

# Ascolto

Personal and Organisational Development

## Diagnostic Assessment Questionnaire

We all have aspects of ourselves; behaviour, abilities and skills, that we know are our strong points, that allow us to excel and be successful in both our home and work life. We also have areas that we need to develop and improve. Day to day it is rare for people to have the time to examine their own strengths and those areas that should be developed and improved. It is however crucial, if we are to develop to our full potential, that we take time to examine our strengths and areas for improvement. Accurate self-awareness of our strengths and areas for improvement are the start to developing our potential. Once these areas have been identified personal coaching and personal development can take place in a structured, systematic and focussed manner.

This questionnaire is designed to identify the areas that need focussing on for your development. By completing this assessment you should be able to:

- Identify your strengths;
- Identify areas for improvement;
- Establish some priority areas; and
- Enable the design of specific and tailor made exercises as part of your personal coaching and development.

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Please be honest with yourself when you complete the questions. The responses you give will remain confidential and will be used as part of your personal coaching and development.

Name:	
Age:	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:	
Telephone:	
E-mail:	

## **Section 1**

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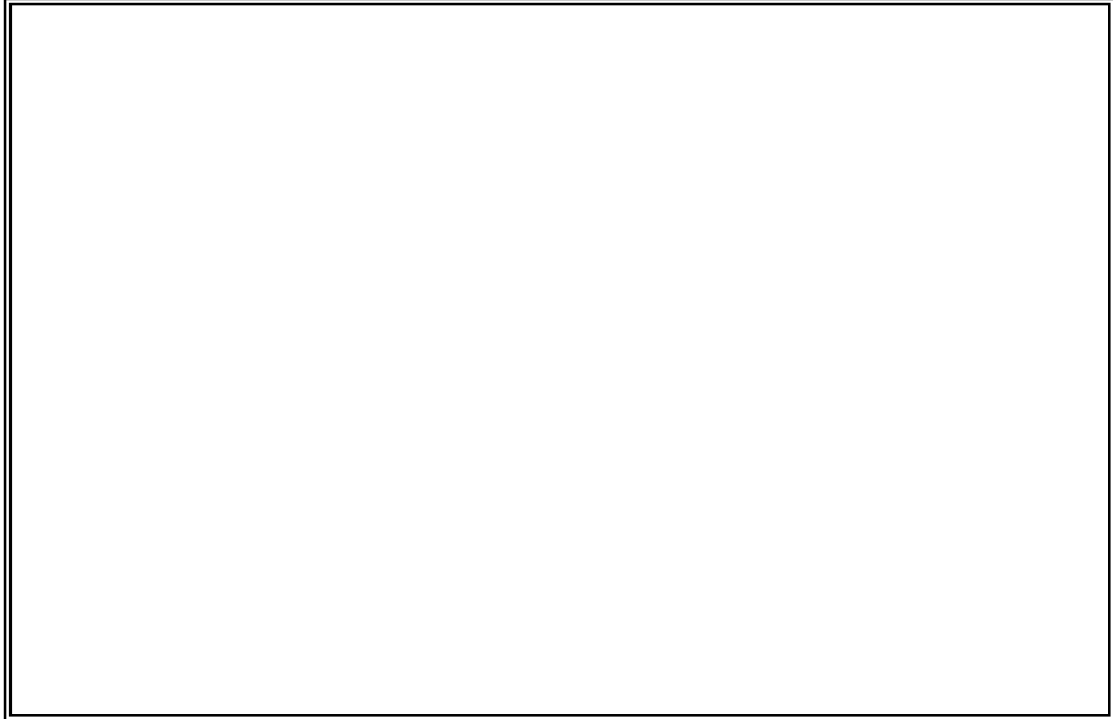
**a) In general, in both your home and work life**

**Think about some achievements that you are proud of. Describe the skills, abilities and behaviours that you used to succeed. (For example, organising and planning skills, the ability to take risks and determination, stamina, patience.)**

**Think about situations where you perform to your best or optimum. Describe the nature of such situations and what your approach, responses and actions are. (For example, you might perform to your best where you have time to make plans in advance or you might perform best when you can be spontaneous.)**

**b) Specifically in relation to the role you wish to undertake**

**Think about some achievements that you are proud of that have direct relevance to the role you wish to undertake. Describe the skills, abilities and behaviours that you used to succeed.**

A large, empty rectangular box with a double-line border, intended for the user to write their achievements and skills.

**Think about situations where you perform to your best or optimum. Describe the nature of such situations, relating them to the requirements of the role you wish to undertake. In particular describe what your approach, responses and actions are.**

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## **Section 2**


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### **a) In general, in your home and work life**

**Think about the types of situations / activities that you worry about or that you are concerned about doing. What elements of the situations / activities give rise to these worries or concerns? (For example, people, context, skills, self-confidence.)**

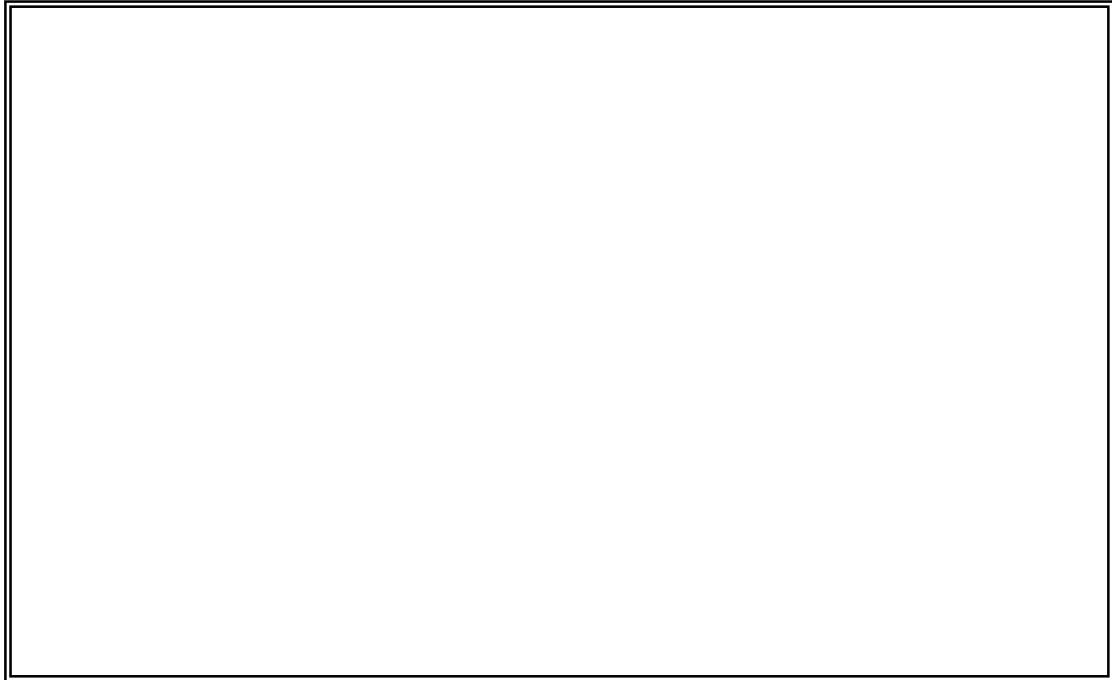


**Think about the types of situations / activities that you would like to do better. What type of situations / activities are they? And what types of skills, abilities and behaviours are involved?**



**b) Specifically in relation to the role you wish to undertake**

**Think about the types of situations / activities relevant to the role you wish to undertake that you worry about or that you are concerned about carrying out. What elements of the situations / activities give rise to these worries or concerns? What skills, abilities and behaviours are required in these types of situations / activities?**

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**Think about people who excel in these types of situations / activities. What skills, abilities and behaviours do those people have that enables them to excel?**

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Think about someone who you know who excels in the role you wish to undertake. What does the person have that enables them to excel and have outstanding performance? What are their particular skills, abilities and behaviours?



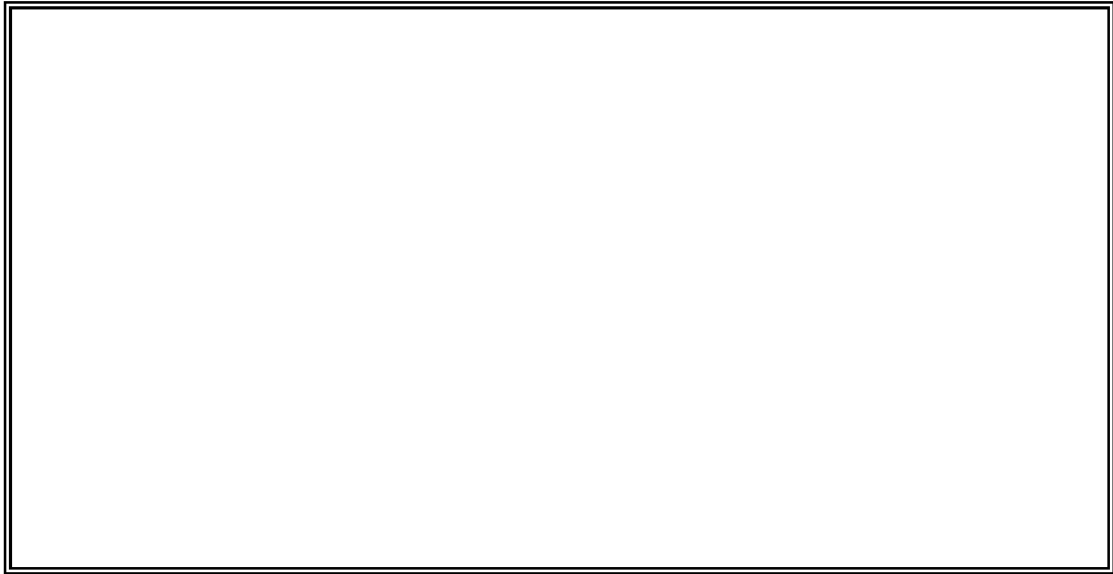
### **Section 3**

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Think of two friends (outside work) who know you well. How would **they** describe you in terms of your strengths and areas for improvement? (For example, what would **they** say are your strong points and what aspects would **they** say you needed to work on to develop?)



Think of two peers who are work colleagues who know you well at work. How would **they** describe you in terms of your strengths and areas for improvement? (For example, one way to think about your response might be to think of the type of work situations that your peers would want you to be involved in because of your skills and abilities. How would **they** describe your strengths in terms of your skills and abilities? Then think about the situations where this might not be the case or where your involvement has not been required. How would **they** describe your areas for improvement?)



Think of two managers who have managed you for some time at work. How would **they** describe you in terms of your strengths and areas for improvement? (For example, you might think about situations where your managers could rely on your skills and abilities. How would **they** describe these? Then recall situations when you think that they were not so confident of your skills and abilities. How would **they** describe these areas for development?)



