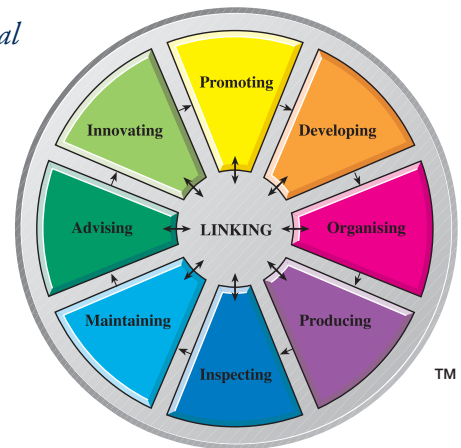


TYPES OF WORK PROFILE

Whether designing a new job or restructuring an existing one, the critical activities that the job holder will have to perform must be identified.

Based on the fundamental question, "Does this activity make the difference between good and poor performance in the job?" the Types of Work Profile identifies the critical activities (as defined by the Types of Work Wheel) associated with a particular job or position.

Research has shown that while many of these critical job activities can be carried out by a wide variety of people, certain key activities need to be carried out by people with particular abilities, preferences, and skills. In most jobs there are likely to be two or three activities that are critical to successful performance. If these activities are carried out effectively, it can make the difference between high and low performance in a job.



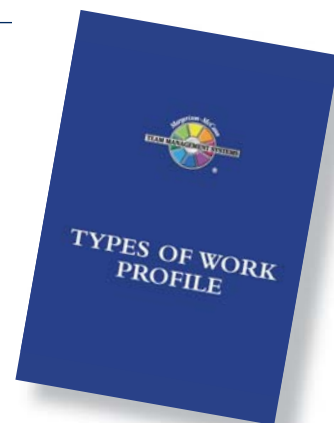
THE QUESTIONNAIRE

- A 64-item individual or multi-rater assessment
- Can be completed by just the job holder, or by multiple respondents, who can include the manager, colleagues and independent raters
- Available electronically or paper based
- Takes approximately 10 - 15 minutes to complete
- Rigorously researched and validated
- Written in straightforward, positive language

APPLICATIONS

The Types of Work Profile is versatile, allowing any of the following uses and approaches:

- Job clarification
- Performance reviews
- Creating new jobs or redesigning existing ones
- Identifying job, communication and skills development needs
- Helping people understand each others' jobs and clarifying how they fit together
- Improving task and role allocation
- Identifying which jobs could maximise a person's potential



BENEFITS

- Gives a complementary view of the perceived demand of a particular job
- Provides rich and varied feedback from different sources
- Provides an excellent starting point for ongoing development work

JOB MATCH

The Types of Work Profile can be used with the Team Management Profile to show the overlap between the demands of the job and the individual's work preferences, to identify gaps and matches. This is particularly useful in applications such as project team selection, task allocation, and performance appraisal.

"Our consulting company helps senior people learn to manage processes and lead staff. The most valuable tool we've found that helps describe personal preferences and details the actual demands of a job, is the Types of Work Profile. Very user friendly, lots of long term benefit."

B J Mithen,
pH (i) Pty Ltd

The Team Performance Profile



“The most important learning for the team came from the execution of the Team Performance Profile”.

Dale McMillin,
McMillin Consulting

The Team Performance Profile is a multi-rater instrument that provides a 360-degree view of how well the team is performing in terms of the nine critical work functions. It provides teams with a mini audit showing where the team’s strengths and weaknesses lie.

Feedback is given by all team members, other teams in the organisation, management, colleagues and customers. Through this feedback, the team will understand what it needs to do in order to move forward.

The Questionnaire

- Contains 54- items
- Available electronically or paper based
- Takes approximately 15 - 20 minutes to complete
- Rigorously researched and validated
- Written in straightforward, positive language

The advantage of using 360-degree feedback is that the team receives information from a number of individuals, which helps to eliminate the problem of ‘group think’. It also provides an objective view of the team’s performance as a whole, rather than focusing on the individuals within it.

Benefits

- Enables the team to see a ‘snapshot’ of their performance, which can be used as a benchmark for future audits
- Allows the team to pinpoint those work functions they perceive as being the key to their effectiveness
- Identifies those tasks which could be redistributed to the most appropriate team members, so that energies are channelled more effectively
- Helps the team to improve their interactions with other groups
- Provides a simple language teams can use to communicate more effectively

A Profile Guide is included with every Team Performance Profile, containing answers to commonly asked questions about the Profile. It also includes an Action-Planning Workbook, which teams can use to improve their performance.

Applications

- Examine the team’s processes and priorities to establish agreement of purpose
- Identify training and development requirements
- Benchmark the team’s performance
- Develop action plans for improvement
- Highlight team’s strengths and weaknesses
- Take a strategic and holistic view of the role of the team

Your consultant's details:

How to Access TMS
TMS can only be brought to your organisation by an Accredited TMS Network Member. Please contact the consultant for further details.



For any additional information please contact
Team Management Systems on phone +61 (0) 7 3368 2333
email tms@tms.com.au or visit our website www.tms.com.au