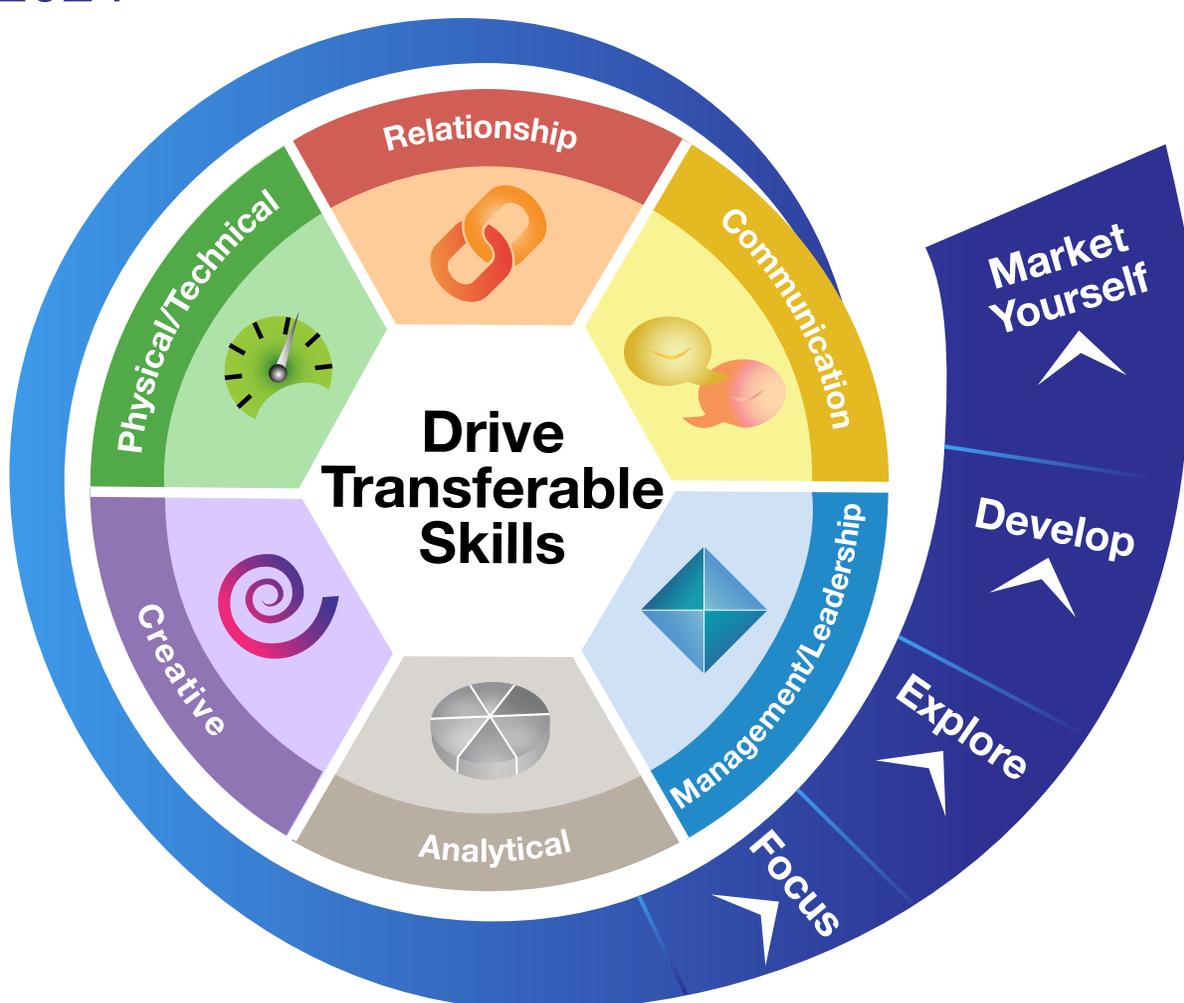




Report for:
Client Sample Report
6/24/2024



Your Drive Report outlines your greatest strengths to:

- **Focus:** Clarify your skills that give you personal satisfaction
- **Explore:** Research career and educational options that optimize your strengths
- **Develop:** Build your skills to enhance your marketability
- **Market Yourself:** Leverage your strengths in resumes, interviews and networking.



Personal Skill Chart

The chart displays your skill results in the six skill categories in order of the highest score to the lowest score. Category scores are the sum of the individual skill scores. Within each category, individual skills are listed by the ratings you gave on proficiency and enjoyment/importance levels.

*Scoring key below



Detail for Top 4 Skill Categories and Individual Skills

 1 Relationship Interpersonal skills to work effectively with individuals and groups.		Score 88									
<ul style="list-style-type: none"> Collaborate Respect Diversity Serve Clients & Customers Counsel Facilitate Groups Resolve Conflict Serve as Liaison Provide Care & Support Train/Instruct 	<table border="1"> <tr><td>12</td></tr> <tr><td>12</td></tr> <tr><td>12</td></tr> <tr><td>12</td></tr> <tr><td>12</td></tr> <tr><td>8</td></tr> <tr><td>8</td></tr> <tr><td>6</td></tr> <tr><td>6</td></tr> </table>	12	12	12	12	12	8	8	6	6	
12											
12											
12											
12											
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8											
8											
6											
6											



2 Management/Leadership

Organizational, facilitative, and leadership skills used to accomplish goals.

Score
72

• Initiate	12
• Plan/Organize	12
• Set Goals	12
• Make Decisions	12
• Coach	6
• Lead	6
• Manage Projects	4
• Build a Team	4
• Envision	4



3 Communication

Verbal and written communication skills used for interaction.

Score
66

• Question/Interview	12
• Listen	9
• Write	9
• Speak/Interact	6
• Persuade	6
• Promote/Sell	6
• Speak to Groups	6
• Consult	6
• Negotiate	6



4 Creative

Idea formation skills for creating something new or solving problems.

Score
63

• Conceptualize	12
• Synthesize/Integrate	12
• Brainstorm	12
• Use Intuition	12
• Demonstrate Foresight	9
• Design	6
• Author/Compose	
• Perform	
• Create Images	

Note: Scores of 2 or lower are not included

Detail for Lowest 2 Skill Categories and Individual Skills



5 Analytical

Information management and evaluation skills used to achieve goals.

Score

43

- Evaluate12
- Categorize9
- Analyze6
- Research6
- Solve Problems6
- Manage Data4
- Compute
- Budget
- Forecast



6 Physical/Technical

Physical skills used to interact with machines, technology, and the environment.

Score

0

- Install/Operate
- Repair
- Inspect/Test
- Build/Construct
- Restore/Renovate
- Sketch/Draw
- Observe
- Use Hands
- Use Body

Score	12 = High Proficiency	9 = High Proficiency	8 = Moderate Proficiency	6 = Moderate Proficiency	4 = Moderate Proficiency
Key	High Importance	Moderate Importance	High Importance	Moderate Importance	Low Importance



Skill Set Portfolio

The Skill Set Portfolio groups your individual skills into the top “Skill Sets” within one or more of your top 4 Skill Categories. Skill Sets describe your specific strengths used to perform common work tasks and functions.

Explore roles and careers that optimize your Skill Sets. Also, highlight your Skill Sets in resumes and interviews.



Skill Set Themes	Your Skill Sets	Skill Category
<p>Core Relationship Enjoy developing and maintaining positive working relationships with individuals and groups.</p>	<p>12 12 8</p> <ul style="list-style-type: none"> Collaborate Respect Diversity Resolve Conflict <p>Relationship Interpersonal skills to work effectively with individuals and groups.</p>	
<p>Counsel/ Teach Value educating, developing and guiding people to reach personal and professional goals.</p>	<p>12 12 6</p> <ul style="list-style-type: none"> Counsel Facilitate Groups Train/Instruct 	
<p>Support/ Service Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.</p>	<p>12 8 6</p> <ul style="list-style-type: none"> Serve Clients & Customers Serve as Liaison Provide Care & Support 	
<p>Organization Like initiating, structuring and carrying out steps to accomplish objectives.</p>	<p>12 12 4</p> <ul style="list-style-type: none"> Initiate Plan/Organize Manage Projects <p>Management/Leadership</p>	

Skill Set Themes	Your Skill Sets	Skill Category									
 <p>Organizational, facilitative, and leadership skills used to accomplish goals.</p>											
<p>Intuition Value relying on feelings and perceptions to form insights.</p>	<table border="1"><tr><td>12</td><td></td><td>• Brainstorm</td></tr><tr><td>12</td><td></td><td>• Use Intuition</td></tr><tr><td>9</td><td></td><td>• Demonstrate Foresight</td></tr></table> <p> Creative Idea formation skills for creating something new or solving problems.</p>	12		• Brainstorm	12		• Use Intuition	9		• Demonstrate Foresight	
12		• Brainstorm									
12		• Use Intuition									
9		• Demonstrate Foresight									
<p>Invention Like forming connections, patterns and structures to create something new.</p>	<table border="1"><tr><td>12</td><td></td><td>• Conceptualize</td></tr><tr><td>12</td><td></td><td>• Synthesize/Integrate</td></tr><tr><td>6</td><td></td><td>• Design</td></tr></table>	12		• Conceptualize	12		• Synthesize/Integrate	6		• Design	
12		• Conceptualize									
12		• Synthesize/Integrate									
6		• Design									



Career Guides

Drive provides you with a career guide of suggested career and educational options for each of your top Skill Sets. Skill Sets are specific strengths within your top categories. Most careers use a variety of Skill Sets. To optimize your career exploration:

- Prioritize the Skill Sets that are most rewarding to you.
- Use the Expanded Guide to research and evaluate the most appealing options.



Career Guide Snapshot

Core Relationship Skill Set	Career Options						
 Enjoy developing and maintaining positive working relationships with individuals and groups.	<ul style="list-style-type: none"> • Case Management • Customer Service • Diversity Management • Health Education • Mediation • Student Services 						
<table border="0"> <tr> <td style="width: 50px;">12</td> <td>• Collaborate</td> </tr> <tr> <td>12</td> <td>• Respect Diversity</td> </tr> <tr> <td>8</td> <td>• Resolve Conflict</td> </tr> </table>	12	• Collaborate	12	• Respect Diversity	8	• Resolve Conflict	<h4>Educational Options</h4>
12	• Collaborate						
12	• Respect Diversity						
8	• Resolve Conflict						
	<ul style="list-style-type: none"> • Business Administration • Communications • Criminal Justice • Health Sciences • Political Science • Psychology 						
Expanded Guide ➤							

Counsel/ Teach Skill Set

Career Options



Value educating, developing and guiding people to reach personal and professional goals.

- 12 • Counsel
- 12 • Facilitate Groups
- 6 • Train/Instruct

- Adult Education
- Career & Personal Counseling
- Health Education
- Speech Therapy
- Social Work
- Youth Development

Educational Options

Expanded Guide ➤

- Adult Education
- Business Management
- Communications
- Health Education
- Psychology
- Social Science

Support/ Service Skill Set

Career Options



Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.

- 12 • Serve Clients & Customers
- 8 • Serve as Liaison
- 6 • Provide Care & Support

- Community Development
- Customer Service & Sales Support
- Employee Relations
- Librarians
- Rehabilitation
- Social Work

Educational Options

Expanded Guide ➤

- Business Administration
- Communications
- Education
- Food & Lodging Management
- Library Science
- Pre-Law
- Social Science

Organization Skill Set

Like initiating, structuring and carrying out steps to accomplish objectives.

12

12

4

- Initiate
- Plan/Organize
- Manage Projects

Career Options

- Emergency Management
- Event Management
- Facilities Management
- Student Services
- Volunteer Coordination

Educational Options

- Business Administration
- Construction Management
- Operations Management
- Health Education
- Psychology

Expanded Guide ➤**Intuition Skill Set**

Value relying on feelings and perceptions to form insights.

12

12

9

- Brainstorm
- Use Intuition
- Demonstrate Foresight

Career Options

- Advertising
- Fashion Design
- Landscape Marketing
- Photographer
- Program Development
- Teaching

Expanded Guide ➤**Educational Options**

- Art & Music Therapy
- Business Administration
- Design & Visual Communications
- Media Arts and Animation
- Psychology

Invention Skill Set

Like forming connections, patterns and structures to create something new.

12

12

6

- Conceptualize
- Synthesize/Integrate
- Design

Career Options

- Architects
- Brand Management
- Curriculum Development
- Historical Restoration
- Strategic Planning

Educational Options

- Business Administration
- Design & Visual Communication
- Educational Technology
- Media Arts & Animation
- Teacher Education

Expanded Guide ➤



Skill Development

This report displays your high potential skills (moderate proficiency and high enjoyment/importance scores of 8) in priority order. Use this sampling of development suggestions to prompt your own personalized ideas. Create an action plan and timeline to track your skill development.

Skill	Skill Development and Training Suggestions
<p>Serve as Liaison</p> <p>Connect people or groups to achieve a positive result.</p>	<ul style="list-style-type: none">• Find opportunities to bring people and organizations together to accomplish a mutually beneficial outcome.• In exploring an alliance with an individual, group or organization, consider the benefits for each party in the alliance.• Seek opportunities in your workplace to serve on cross-functional teams or committees to better understand the needs of different groups, make connections, and expand your network of contacts.• Identify and join professional organizations and networking events to increase your network and sphere of influence.

Skill

Skill Development and Training Suggestions

Resolve Conflict

Address issues to reach an agreement.

- During a conflict, practice listening with an open attitude. Refrain from reacting with resistance and defensiveness.
- Encourage people in a disagreement to focus on the issue rather than who is right or wrong. Restate each person's position to ensure understanding.
- Prompt each party to communicate how they perceive the situation, and listen carefully. This step will highlight previous errors in communication and set the stage for a fresh discussion.
- Encourage people in conflict to look for a solution that is acceptable to both parties, and leaves both parties feeling that they have won in some way.
- Attend trainings on listening skills, mediation or conflict resolution techniques.



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Strategic Skill Profile

Drive organizes your top skills with scores of 12, 9 and 8 in strategic areas of strength.

Use this information to validate your top skills and implement the strategies to achieve your goals.



Your Top Skills

Strategies

Dominant

Skills you rated as high proficiency and high enjoyment/importance

Score

12

Leverage your dominant skills in your career to increase your personal satisfaction

Relationship

- Collaborate
- Respect Diversity
- Serve Clients & Customers
- Counsel
- Facilitate Groups

Communication

- Question/Interview

Management/Leadership

- Initiate
- Plan/Organize
- Set Goals
- Make Decisions

Analytical

- Evaluate

Creative

- Conceptualize
- Synthesize/Integrate
- Brainstorm
- Use Intuition

These are your greatest strengths. Whether you are launching a first career or making a career change, look for career options that offer tasks and roles that optimize your dominant skills. In marketing yourself, highlight your dominant skills in your resume and interviews.

Support

Skills you rated as high proficiency and moderate enjoyment/importance

Score

9

Combine your support skills with your dominant skills to increase your contribution to work.

Communication

- Listen
- Write

Analytical

- Categorize

Creative

- Demonstrate Foresight

Your support skills are core strengths you have available to offer. Use your support skills to demonstrate your versatility and enhance your effectiveness in work. Given that most work requires a range of skills, your support skills will expand the range of career options available to you and you will have more to offer.

High Potential

Skills you rated as moderate proficiency and high enjoyment/importance

Score
8

Develop your high potential skills to progress in your current career or gain entry into a new career.

Relationship

- Resolve Conflict
- Serve as Liaison

Your high potential skills bring you enjoyment and are ready for development. Be intentional in selecting relevant opportunities to build them. Conduct career research to check for alignment with your high potential skills.



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Next Steps

This section features a list of useful resources to assist you in each stage of the career search.



Career Strategies

Select the career stage to access a customized set of exercises and resources.

Launchers: Individuals planning their first career.

Career Changers: Individuals with 2+ years of experience considering a career change.

Advancers: Individuals or employees exploring ways to progress in their organization or field.

Pre-retirees: Individuals evaluating the role of work in retirement.

Additional Exercises, Tools, and Resources

Use these resources to aid in your career development.

Focus: Tools to help you gain greater clarity on your career preferences; values, interests, and more.

Explore: Resources for researching careers and educational options.

Develop: Tools to support your professional development.

Market: Resources to help you in marketing yourself.



Appendix

Additional resources to support you in your career development journey.

Burn-out Skills: A record of your high proficiency and low importance skills.

Low Interest Skills: A record of your moderate proficiency and low importance skills.

Skill Set Reference Guide: Use the Skill Set Reference Guide to review the 18 Skill Sets that make up the Drive Framework.

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