Specific Instructions:

This test is designed to provide information on your typical behaviour within work situations.

You will be presented with situations which you could experience at work. Please consider the situation, and then select what you feel is the most effective AND the least effective response or action from the four statements.

1. Please consider the situation, and then select what you feel is the most effective AND the least effective response or action from the four statements.

You have recently been appointed to a position in a new project team. Although you are experienced in the technical aspects of the job, there are aspects of the work that you need to understand. Your job will eventually require internal liaison and collaboration with other project teams. Although your manager has proposed an induction and training period for you, many of the issues you are responsible for require urgent attention.

	Most effective	Least effective
Immediately arrange meetings with those individuals you feel you will need to work with	X	
Quickly try to establish how your objectives will relate to your project manager's objectives		
In the initial stages, make sure that you are doing your job as you understood it from the job description		X
Spend time building your understanding of the team's objectives for the future		

2. Please consider the situation, and then select what you feel is the most effective <u>AND</u> the least effective response or action from the four statements.

You lead a team of twelve people. In order to address the department's new objectives you have been asked to work out your department's yearly plan. Your Manager has given you and other team leaders a deadline of two weeks so that she can report to the board.

	Most effective	Least effective
Spend an hour on it, as yearly plans are never followed anyway		X
Try to complete the plan in time to discuss it with your Manager before she has to submit it to the board	X	
Before preparing your plan, quickly contact your key stakeholders and ask for their views on your department		
Because of the complexity of the task, turn it into your top priority for the next two weeks by personally producing a detailed plan		

3. Please consider the situation, and then select what you feel is the most effective AND the least effective response or action from the four statements.

You are working on a number of projects with tight deadlines and have a lot of basic information to gather. You have asked other colleagues for help but are unsure of their commitment to help you gather the information that you need.

	Most effective	Least effective
Spend time on your work to make sure that you have plenty of latitude/leeway in case your colleagues don't deliver the help you need in time		
Outline the help that you need from others and explain to them why this is important and the dates by which you need their individual contributions	X	
Reduce the risk by getting the information that you need yourself rather than relying upon other people		
Carry on with the tasks that you need to complete and if others do not contribute their parts report them to management		X

4. Please consider the situation, and then select what you feel is the most effective AND the least effective response or action from the four statements.

You have just spent a long time writing a report that is due for delivery to a senior manager. A more experienced and well respected member of the team tells you that she thinks it would be improved with amendments to several sections of the report.

	Most effective	Least effective
Make some of the changes she suggested but retain the elements of the report that you think work best		
Trust in your colleague's greater experience and make all of the changes she suggests		
Thank your colleague for her suggestions but trust your own judgment and don't make any changes to the report		X
Discuss with your colleague the changes she has suggested and clarify the reasons for the changes proposed	X	