

*Team members with finely honed skills are key to achieving the goals of the team and the organization. Help your team members gain insight into which skills they need to be most effective in their jobs.*



## Acumen Team Skills (TSK)

*A multi-rater feedback tool for stimulating and guiding the professional development of team members.*

To achieve maximum effectiveness in their jobs, individual team members need to develop and fine-tune their skills relevant to the task and maintenance (i.e. interpersonal) aspects of group dynamics. The most effective way to assure a high level of skill development is to stimulate and guide each individual in pursuing his or her own professional development agenda.

The TSK inventory measures members' skills in behavioral terms, relying heavily on observations from teammates, other peers, and their supervisor—or just their peers if so desired.

### Best-of-Class Product

The TSK product is the leading method for achieving these ends for a number of reasons:

- The survey items are high in face validity and useful for predicting effectiveness at work
- Skill areas most important to the individual's particular job are identified by raters
- Individuals can compare themselves to a large norm base of other team members
- Highly personalized, richly detailed, feedback reports are provided

### PRODUCT APPLICATION

#### Use Team Skills to:

- Enable team members to see how they compare to other members of self-managing work groups, project teams and cross-functional teams
- Provide highly personalized feedback reports on their skills, and offer priorities and suggestions for increasing professional effectiveness
- Give team members in-depth information on how they perceive themselves in their work environment, and how their co-workers see them
- Provide a broad overview of an individual's capabilities based on the responses of his/her supervisor and peers

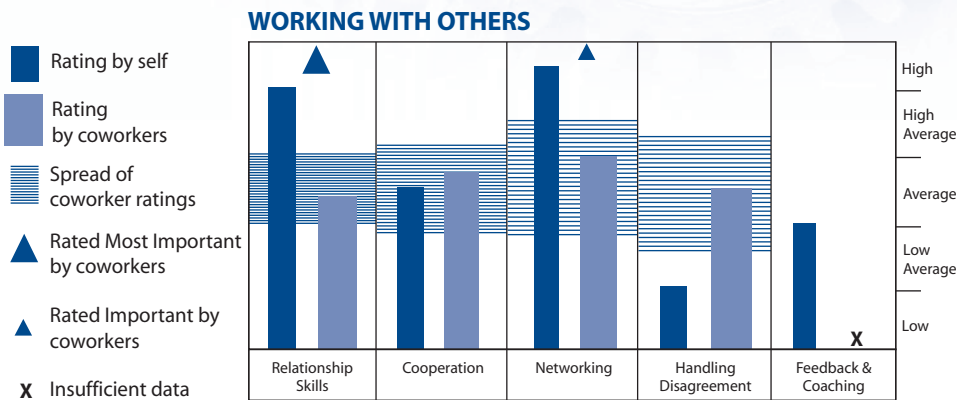
### Skill Assessment

Acumen's skill assessments provide in-depth information about how individuals see themselves and how others see them in their work environment. Performance is assessed based on actions related to the individual's job functions and a detailed personalized report is prepared.

This feedback report includes a detailed analysis defining each skill, compares the individual's self-ratings to those of others, and offers suggestions for increasing professional effectiveness.

Task assessments for the TSK include Communication, Working with Others, Task Focus and Business Values. Each task area contains several related subskills. Scores are displayed in relation to a large norm base of other individuals.

#### How To Read A Skill Assessment Graphic



The thin bars represent an individual's self-ratings, which are converted into low, average, or high scores (based on the self-ratings of previous respondents).

The thick bars show how co-workers rate the individual in the skill areas. These ratings are displayed in relation to a large norm base of other raters, including managers, peers, and others.

Horizontal lines show the amount of variation among others' ratings.

A large triangle indicates which skill is the single most important, while a small triangle indicates the skill is one of the five most important for an individual's position.

An "x" appears when an individual's co-workers provide too few ratings for a credible score.

**To be re-released in fall of 2005.**

Please refer to the back of the catalog for the Pricing Guide.

### Acumen Team Skills

#### PARTICIPANT MATERIALS

**Team Skills Feedback Report Web Assessment Package**

AI 60400  
 Inventory, processing, workbook and report.  
 Allows up to 30 Web raters, plus Self Report.

#### Paper Assessment Package

AI 60100  
 9 paper inventories, processing, workbook and report.  
 Includes 8 paper & pencil raters, plus Self Report.

#### FACILITATOR MATERIALS

#### Team Skills Workbook\*

AI 60112

#### Team Skills Group Report

AI 60500

Processing and report.

\*Team Skills Facilitator Guide is not available

