed analysis or planning out new courses of action, preferring to take a broader view of matters.

Organisation in John's style

Structure and organisation are not factors that play a large part in John's approach to his work, and at times he can see such concerns as unnecessary and counterproductive. He prefers to take direct action rather than concern himself with questions of planning or scheduling.

In John's case, his personal orientation is toward communication with others, and he will often act in an informal social capacity during team communication. This approach may not be directly useful in organisational terms, though it can be effective in helping to build relationships within a team.

Perseverance



About Perseverance

Perseverance describes John's ability to work consistently and steadily with minimal supervision. It describes an ability to concentrate on a task without distraction, and to show dedication to producing effective results.

John's Perseverance level is 25

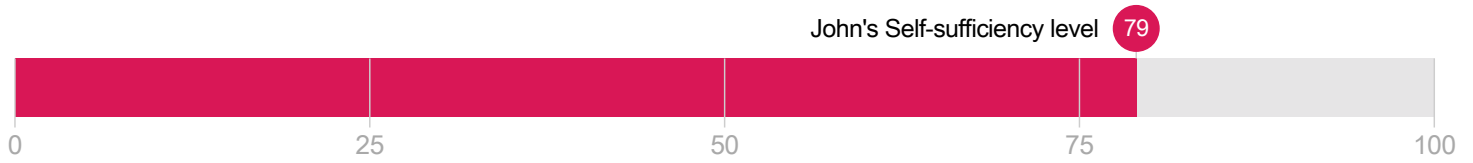
John can show a tendency to follow his own preferred directions rather than following a coordinated plan.

Perseverance in John's style

A low Perseverance score like this describes a particular pattern of remote working for John. Specifically, he will tend to be driven by his own aims and goals, and this means that he will sometimes follow his own preferred ways of working rather than those requested or required of him.

Part of the reason for John's low levels of Perseverance relates to his highly communicative nature. He enjoys maintaining contact with others on both a professional and personal level, and will often seek contact with other team members. This may indeed be helpful if team cohesion is an important factor, but in other situations John's sociable attitude may sometimes be distracting for others.

Self-sufficiency



About Self-sufficiency

Self-sufficiency summarises John's capacity for working independently, and maintaining his sense of self-motivation in a remote working scenario where he has limited contact with fellow team members or colleagues.

John's Self-sufficiency level is 79

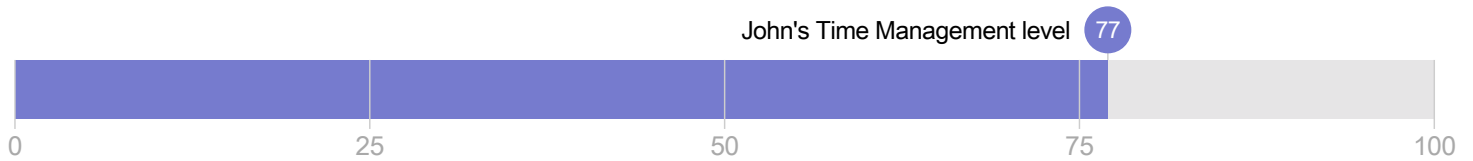
John has a highly independent attitude, and works at his best with minimal interaction or supervision.

Self-sufficiency in John's style

Self-sufficiency is a defining element of John's personality style. Independent, and ready to rely on his own resources, John's personal approach is well suited to remote working, especially in situations where little guidance or management oversight is available.

John is capable of formulating his own goals, and working towards those goals in a driving and direct way. Motivated by achievement, he can be expected to work determinedly with little need for remote support, though it can be important to ensure that his personal goals remain aligned with those of the team as a whole.

Time Management



About Time Management

Time Management looks at how John's personality affects his ability to effectively prioritise tasks and to organise his work time. Individuals with higher levels of Time Management are able to work more responsively when faced with deadlines or the need for urgent results.

John's Time Management level is 77

In the area of Time Management, the more precise and formal elements of John's personality can be expected to help him develop and maintain an effective personal schedule.

Time Management in John's style

John has a personality style with elements of both structure and urgency, a combination that makes him generally strong in the area of Time Management. He not only appreciates the need to achieve results quickly, but has effective skills at organising his time to work towards this.

The combinations of factors in John's style lead to him being sensitive to issues surrounding Time Management, and he can at times feel more strongly pressured by approaching deadlines than other types. Given the vocal aspect of his style, John can be expected to be forthright about such difficulties should they occur.

Remote Working Style Scenarios

Common situations and requirements

Everyone's remote working experience has its own unique circumstances, but there are also some common situations that arise. In this section, we look at John's likely reactions in these kinds of scenarios, and how he can approach them in a productive, effective and positive way.

Conferencing and Team Communication

John has an approach to communication that is both direct and open, so he will feel few reservations about expressing his opinions or putting his points across. He will rarely need to be asked for his opinion on a topic, and if he disagrees with others, he can be expected to clearly express that disagreement.

In a conference or team call, John's forthright approach can lead to him dominating the conversation at times. This may indeed be useful, as it can help to give a team a sense of direction and purpose. In conferences where the purpose is to explore a diversity of opinions, or canvas the views of different team members, then John's dominant style of interaction may be seen as less productive.

Project Progress and Tracking

Resolute and direct, John is someone with a clear view of his goals, and a determination to work towards them. He can also be expected to freely communicate his achievements and work progress, often in a relatively unstructured and informal way.

If John's working conditions mean that he will need to submit updates of his progress, or work within a more organised reporting system, he may have some difficulty adapting to such requirements, which he will often see as something of a distraction or an imposition. Providing John with a regular reporting schedule may help in this area, especially where the reporting requirements are straightforward enough that they have minimal impact on other aspects of his work.

Scheduling and Priorities

John has a pro-active style, meaning that he prefers to take direct action when he can, rather than pause to plan or consider. This can be an effective approach in pressured or urgent conditions, but it also means that he is not naturally oriented towards project planning, or working towards longer term goals as part of an integrated effort.

When assigning tasks to a person like John, then, it is generally more productive to concentrate on setting immediate goals rather than laying out longer term strategies. In particular, John is motivated by a sense of autonomy over his work, and so allowing him the leeway to find and implement his own solutions can help to build his sense of personal investment in his work.

Setting and Reaching Goals

The more influence John is able to exert towards setting his own goals and working towards them, the more motivated he will be. Because of the independent element in John's personality, he will want to feel that he is in control of his own work. He prefers broadly-defined goals, therefore, within which he can find his own means of achieving and delivering a finished task.

John has a determined and persistent aspect to his style, so that once he has set out his approach, he will not easily be diverted. This can often be a positive aspect to his working style, but it does mean that, should circumstances or priorities change, it can be difficult to persuade John to change his focus and adjust to a different set of goals.

Connecting With Clients

John's personality has many features that combine to make him an effective communicator, including a persuasive and direct manner, as well as a more receptive side that helps him remain open to others' concerns or questions. In general, then, John is well equipped to handle remote contact with clients.

One area where John might show scope for development, however, is in keeping records of client communication. In a remote working scenario, he will need to take personal responsibility for logging action points and further scheduled discussions, and passing that information on to other team members as necessary.

Remote Working Strategies

For those unused to working in a virtual way, it can take time to adapt their approach to maximise their productivity. The earlier sections of this report provide a series of tips and suggestions based around John's individual style, but here we also provide some general comments that may be useful in building an effective remote working mindset.

Separate Your Work and Home Life

In the majority of cases, remote working means working from home, and this can give rise to a certain degree of distraction that isn't present in more conventional working environments. It's crucially important to ensure that you maintain the boundaries between your work and home life, to avoid either impinging on the other. These two influences can work in a negative manner in either direction: domestic issues can work to undermine your working effectiveness, but equally work concerns can easily bleed into your private time to upset your work-life balance.

To help avoid these kinds of problems, it's a good idea to assign a specific space and time for your working activities. Set aside a working space that's dedicated to your professional responsibilities, and schedule times when you dedicate yourself to your work. Ensure that those sharing your living space are aware of these boundaries and respect them, to help ensure that you can give your full attention to the needs of your work in the time you have allocated yourself.

Create Your Own Routine

An important part of separating your work and home life is the matter of creating a consistent routine or schedule within which you can focus exclusively on work-related topics. A routine like this does not necessarily have to follow a typical workplace schedule - you might prefer to start working earlier than others, for example, leaving time to schedule a longer break during the day. The important point is that you set a personal schedule and keep to it as far as you possibly can.

Of course, an important part of this scheduling strategy is that you communicate it to your colleagues. In part this is for practical reasons: to ensure, for example, that others know the best times to contact you, as well as the times when you're unlikely to be available. Explaining your personal schedule to others also provides an important element of reinforcement: knowing that others will be expecting you to follow that schedule will help you keep to the working schedule you have assigned for yourself.

Keep in Touch With The Team

For most kinds of roles, one of the main differences between remote working and more traditional approaches is the reduced amount of personal interaction. Opportunities to keep in touch with colleagues are limited, both on a formal and on a social level, which can lead to individuals working in a more isolated way. To help counteract this effect, open communication is important, and regular online team meetings can be invaluable in keeping everyone informed of work progress.

On a less formal level, regular one-to-one discussions between colleagues can also be helpful, not only in discussing the details of tasks, but in helping to maintain cohesive working relationships. The usefulness of this approach needs to be balanced against the potential for distraction and inconvenience, however, and it can be helpful to set up scheduled times for individual contact of this kind, rather than having team members contact each other in an *ad hoc* manner.

Work Towards a Common Goal

While you're working remotely from your team and colleagues, it's easy to become isolated in your view of projects and group tasks. It's important to make sure you remain coordinated with other members of the team to help ensure that you're all moving in the same direction and towards your shared goals.

At its simplest level, as we discussed above, this involves keeping in regular contact with others, both on an overall team level and on an individual basis. Depending on the complexity of your projects, however, it may be worth investigating further opportunities. For example, software solutions exist to help remotely manage integrated project planning and task management, and solutions of this kind can be invaluable in helping to keep a team working in a coordinated fashion.

Stay Focused on Your Work

One of the distinctive characteristics of remote working is the level to which distractions can occur that tend to be absent in a more traditional working environment. To work effectively in a remote setting, it's important to maintain your focus on your work in the face of distractions like this. In part, this can be achieved by ensuring a separation between your work and home spaces as discussed above, and ensuring that you experience minimal disturbances during your working day.

When working solidly on a task, especially one with repetitive elements, it can be difficult to keep your concentration over the long term. To help you maintain your focus in situations like this, it can be useful to assign brief breaks during the day, or to intersperse less interesting tasks with work that you find more engaging, helping to add a sense of variety to your work day.

Make the Most of Technology

The world of technology now offers a huge range of solutions that make remote working more practical than ever, so be sure to take advantage of all the possibilities. There are, of course, numerous services that allow for direct contact by video or audio, or through text chat, but there are many other tools available, too.

In particular, there are many apps that can help to plan and structure team work as a collaborative effort, allowing members of the team to keep up to date with the work of the other members. Shared calendars, documents and spreadsheets all offer their own advantages, and there is a nearly endless variety of solutions available to help in almost any remote working scenario.