



Job*Script*® Action Plan

ACTION PLAN : Applying what you've learned!

# ACTION PLAN:

It would be most useful to go beyond simply reviewing your JobScript® report to unlock your full potential and drive towards your “True North.” It is important for you to translate your initial learning and insights from your JobScript® report to noticeable, sustainable behavior changes that increase your overall effectiveness. In the following pages you can:

1. Complete a process that creates a powerful and personal summary of your learning and insights.
2. Prepare for a discussion with your manager/coach/mentor/advisor in which you share your learning and insights and discuss how to translate those into increasing your effectiveness, both as a leader and as a team member by changing specific behaviors.

## Self-Awareness – Motivations, Abilities and Personality (MAP)

Look at the information from your [MAP](#) on Page 3. If you haven't already done so, take a moment to highlight the statements with which you most strongly agree and summarize them in a short paragraph below. This should be a brief and powerful description of you as a person.

## Self-Awareness – Strengths & Caution Areas

Look at the information on Page 5 of your report. As you review your Key Strengths and Caution Areas, please answer the following questions.

Which of my Key Strengths offer the best opportunity for leverage in my current or future job? In other words, if I applied these strengths more frequently or in a different manner, could I deliver more value to my team/business? Specifically, how do I propose doing this?

As you review your Caution Areas, are there any that might need to be “reined in”? If so, describe how you will manage your Caution Area behavior in a more productive way.

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## Self-Awareness – Model Roles and Job Functions

Please take a moment to review the Model Roles and Ideal Job Functions found on pages 6 and 7 of your JobScript® report. The information describes the types of broad roles and areas of work (not to be confused with specific jobs or job titles) in which you are likely to excel and be highly motivated. As such, they reflect who you are as a person by taking into account your unique [MAP](#).

Describe how you are filling aspects of these roles and performing these job functions today. What could you do to spend more time performing the suggested roles and/or job functions? Remember, the more frequently you apply your strengths and tap into your inherent motivations, the more productive you will become.

## Self-Awareness – You As Team Leader and Team Member

Who you are as a person ([MAP](#)) impacts how you behave as both a team leader and a team member. Being more aware of your natural tendencies allows you to intentionally emphasize your Key Strengths and minimize the impact of any Caution Areas.

Review the information on Pages 8 and 9 of your report and list below at least one thing that you can do to improve your performance as a Team Leader and one thing to improve your performance as a Team Member.

## Self-Awareness – Focusing Your Learning

Look at your Success Keys on Page 10. These are issues you may need to overcome, if you are to achieve your success potential. Identify at least one thing that you can do to address one of the Success Keys.

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## Conclusion – Commitment to Behavior Change

Self-awareness is necessary to make noticeable, sustainable behavior changes that will positively impact your effectiveness. Are you willing to make these behavior changes, knowing that they will feel uncomfortable at first? Use the boxes below to write three behavior change commitments. To help you identify the three areas on which you intend to focus, review your self-awareness summaries from Pages 2-3 of the Action Plan.

In each remember to:

1. Be specific. Another person must be able to clearly recognize/describe the change to which you are committing.
2. Identify, specifically, what you need from your manager, coach, mentor or advisor to help you make and sustain your change.
3. Think about how you are going to hold yourself accountable to verify and sustain the changes.

Effective people are able to easily articulate who they are, their passions and strengths. In the first box below write an introductory paragraph for your resume that describes who you are, what you do well, what you are passionate about and the value that you provide on a daily basis. In the second box, write a 15-second elevator pitch, written in a conversation style, that you can easily say to anyone who says “tell me about yourself” or asks you for an introduction. Use the “pitch” to market yourself in your organization, to potential employers or other people with whom you interact.

Intro Paragraph

15 Second Pitch

# Sharing with your manager/coach/mentor/advisor:

Below are a series of steps designed to help you prepare for and conduct a conversation to share the learning and insights gained from your JobScript® report.

## Step 1: Pick a Partner

It is highly recommended that the feedback from your JobScript® report be shared with your manager/coach/mentor/advisor to improve your working relationships, your personal success and your leadership effectiveness.

## Step 2: Set the Stage

Explain to the person that you recently completed a self-assessment process using JobScript® and would like to share with them what you learned. Next, communicate that their feedback is important in helping you improve your effectiveness as a leader. Let them know that the discussion should take no more than one hour.

Finally, give them Page 7 of this report titled “Reviewing JobScript®: Coaching to Increase Leadership Effectiveness.”

## Step 3: Develop a Communication Plan

Here are a few suggestions about what parts of your report you should share with your manager/coach/mentor/advisor. We suggest that you sequence these things in the order presented.

Share the summary of Motivations, Abilities and Personality that you created on Page 2 of your Action Plan. Ask for feedback on whether or not your manager/coach/mentor/advisor has observed these things about you and what they might like to add.

Share your Key Strengths listed on Page 5 of your JobScript® report. They are short and easy to communicate and flow nicely with your unique [MAP](#) that you shared earlier. Ask for feedback on whether or not your manager/coach/mentor/advisor has observed these things about you and what they might like to add.

# Sharing with your manager/coach/mentor/advisor:

Share the ideal job functions listed on Page 7 of your JobScript® report. Again, these are short and easy to communicate. Explain that these things represent the kinds of work activities in which you are particularly gifted and are highly motivated to perform. Ask for your manager/coach/mentor/advisor's feedback about their observations on these types of job functions. Do they agree with your JobScript® report? Ask if you can do more of these kinds of activities to bring more value to your team/business.

When you have done all of the above, you are in a great position to integrate these insights into a powerful personal statement that “tells people about yourself” by sharing the Elevator Pitch that you created on Page 4 of your Action Plan. Explain that the process you went through prompted you to develop a short statement describing concisely and powerfully who you are and how you make a difference. Share your elevator pitch and ask for your boss/coach/mentor/advisor's feedback. Does the statement seem accurate based on what they know of you? Do they have any suggestions for improving the clarity, accuracy, the power and/or impact of your statement?

Next move to the three commitments for behavior change that you created on Page 4. Explain that these commitments for change come from the broad insights gained from a better understanding of who you are, your natural strengths and your areas for improvement. Read each commitment and ask your manager/coach/mentor/advisor for their feedback on your areas of change. Do they support your choice of these areas for change? If so, talk with them about what specific support that you need from them (or from others) to make these changes happen, to verify that they have taken place and to sustain them over the long run. Do they agree to give you the support that you need? Do they have any suggestions for other things that you need to do in order to make the change successful and lasting?

## Coaching to Increase Leadership Effectiveness

Your team member/mentee has recently completed a personal self-assessment called JobScript®. JobScript® is a research based, validated assessment tool designed to promote personal development and increased effectiveness in the work setting. The insights and information contained in the assessment fuel the development of an Individual Development Action Plan.

The purpose of the scheduled meeting is to review and give feedback on your team member/mentee's Action Plan. Your team member/mentee has an agenda planned for this meeting, so your primary job is to act a coach. It might be useful to keep the following simple guidelines in mind as you have this discussion:

Remember, you are not responsible for running this meeting, that's your team member/mentee's responsibility. They are well prepared to do so.

Your primary role is to listen, ask questions when you don't understand clearly what your team member/mentee is saying, and to offer feedback on the information and plans that are shared.

Be honest and direct in the feedback you provide. You may disagree with some things that are said or have additional information to provide that is not included in your team member/mentee's self-assessments and action plans. This is valuable information that will serve to improve the Action Plan that is being developed.

The Action Plan that your team member/mentee will share with you is primarily focused on improving effectiveness on the job. Make sure that in your opinion this Action Plan will do just that. Hold high standards for putting a powerful plan in place – one that you believe will make a difference.

Think of this Action Plan as a “goal document” – a commitment to improving leadership. Please be prepared to provide direct support during the implementation of the plan and/or to be involved in verifying completion of the plan and establishing metrics to help sustain the changes that are being made.