

# What to expect from a Clear Talents™ report

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*helping talent shine through*



## What is a Clear Talents™ report?

A **Clear Talents™** report highlights the individual needs of each employee. It offers practical tips to managers so they can help their colleagues perform at their best.

## How does it help me?

A **Clear Talents™** report improves communications between employees and their managers. It gives them an easy way to talk about day to day challenges and explore solutions.

Case study. **David** and **Alexa** – they've worked together for 2 years.



**David** is a sales representative. His job is to turn leads and prospects into customers. He's great on the phone, but struggles to read print documents, so many tasks take longer than they should. He finds it hard to meet his targets and is often late completing tasks.

work



**Alexa** is the sales manager. She makes sure her team is producing results in a timely manner. She's often unhappy with David's performance, although she knows he's a good worker and tries hard to achieve his targets. She wants to help him, but isn't sure about the cause of his difficulties.



Here is what **David** wrote in his Clear Talents™ questionnaire:

David created a profile which helped **identify his challenges**.

David knows that he struggles reading documents written on white background or in small font size.

**It was easy for him** to find the appropriate section. He made the following selection:

- The size of text is important
- The colour of text or background is important

### Computer

#### How will this help me?



ClearTalents helped Maria to arrange her hours and ensure a [safe workstation set](#) up when she was pregnant.

Thank you for completing the Computer part of the ClearTalents™ At Work questionnaire. You can now either select another section to complete from the list above, or continue by clicking the "Next" button.

Is there anything else important about computers or technology that you still need to tell us?

I think a bigger screen and better color calibration would help me work easier with my computer.

Back

Next

As well as using the tick boxes, David also wrote some **details about adjustments** that he knows work for him.



Here is the information **Alexa** receives in the report:

She first sees who submitted the report, when it was submitted and if there are any adjustments required.

The areas **highlighted in blue** show where David needs **adjustments** to be made.

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# clear talents

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## Profile report

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Name	Jim
Role	Sales Representative
Changes Required	Adjustments required, no action taken
Date Last Updated	06 Jun 2016 at 08:01

### MANAGER ACTIONS

- 1 Review this report and talk it through with Jim
- 2 Make brief [Notes](#) as you go, asking for [Help](#) if stuck
- 3 Agree any changes with Jim and tick each [Milestone](#) reached

### COMMUNICATION

### PEN AND PAPER

### COMPUTER

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### DSE

### WORKSPACE

### WORKPLACE

### TRAVEL

### MORE ABOUT ME

### NOTES

#### Computer

This section explored any needs the individual has when working with computers or other devices. Below are details of any needs they have chosen to share, along with our recommended reasonable adjustments.

#### Needs larger text on screen (16 point)

The individual has indicated that they need larger text (16pt) on a computer or other electronic screen. Your IT department should have set up their equipment to reflect this text size along with any other changes they have indicated and you may wish to check with them that they are happy with their setup and there aren't any issues.

An important element to the adjustment, however, is that all internal systems and programs that they will use are accessible (i.e. can reflect this larger text size).

[More Info](#)

#### Needs off-white (beige) screen colour

The individual needs an off-white (beige) background to be able to read text more easily on screen. They may well have tried to set their computer to this colour scheme wherever they can. Do all systems and software they use in their work allow you to choose your own background colour?

If you feel that an assessment is required consider an [expert assessment \(book here\)](#) to ensure all their needs are met.

[More Info](#)

The recommended solutions are **clear and easy to follow**.

For example: "The individual needs an off-white (beige) background to be able to read text more easily on screen."

If Alexa feels that David needs an independent expert assessment, for example, she can easily book it with a click.

# Here is how Clear Talents™ worked out for everyone



## DAVID



David feels positive about sharing his concerns with Alexa.

They worked together on the adjustments he needed and he's now on track with his targets.

- feels supported
- practical solutions
- better teamwork

## ALEXA



Alexa is happy that she was able to help David.

She feels more confident about supporting her team and asks them all to create a Clear Talents™ profile.

- communications improved
- practical solutions
- better team performance

## THE TEAM



The sales team is performing better and it's having a real impact on the company.

David's colleagues are glad he's now performing at his best; he's a real asset to the team.

- teamwork improves
- productivity enhanced
- effective manager

**CREATE YOUR CLEAR TALENTS PROFILE NOW!**



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