

# *The CheckPoint Management and Development System*



## *CheckPoint 360° Organizational Management Analysis The SkillBuilder Series*

*A complete management competency development system*

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imagine great people

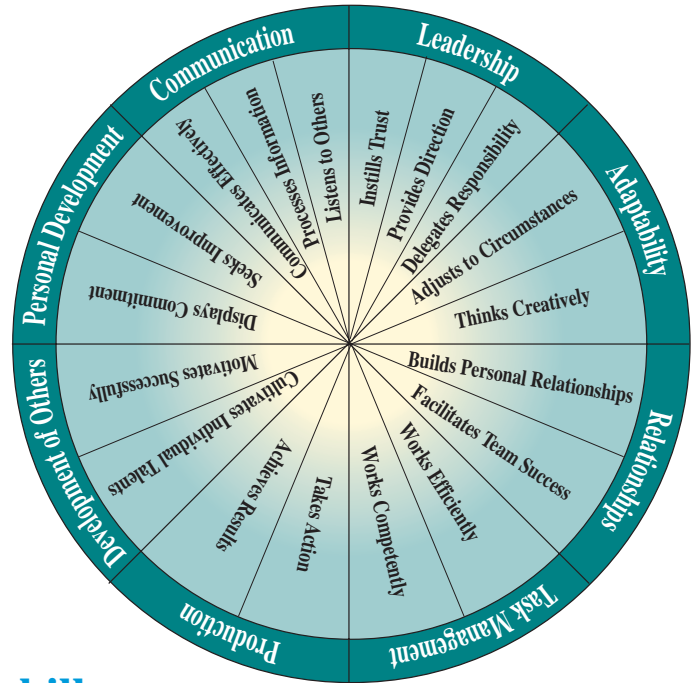
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# CheckPoint 360°

Profiles' Internet-based *CheckPoint 360° Competency Feedback System™* is the foundation for a complete management competency development program. This powerful tool positively impacts a manager's growth and an organization's success.

It gives managers a rating of their performance by the full circle of boss, peers, and direct reports. The report they receive helps them accurately evaluate their strengths, areas for improvement, and overall job performance. This is the basis for planning and executing a program of professional growth.

Participation and administration requires absolutely no special training. *CheckPoint* is easy and convenient to use with secure 24/7 Internet implementation.



## CheckPoint measures eighteen job skills essential to effective performance

### Communication

Including the skills of listening to others, processing information and communicating effectively.

### Leadership

Covering the abilities of instilling trust, providing direction and delegating responsibility.

### Adaptability

Encompassing the skills of adjusting to circumstances and thinking creatively.

### Relationships

Assessing the capabilities to build relationships and facilitate team success.

### Task Management

Gauging the level of aptitude for working efficiently and competently.

### Production

Appraising abilities to initiate action and achieve results.

### Development of Others

Measuring proficiencies in cultivating individual talents and motivating successfully.

### Personal Development

Including the behaviors of displaying commitment and seeking improvement.

## CheckPoint feedback sets the course for professional development and better performance

Good managers strive to increase their effectiveness, but may lack information that could optimize their training and learning. The comprehensive CheckPoint Report is easy to read, understand, and use to fill the gaps in a manager's knowledge and skills.

CheckPoint is the starting point for a powerful management development system that yields results that are measurable and verifiable on your bottom line.

# *Organizational Management Analysis*

## **The CheckPoint Organizational Management Analysis Report maps your organization's path to a prosperous future**

The *Organizational Management Analysis* is an essential element of organizational development. An *OMA* report presents a compilation of the information obtained from the individual *CheckPoint* results of a group of managers. The report provides a factual summary of the perceptions of a management group with input from the managers' bosses, peers, and direct reports.

The value of the *Organizational Management Analysis* is in providing a description of where are we now? This has been described as "the fifth point of the compass." The "fifth point" concept means successful management decisions regarding the direction to take a company must be predicated on knowing where you stand now. False assumptions often lead to wasting time, effort, and resources. The *OMA* report is a guide to future development based on statistically accurate data. When you know where you are and where you want to go, you can chart your course with confidence and certainty.

The *Organizational Management Analysis* process examines a company's culture and provides insights to the alignment of management groups with the company's goals and objectives. This information is used to analyze the human capital expectations associated with an organization's long-term strategic objectives. The report also provides an analysis of organizational development priorities and defines organizational training needs.

# SkillBuilder

“A journey of a thousand miles begins with a single step.”

The next step in the management development system is the **SkillBuilder™** Series. **SkillBuilder** provides managers with a series of important steps that lead to leaps in performance.

**SkillBuilder** is a self-paced, interactive Internet-based self-improvement program that does not require special training classes or time off from work. This organized self-study method effectively promotes professional development in all **CheckPoint** competencies.

Managers participate in **SkillBuilder** on the Internet. They find it easy to use at their convenience. After responding to questions and doing online exercises, they click a button to print a customized Self-Improvement Report. The report provides a detailed plan of action for professional development

By employing the **KSS** method, **SkillBuilder** helps managers identify the activities they want to **KEEP** doing – because they do them well, activities they want to **STOP** doing – because they are counterproductive, and activities they want to **START** doing – because they will improve their performance.

Using **SkillBuilder** pays big dividends because productivity, cooperation, communication, employee retention and profits increase while many “people problems” are reduced. **SkillBuilder** is an easy and effective method for better management.

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