

The following tables will help you to choose the exercise(s) most appropriate for your assessment or development centre. Please feel free to call us on 0161 877 3277 to discuss your options.

The following 6-step process will help you to choose the right exercise or combination of exercises.

- STEP 1 Choose the competencies from our generic list that most closely match the competencies you wish to consider in your assessment or development centre.
- STEP 2 For each competency identify the exercises that are particularly designed to elicit relevant behaviour: indicated by a double tick (✓✓).
- STEP 3 Eliminate exercises that are at the wrong level of difficulty or sophistication for your group. We have devised a simple, broad classification as shown below:
- | | |
|---|----------------------------------------|
| G | Graduate/First Line Manager/Supervisor |
| M | Middle to Senior Manager |
| S | Senior Manager, Executive, Director |
- STEP 4 We recommend that you endeavour to assess no more than 4 competencies in any one exercise (with the exception of written exercises such as in-trays). Review the exercises that you have chosen and endeavour to identify the exercise or combination of exercises that allows the most complete coverage of your competencies. Note that any exercise with a single tick for a competency is also suitable for measuring that competency. If using more than 1 exercise it is often a good idea to choose exercises of different types, e.g. a group exercise and an in-tray, or a 1-to-1 exercise and an individual exercise. Your choice among the various exercise types might be influenced by the extent to which they represent what the person is typically required to do in the role.
- STEP 5 Review the brief descriptions of the exercises to help you refine your choice further. For example, you might wish the exercise to reflect a particular industry sector or type of task.
- STEP 6 When you have completed your choice contact us if you need any further help, or to make an order. We provide specimen sets of all of our exercises to assist in your final decision making.

discovery series

Competency & Exercise Grid - Group Exercises

This table illustrates the competencies that can be assessed using each exercise in the range. We recommend that any exercise be used to assess no more than 4 competencies.

Competency	Type Exercise Level	Group Discussion Exercises							
		Special Projects	Plan & Build	Interstellar Trading	Gastonville College	SSRB Planning Meeting	Office Moves	Keen Cycles	Bank Merger
		G, M	G, M	G, M	G, M	G, M	G, M	M, S	M, S
COMMUNICATION SKILLS		✓✓	✓	✓✓	✓	✓✓	✓✓	✓✓	✓✓
TEAM ORIENTATION		✓✓	✓✓	✓	✓✓	✓	✓✓	✓	✓✓
LEADERSHIP		✓✓	✓✓	✓	✓✓	✓✓	✓✓	✓	✓
STRATEGIC PERSPECTIVE		✓			✓✓	✓✓	✓	✓✓	✓✓
ANALYSIS & PROBLEM SOLVING SKILLS		✓✓	✓✓	✓	✓	✓✓	✓✓	✓	✓
CREATIVITY			✓	✓✓	✓		✓	✓	✓
WRITTEN COMMUNICATION SKILLS									
RESULTS ORIENTATION		✓	✓✓	✓✓	✓	✓	✓✓	✓	✓
DRIVE		✓	✓	✓	✓	✓	✓	✓✓	✓
ORGANISATION		✓✓	✓	✓	✓✓	✓	✓	✓	✓
RESILIENCE		✓	✓	✓	✓				
CHANGE ORIENTATION			✓		✓✓	✓	✓	✓	✓✓
BUSINESS AWARENESS		✓	✓	✓✓	✓	✓✓	✓✓	✓✓	✓
CUSTOMER FOCUS			✓✓		✓	✓	✓	✓	✓

✓ indicates that the competency can be assessed using this exercise
 ✓✓ indicates that the exercise has been designed specifically to elicit behaviour relevant to the competency

G Graduate/First Line Manager/Supervisor
 M Middle to Senior Manager
 S Senior Manager, Executive, Director

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Competency & Exercise Grid - In-Tray, 1-to-1 & Individual Exercises

This table illustrates the competencies that can be assessed using each exercise in the range. We recommend that any exercise be used to assess no more than 4 competencies.

Competency	Type Exercise	Level	In-Tray Exercises			1 to 1 Exercises		Individual Exercises	
			Home Store Ltd	Pan Globe Trading	Public Health Agency	Purch. Dept. Employee	TalkPlace	Creative Solutions	Housing Association Review
			G, M	M, S	M,S	G, M	G, M	G, M	G,M
COMMUNICATION SKILLS						✓✓	✓✓		✓✓
TEAM ORIENTATION			✓✓	✓	✓✓	✓✓			
LEADERSHIP			✓	✓	✓✓	✓			
STRATEGIC PERSPECTIVE			✓	✓✓	✓			✓	
ANALYSIS & PROBLEM SOLVING SKILLS			✓✓	✓	✓✓	✓✓	✓	✓	✓✓
CREATIVITY								✓✓	
WRITTEN COMMUNICATION SKILLS			✓✓	✓✓	✓✓			✓	✓
RESULTS ORIENTATION			✓	✓	✓	✓	✓		✓
DRIVE			✓✓	✓✓		✓	✓✓		
ORGANISATION			✓✓	✓✓	✓✓	✓✓	✓		
RESILIENCE						✓	✓		
CHANGE ORIENTATION								✓	✓
BUSINESS AWARENESS			✓	✓✓				✓	✓
CUSTOMER FOCUS			✓	✓✓	✓		✓✓	✓	✓✓

✓ indicates that the competency can be assessed using this exercise
 ✓✓ indicates that the exercise has been designed specifically to elicit behaviour relevant to the competency

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