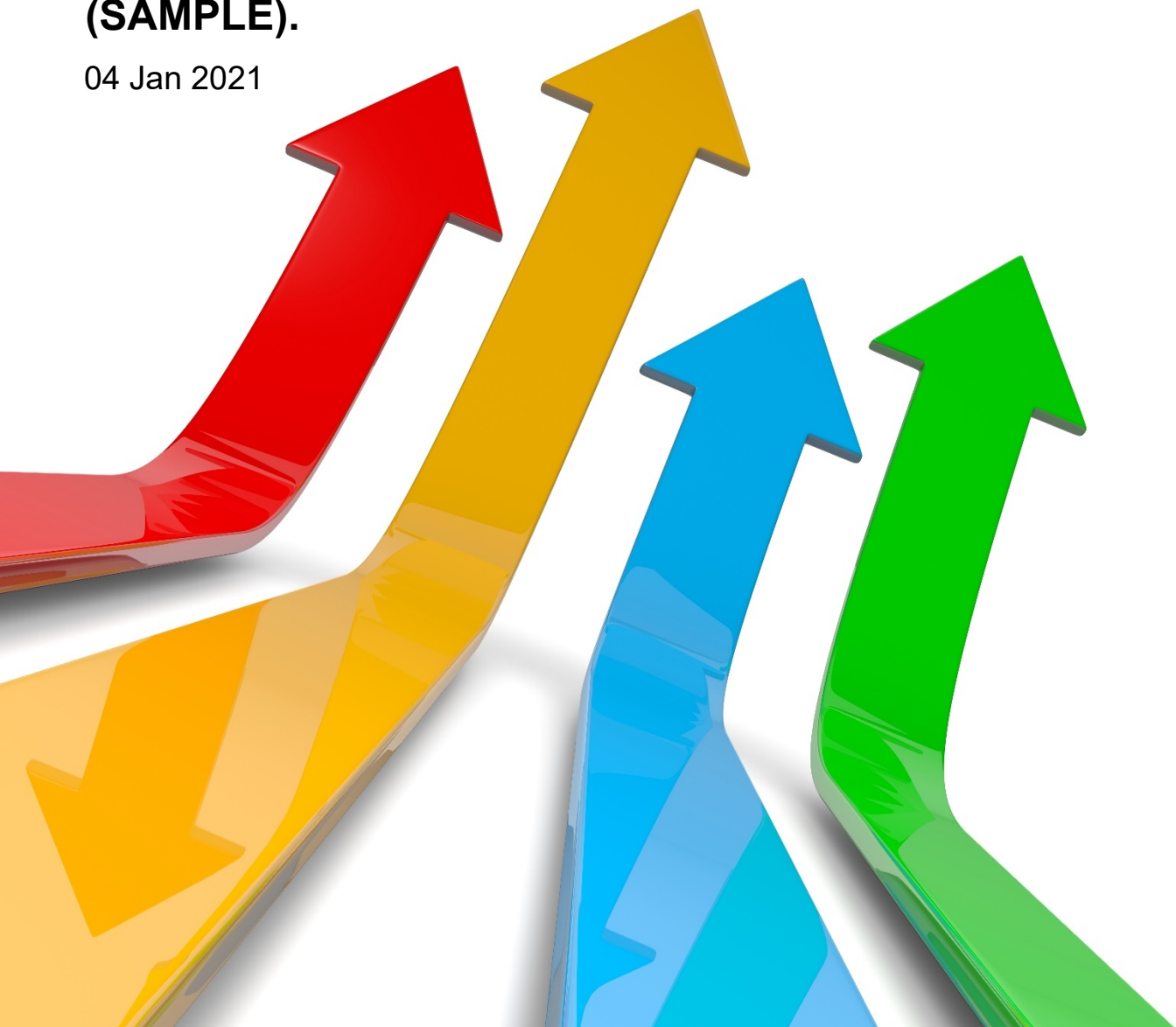# REACH
TRAINING NEEDS ANALYSIS

REACH
PROFILES

Group Report

Training Recommendations based on the REACH Profile for all respondents on the REACH Profile for YumYum Dairy (SAMPLE).

04 Jan 2021

Contents

Consolidated courses recommendations

Advanced Skills for Elite Personal Assistants and Executive Assistants

- Charles Poulton
- Charles Poulton
- Eric Poulton
- Janelle Fromm
- Josh McKenzie
- Josh McKenzie
- Zhang Wei

Assertiveness and Self Confidence Training

- Charles Poulton
- Janelle Fromm
- Josh McKenzie

Business Writing Essentials for the Modern Workplace

- Charles Poulton
- Eric Poulton
- Josh McKenzie
- Zhang Wei

Business Writing for the Digital Era

- Charles Poulton
- Eric Poulton
- Josh McKenzie
- Morten Zimbelist
- Zhang Wei

Cross Cultural Communication

- Charles Poulton
- Eric Poulton

Foundation Skills for Elite Personal Assistants and Executive Assistants Training Course

- Charles Poulton
- Janelle Fromm
- Janelle Fromm
- Mina Yu
- Morten Zimbelist

Leadership Development Training

- Janelle Fromm
- Mina Yu
- Mina Yu
- Morten Zimbelist

Lean Six Sigma Black Belt Certification Training - Signature Series

- Janelle Fromm
- Janelle Fromm
- Mina Yu
- Mina Yu
- Morten Zimbelist
- Morten Zimbelist

Lean Six Sigma Green Belt Certification Training - Signature Series

- Janelle Fromm
- Janelle Fromm
- Mina Yu
- Mina Yu
- Morten Zimbelist
- Morten Zimbelist

Lean Six Sigma Yellow Belt Certification Training Signature Series

- Janelle Fromm
- Janelle Fromm
- Mina Yu
- Mina Yu
- Morten Zimbelist
- Morten Zimbelist

Manage People and Performance Training

- Janelle Fromm
- Morten Zimbelist
- Zhang Wei

PPA - Building Team Synergy

- Charles Poulton
- Eric Poulton
- Josh McKenzie
- Zhang Wei

PPA - Identifying Difference as Opportunities

- Charles Poulton
- Eric Poulton
- Josh McKenzie
- Zhang Wei
- Zhang Wei

Supervising Others Training

- Eric Poulton
- Janelle Fromm
- Josh McKenzie
- Mina Yu
- Morten Zimbelist

The 10 Dimensions of Effective Leadership

REACH

- Charles Poulton
- Charles Poulton
- Eric Poulton
- Eric Poulton
- Janelle Fromm
- Janelle Fromm
- Josh McKenzie
- Josh McKenzie
- Mina Yu
- Mina Yu
- Morten Zimbelist
- Morten Zimbelist
- Zhang Wei
- Zhang Wei

Time Management for Managing Projects and Complex Tasks

- Janelle Fromm
- Janelle Fromm
- Mina Yu
- Mina Yu
- Morten Zimbelist

Time Management for the Modern Individual

- Charles Poulton
- Eric Poulton
- Janelle Fromm
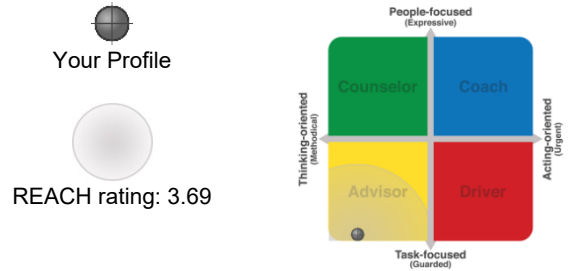- Josh McKenzie
- Mina Yu
- Morten Zimbelist
- Zhang Wei

Train the Trainer Training

- Janelle Fromm
- Morten Zimbelist

Personal REACH Development Plan for Charles Poulton

The goal of this development plan is to provide Charles Poulton with the clarity of their current development priorities. After training and/or coaching Charles Poulton will commonly see their development priorities change next time they take the REACH Profile. By retaking the survey, they can maintain an ongoing targeted development journey that will grow REACH Quotient, REACH Zone and have a positive impact.

Your Profile

REACH rating: 3.69

| Counselor | Coach |
| Advisor | Driver |

Relating to Others

Counseling Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Assimilating team members	3.81	3.00						
Cultivating team spirit	3.80	4.00						
Identifying personal needs	3.57	2.00						
Recognizing others' efforts	3.87	3.00						
Average:	**3.76**	**3.00**	More Challenging			Moderate		More Comfortable

Coaching Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Building rapport	3.67	3.00						
Easing tensions during conflict	3.53	3.00						
Finding opportunities for synergy	3.55	4.00						
Rallying others around a cause	3.69	4.00						
Average:	**3.61**	**3.50**	More Challenging			Moderate		More Comfortable

Achieving Goals

Driving Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Establishing clear expectations	3.68	4.00						
Evaluating individual performance	3.59	3.00						
Exercising control over processes	3.51	4.00						
Guiding team during change	3.43	4.00						
Average:	**3.55**	**3.75**	More Challenging			Moderate		More Comfortable

Advising Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Addressing quality concerns	3.58	5.00						
Aligning resources with needs	3.48	5.00						
Designing team structure/function	3.50	5.00						
Integrating diverse perspectives	3.58	3.00						
Average:	**3.54**	**4.50**	More Challenging			Moderate		More Comfortable

Charles Poulton Current Development Priorities

Developing Counselor Skills (the "Who")
They should consider this list of courses:

Identifying personal needs

- [PPA - Building Team Synergy](#)
- [PPA - Identifying Difference as Opportunities](#)
- [Advanced Skills for Elite Personal Assistants and Executive Assistants](#)
- [Business Writing Essentials for the Modern Workplace](#)
- [Business Writing for the Digital Era](#)
- [The 10 Dimensions of Effective Leadership](#)
- [Time Management for the Modern Individual](#)

Developing Coach Skills (the "Why")
They should consider this list of courses:

Building rapport

- [Communication Skills Training](#)
- [Customer Service Training](#)
- [Facilitation Skills Training](#)
- [Professional Telephone Skills](#)
- [Sales Training](#)
- [Retail Sales Training](#)
- [Emotional Intelligence (EQ) Training](#)
- [Body Language Training](#)
- [Advanced Facilitation Skills Training](#)
- [Consultative Sales Training](#)
- [Assertiveness and Self Confidence Training](#)
- [Advanced Skills for Elite Personal Assistants and Executive Assistants](#)
- [Business Etiquette Training](#)
- [Cross Cultural Communication](#)
- [Foundation Skills for Elite Personal Assistants and Executive Assistants Training Course](#)
- [Negotiation Training](#)
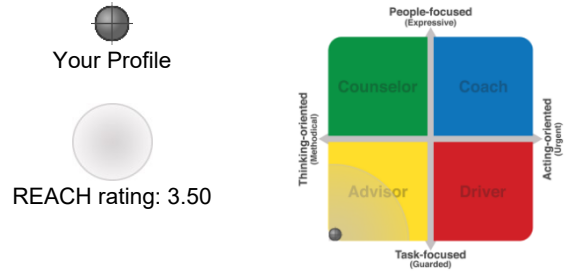- [The 10 Dimensions of Effective Leadership](#)

Coaching Activities (recommended in the REACH Coaches Companion)

- Identifying and overcoming a weakness
- Matching and mirroring
- Resolving internal conflict

Personal REACH Development Plan for Eric Poulton

The goal of this development plan is to provide Eric Poulton with the clarity of their current development priorities. After training and/or coaching Eric Poulton will commonly see their development priorities change next time they take the REACH Profile. By retaking the survey, they can maintain an ongoing targeted development journey that will grow REACH Quotient, REACH Zone and have a positive impact.

Your Profile

REACH rating: 3.50

Relating to Others

Counseling Characteristics

	Population Average	Self-rating	0	1	2	3	4	5
Assimilating team members	3.81	2.00						
Cultivating team spirit	3.80	3.00						
Identifying personal needs	3.57	2.00						
Recognizing others' efforts	3.87	3.00						
Average:	**3.76**	**2.50**	More Challenging			Moderate		More Comfortable

Coaching Characteristics

	Population Average	Self-rating	0	1	2	3	4	5
Building rapport	3.67	3.00						
Easing tensions during conflict	3.53	3.00						
Finding opportunities for synergy	3.55	4.00						
Rallying others around a cause	3.69	3.00						
Average:	**3.61**	**3.25**	More Challenging			Moderate		More Comfortable

Achieving Goals

Driving Characteristics

	Population Average	Self-rating	0	1	2	3	4	5
Establishing clear expectations	3.68	3.00						
Evaluating individual performance	3.59	3.00						
Exercising control over processes	3.51	4.00						
Guiding team during change	3.43	4.00						
Average:	**3.55**	**3.50**	More Challenging			Moderate		More Comfortable

Advising Characteristics

	Population Average	Self-rating	0	1	2	3	4	5
Addressing quality concerns	3.58	5.00						
Aligning resources with needs	3.48	5.00						
Designing team structure/function	3.50	5.00						
Integrating diverse perspectives	3.58	4.00						
Average:	**3.54**	**4.75**	More Challenging			Moderate		More Comfortable

Eric Poulton Current Development Priorities

Counselor

Developing Counselor Skills (the "Who")
They should consider this list of courses:

Assimilating team members

- Supervising Others Training
- Cross Cultural Communication
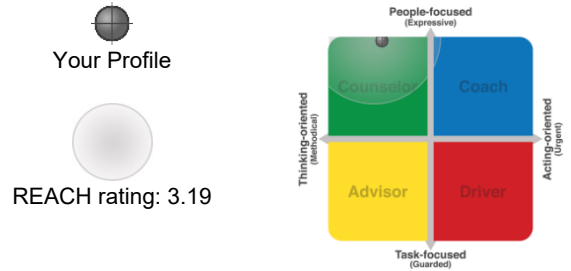- The 10 Dimensions of Effective Leadership

Identifying personal needs

- PPA - Building Team Synergy
- PPA - Identifying Difference as Opportunities
- Advanced Skills for Elite Personal Assistants and Executive Assistants
- Business Writing Essentials for the Modern Workplace
- Business Writing for the Digital Era
- The 10 Dimensions of Effective Leadership
- Time Management for the Modern Individual

Coaching Activities (recommended in the REACH Coaches Companion)
- New manager assimilation
- Identifying and overcoming a weakness
- Matching and mirroring

# Personal REACH Development Plan for Janelle Fromm

The goal of this development plan is to provide Janelle Fromm with the clarity of their current development priorities. After training and/or coaching Janelle Fromm will commonly see their development priorities change next time they take the REACH Profile. By retaking the survey, they can maintain an ongoing targeted development journey that will grow REACH Quotient, REACH Zone and have a positive impact.

Your Profile

REACH rating: 3.19

Relating to Others

Counseling Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Assimilating team members	3.81	4.00						
Cultivating team spirit	3.80	4.00						
Identifying personal needs	3.57	5.00						
Recognizing others' efforts	3.87	5.00						
Average:	**3.76**	**4.50**	More Challenging			Moderate		More Comfortable

Coaching Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Building rapport	3.67	4.00						
Easing tensions during conflict	3.53	3.00						
Finding opportunities for synergy	3.55	3.00						
Rallying others around a cause	3.69	3.00						
Average:	**3.61**	**3.25**	More Challenging			Moderate		More Comfortable

Achieving Goals

Driving Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Establishing clear expectations	3.68	2.00						
Evaluating individual performance	3.59	2.00						
Exercising control over processes	3.51	1.00						
Guiding team during change	3.43	4.00						
Average:	**3.55**	**2.25**	More Challenging			Moderate		More Comfortable

Advising Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Addressing quality concerns	3.58	3.00						
Aligning resources with needs	3.48	2.00						
Designing team structure/function	3.50	2.00						
Integrating diverse perspectives	3.58	4.00						
Average:	**3.54**	**2.75**	More Challenging			Moderate		More Comfortable

Janelle Fromm Current Development Priorities
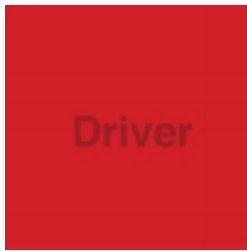
Developing Driver Skills (the "What")
They should consider this list of courses:

Exercising control over processes

- Time Management for Managing Projects and Complex Tasks
- Lean Six Sigma Black Belt Certification Training - Signature Series
- Lean Six Sigma Green Belt Certification Training - Signature Series
- Lean Six Sigma Yellow Belt Certification Training Signature Series
- Foundation Skills for Elite Personal Assistants and Executive Assistants Training Course
- The 10 Dimensions of Effective Leadership
- Time Management for the Modern Individual
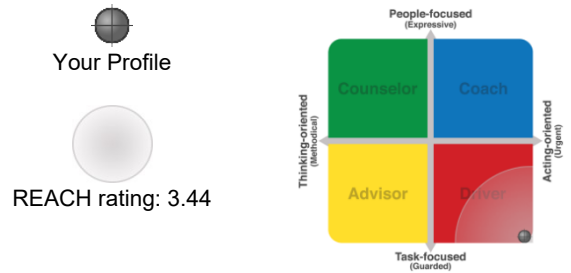- Train the Trainer Training

Establishing clear expectations

- Supervising Others Training
- Leadership Development Training
- Assertiveness and Self Confidence Training
- Lean Six Sigma Black Belt Certification Training - Signature Series
- Lean Six Sigma Green Belt Certification Training - Signature Series
- Lean Six Sigma Yellow Belt Certification Training Signature Series
- Advanced Skills for Elite Personal Assistants and Executive Assistants
- Foundation Skills for Elite Personal Assistants and Executive Assistants Training Course
- Manage People and Performance Training
- Minute-Taking Training
- The 10 Dimensions of Effective Leadership
- Time Management for Managing Projects and Complex Tasks

Coaching Activities (recommended in the REACH Coaches Companion)
- Keeping control of tasks and operations
- How clear are you in defining requirements?
- Giving feedback using the SBI model

Personal REACH Development Plan for Josh McKenzie

The goal of this development plan is to provide Josh McKenzie with the clarity of their current development priorities. After training and/or coaching Josh McKenzie will commonly see their development priorities change next time they take the REACH Profile. By retaking the survey, they can maintain an ongoing targeted development journey that will grow REACH Quotient, REACH Zone and have a positive impact.

Your Profile

REACH rating: 3.44

Relating to Others

Counseling Characteristics

	Population Average	Self-rating	0	1	2	3	4	5
Assimilating team members	3.81	3.00						
Cultivating team spirit	3.80	3.00						
Identifying personal needs	3.57	2.00						
Recognizing others' efforts	3.87	3.00						
Average:	**3.76**	**2.75**	More Challenging		Moderate		More Comfortable	

Coaching Characteristics

	Population Average	Self-rating	0	1	2	3	4	5
Building rapport	3.67	3.00						
Easing tensions during conflict	3.53	2.00						
Finding opportunities for synergy	3.55	4.00						
Rallying others around a cause	3.69	3.00						
Average:	**3.61**	**3.00**	More Challenging		Moderate		More Comfortable	

Achieving Goals

Driving Characteristics

	Population Average	Self-rating	0	1	2	3	4	5
Establishing clear expectations	3.68	5.00						
Evaluating individual performance	3.59	4.00						
Exercising control over processes	3.51	5.00						
Guiding team during change	3.43	4.00						
Average:	**3.55**	**4.50**	More Challenging		Moderate		More Comfortable	

Advising Characteristics

	Population Average	Self-rating	0	1	2	3	4	5
Addressing quality concerns	3.58	3.00						
Aligning resources with needs	3.48	4.00						
Designing team structure/function	3.50	4.00						
Integrating diverse perspectives	3.58	3.00						
Average:	**3.54**	**3.50**	More Challenging		Moderate		More Comfortable	

Josh McKenzie Current Development Priorities

Developing Counselor Skills (the "Who")
They should consider this list of courses:

Identifying personal needs

- PPA - Building Team Synergy
- PPA - Identifying Difference as Opportunities
- Advanced Skills for Elite Personal Assistants and Executive Assistants
- Business Writing Essentials for the Modern Workplace
- Business Writing for the Digital Era
- The 10 Dimensions of Effective Leadership
- Time Management for the Modern Individual

Developing Coach Skills (the "Why")
They should consider this list of courses:

Easing tensions during conflict
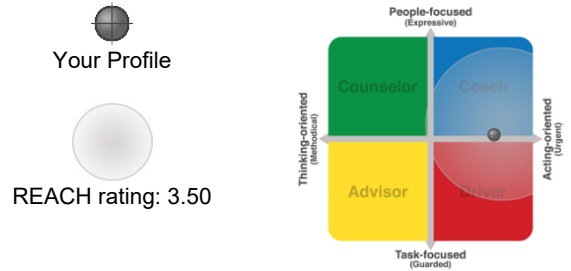
- Assertiveness and Self Confidence Training
- Conflict Resolution Training
- Supervising Others Training
- Advanced Skills for Elite Personal Assistants and Executive Assistants
- Dealing With Difficult People in the Workplace
- The 10 Dimensions of Effective Leadership

Coaching Activities (recommended in the REACH Coaches Companion)
- Identifying and overcoming a weakness
- Resolving internal conflict
- New manager assimilation

Personal REACH Development Plan for Mina Yu

The goal of this development plan is to provide Mina Yu with the clarity of their current development priorities. After training and/or coaching Mina Yu will commonly see their development priorities change next time they take the REACH Profile. By retaking the survey, they can maintain an ongoing targeted development journey that will grow REACH Quotient, REACH Zone and have a positive impact.

Your Profile

REACH rating: 3.50

Relating to Others

Counseling Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Assimilating team members	3.81	3.00						
Cultivating team spirit	3.80	4.00						
Identifying personal needs	3.57	3.00						
Recognizing others' efforts	3.87	4.00						
Average:	**3.76**	**3.50**	More Challenging			Moderate		More Comfortable

Coaching Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Building rapport	3.67	5.00						
Easing tensions during conflict	3.53	4.00						
Finding opportunities for synergy	3.55	5.00						
Rallying others around a cause	3.69	4.00						
Average:	**3.61**	**4.50**	More Challenging			Moderate		More Comfortable

Achieving Goals

Driving Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Establishing clear expectations	3.68	3.00						
Evaluating individual performance	3.59	3.00						
Exercising control over processes	3.51	4.00						
Guiding team during change	3.43	3.00						
Average:	**3.55**	**3.25**	More Challenging			Moderate		More Comfortable

Advising Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Addressing quality concerns	3.58	3.00						
Aligning resources with needs	3.48	2.00						
Designing team structure/function	3.50	2.00						
Integrating diverse perspectives	3.58	4.00						
Average:	**3.54**	**2.75**	More Challenging			Moderate		More Comfortable

Mina Yu Current Development Priorities

Advisor

Developing Advisor Skills (the "How")
They should consider this list of courses:

Aligning resources with needs

- Supervising Others Training
- Time Management for Managing Projects and Complex Tasks
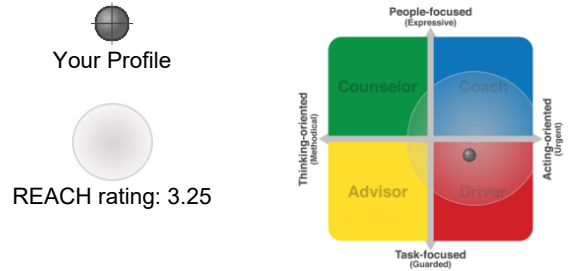- Leadership Development Training
- Lean Six Sigma Black Belt Certification Training - Signature Series
- Lean Six Sigma Green Belt Certification Training - Signature Series
- Lean Six Sigma Yellow Belt Certification Training Signature Series
- Foundation Skills for Elite Personal Assistants and Executive Assistants Training Course
- The 10 Dimensions of Effective Leadership
- Time Management for the Modern Individual

Designing team structure/function

- Leadership Development Training
- Lean Six Sigma Black Belt Certification Training - Signature Series
- Lean Six Sigma Green Belt Certification Training - Signature Series
- Lean Six Sigma Yellow Belt Certification Training Signature Series
- The 10 Dimensions of Effective Leadership
- Time Management for Managing Projects and Complex Tasks

Coaching Activities (recommended in the REACH Coaches Companion)
- Using a RACI chart
- Clear roles and assignments
- Using the 5 Whys technique

Personal REACH Development Plan for Morten Zimbelist

The goal of this development plan is to provide Morten Zimbelist with the clarity of their current development priorities. After training and/or coaching Morten Zimbelist will commonly see their development priorities change next time they take the REACH Profile. By retaking the survey, they can maintain an ongoing targeted development journey that will grow REACH Quotient, REACH Zone and have a positive impact.

Your Profile

REACH rating: 3.25

Relating to Others

Counseling Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Assimilating team members	3.81	4.00						
Cultivating team spirit	3.80	3.00						
Identifying personal needs	3.57	3.00						
Recognizing others' efforts	3.87	4.00						
Average:	**3.76**	**3.50**	More Challenging		Moderate		More Comfortable	

Coaching Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Building rapport	3.67	5.00						
Easing tensions during conflict	3.53	4.00						
Finding opportunities for synergy	3.55	5.00						
Rallying others around a cause	3.69	5.00						
Average:	**3.61**	**4.75**	More Challenging		Moderate		More Comfortable	

Achieving Goals

Driving Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Establishing clear expectations	3.68	3.00						
Evaluating individual performance	3.59	2.00						
Exercising control over processes	3.51	2.00						
Guiding team during change	3.43	2.00						
Average:	**3.55**	**2.25**	More Challenging		Moderate		More Comfortable	

Advising Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Addressing quality concerns	3.58	2.00						
Aligning resources with needs	3.48	2.00						
Designing team structure/function	3.50	3.00						
Integrating diverse perspectives	3.58	3.00						
Average:	**3.54**	**2.50**	More Challenging		Moderate		More Comfortable	

Morten Zimbelist Current Development Priorities

Advisor

Developing Advisor Skills (the "How")
They should consider this list of courses:

Addressing quality concerns

- [Train the Trainer Training](#)
- [PPA - Problem Solving with a Growth Mindset](#)
- [Lean Six Sigma Black Belt Certification Training - Signature Series](#)
- [Lean Six Sigma Green Belt Certification Training - Signature Series](#)
- [Lean Six Sigma Yellow Belt Certification Training Signature Series](#)
- [Business Writing for the Digital Era](#)
- [Manage People and Performance Training](#)
- [The 10 Dimensions of Effective Leadership](#)
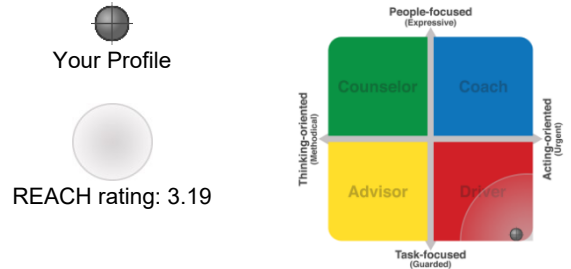

Aligning resources with needs

- [Supervising Others Training](#)
- [Time Management for Managing Projects and Complex Tasks](#)
- [Leadership Development Training](#)
- [Lean Six Sigma Black Belt Certification Training - Signature Series](#)
- [Lean Six Sigma Green Belt Certification Training - Signature Series](#)
- [Lean Six Sigma Yellow Belt Certification Training Signature Series](#)
- [Foundation Skills for Elite Personal Assistants and Executive Assistants Training Course](#)
- [The 10 Dimensions of Effective Leadership](#)
- [Time Management for the Modern Individual](#)

Coaching Activities (recommended in the REACH Coaches Companion)
- Using the 5 Whys technique
- Using a RACI chart
- Involve your team in creating an upbeat culture

Personal REACH Development Plan for Zhang Wei

The goal of this development plan is to provide Zhang Wei with the clarity of their current development priorities. After training and/or coaching Zhang Wei will commonly see their development priorities change next time they take the REACH Profile. By retaking the survey, they can maintain an ongoing targeted development journey that will grow REACH Quotient, REACH Zone and have a positive impact.

Your Profile

REACH rating: 3.19

Relating to Others

Counseling Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Assimilating team members	3.81	3.00						
Cultivating team spirit	3.80	3.00						
Identifying personal needs	3.57	2.00						
Recognizing others' efforts	3.87	2.00						
Average:	**3.76**	**2.50**	More Challenging			Moderate		More Comfortable

Coaching Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Building rapport	3.67	3.00						
Easing tensions during conflict	3.53	2.00						
Finding opportunities for synergy	3.55	4.00						
Rallying others around a cause	3.69	3.00						
Average:	**3.61**	**3.00**	More Challenging			Moderate		More Comfortable

Achieving Goals

Driving Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Establishing clear expectations	3.68	4.00						
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Exercising control over processes	3.51	5.00						
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Average:	**3.55**	**4.50**	More Challenging			Moderate		More Comfortable

Advising Characteristics	Population Average	Self-rating	0	1	2	3	4	5
Addressing quality concerns	3.58	4.00						
Aligning resources with needs	3.48	2.00						
Designing team structure/function	3.50	2.00						
Integrating diverse perspectives	3.58	3.00						
Average:	**3.54**	**2.75**	More Challenging			Moderate		More Comfortable

Zhang Wei Current Development Priorities

Developing Counselor Skills (the "Who")
They should consider this list of courses:

Identifying personal needs

- PPA - Building Team Synergy
- PPA - Identifying Difference as Opportunities
- Advanced Skills for Elite Personal Assistants and Executive Assistants
- Business Writing Essentials for the Modern Workplace
- Business Writing for the Digital Era
- The 10 Dimensions of Effective Leadership
- Time Management for the Modern Individual

### Recognizing others' efforts

- PPA - Identifying Difference as Opportunities
- Manage People and Performance Training
- The 10 Dimensions of Effective Leadership

Coaching Activities (recommended in the REACH Coaches Companion)
- Identifying and overcoming a weakness
- Recognizing other's efforts
- Resolving internal conflict

Recommendations: Type 2: Trait/Awareness-based RQ Elements
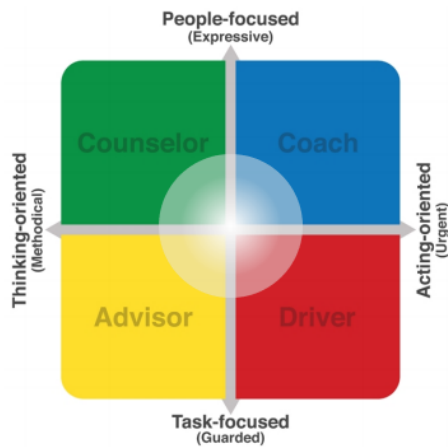
Developing Awareness of Self and Others – Trait Based Elements of RQ

- Communication Skills Training
- Facilitation Skills Training
- Emotional Intelligence (EQ) Training
- Body Language Training
- Advanced Facilitation Skills Training

Developing Resilience and Adaptability – Preparing for change today and tomorrow

- PPA - Building Team Synergy
- PPA - Resilience and You Training
- PPA - Problem Solving with a Growth Mindset
- PPA - Identifying Difference as Opportunities

Contact Information

For more information regarding the REACH suite of products and services available to help you develop and coach high performers, please contact your REACH Partner:

The OrgDev Institute
+61 490 036 610
j.belchamber@orgdevinstitute.co
https://www.orgdevinstitute.co/

Important Note

The information contained herein describes certain behavioral preferences and tendencies derived from the participants' self-reporting. While such patterns of behavior tend to be consistent over time, these can change based on circumstances beyond the scope of what has been measured by this survey. Therefore, this information does not represent a comprehensive measure of psychological traits, nor does it claim to represent a prediction of future behavior. No part of this information is intended to convey a psychological, medical, or psychiatric evaluation, and in no way is this information intended to convey an evaluation of employability. This information is intended to provide insight that is useful in coaching, team-building, and other aspects of professional development and training. No employment decision should be made based, in whole or in part, on the results contained herein, and no indication of suitability for employment should be inferred or implied based on the REACH Culture Survey.