



# F O R T É

<sup>®</sup>  
*Communication Style* **REPORT**

Prepared For: *Mary Doe*

For Ongoing Performance Improvement, Complete your Forté® Adapting Update as often as every 30 days.

Next Adapting Update Due: *February 12, 2015*

### Your Forté Provider:

**Forté Demo Site**

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WHO YOU ARE

Page 3 - This page describes your communication style "In a nutshell." Every communication style consists of a combination of four communication style strengths as shown: Dominance / Non-Dominance, Extroversion / Introversion, Patience / Impatience, and Conformity / Non-Conformity

Page 4 - This page gives a full description of your primary strength. The primary strength is defined as the strength located highest above the mid-line of the primary profile graph, and is the most influential of your communication style strengths. Your secondary strength is the strength located furthest below the mid-line.

Page 5 - This page describes how all your strengths work together.

Page 6 - On page six, you will discover your self-motivational data, which explains the best work/life atmosphere for you. It also shows factors that will demotivate you.

HOW YOU ARE ADAPTING

Page 7 - This page begins with defining your current logic style, the style you are using now to make decisions. Your logic style can change based on your current environment.

The second part of page seven describes your current stamina level, which measures endurance from below average to very high. Your stamina level can change based on your internalized feelings regarding goal attainment.

Due to environmental changes, your logic style and stamina level can change when your adapting profile (Adapting Update Survey) is updated.

Page 8 - This page begins with your adapting profile analysis, giving you information on ways you have been feeling about your environment... how you are currently adapting compared to your Primary Profile.

The second part of page eight lists your goal attainment index. This is an indication of how you feel regarding meeting goals over the last 30 days. Your result can change when your adapting profile is updated.

STRATEGY

Page 9 - 11 - These pages describe your perceiver profile, how you are most likely coming across to others. The perceiver profile is a correlation between how you are (your primary profile) and how you are feeling within your environment (your most recent adapting profile). It also provides you with a specific communication strategy for the next four weeks. Your perceiver profile can change when your adapting profile (Adapting Update Survey) is updated.

TRENDS

Pages 12 - *This page shows the trends of your Adapting and Perceiver Profile updates, and can hold up to 18 updates for trending purposes. Typically, Adapting Updates are done every 30 days for the first 90 days, then every 90 days thereafter.*

Pages 13 - *This page shows the trends for your Current Logic, Stamina and Goals Index. Coordinated with page 12, up to 18 updates may be tracked. These measures help build higher levels of resiliency, and are important measures within the Forte Performance Coaching process.*

Page 14 - This page displays a Pattern Chart showing the primary, current adapting and perceiver patterns at a glance.

Page 15 - This page takes a look and gives you the "how", that the Forte Process measure individual Resiliency. The key is to learn how we were adapting during those times of resiliency, then how to reinforce those important behaviors in a consistent way.

COMMUNICATION INTELLIGENCE™

Mary Doe  
Sample  
Sample  
Sample

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Sample, Sample Sample

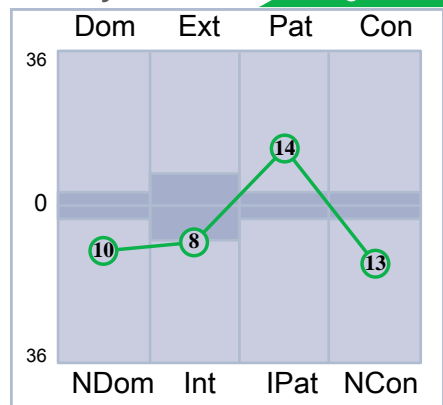
Phone: Sample  
Fax: Sample

Mary is very patient and has a well-developed sense of independence and ability to see the forest as well as the trees. She is dependable and steady, making every move count, moving with warm friendliness and having few, if any, enemies. She uses persuasive abilities to accomplish her goals.

**Special Note:** Your Forte Primary Profile reflects who you are and your strengths. It remains consistent across your lifespan.

January 13, 2015

**Primary Profile** Pages 3-6



Primary Strength: Patience  
Secondary Strength: Non-Conformity

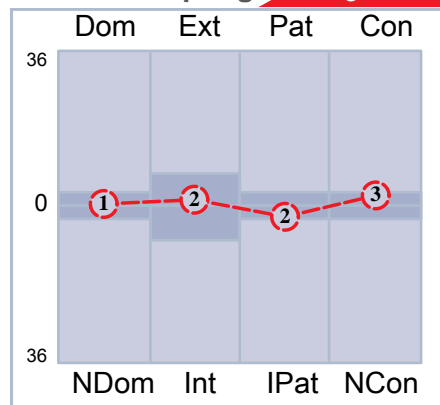
**Special Note:** Forte is not a once-then-done profile. You can update your adapting/perceiver profile as often as every 30 days. Forte is a lifespan tool used to help you communicate with others most effectively.

**Data below good through February 12, 2015**

January 13, 2015

To: Family at Home

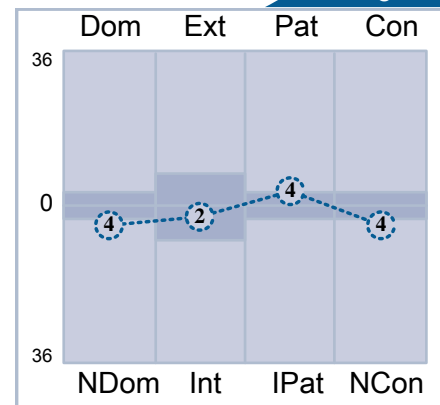
**Current Adapting** Pages 7-8



January 13, 2015

To: Family at Home

**Current Perceiver** Page 9



**Data below good through February 12, 2015**

Current Logic: Feelings  
Current Stamina: High Stamina  
Current Goals: Some Goals

Forté ID: 10001-10001-15000-321

Your Forté Information can be updated at  
<http://www.theforteinstitute.com>  
Use the Individual Login and enter your Forté ID & PIN

Following is a description of the primary strength in your Forté Communication Style as indicated on page one. This strength has more influence than your other strengths and normally constitutes 45 to 55 percent of your communication and self-motivation preferences.

### **PATIENCE - Pace and Rate of Motion Strength**

These people tend to be directed by their environment rather than acting on it. They also tend to be emotionally well-adjusted and can take things as they come. They like time to think things over; their first answer, if pushed, will not be their best one.

Mary is very consistent and has an innate ability to approach things in a methodical way, pushing ahead in a proactive manner. She will usually not drive to be the leader, except as demanded by family or other pressures. She functions best in a position of support to a strong leader. Mary is a team player.

She likes a stable, consistent environment and needs time to adapt. She makes good friends and prefers long-lasting relationships. She does not like conflicts so she tends to keep her feelings and opinions to herself. She likes to be part of the decision process and needs to be appreciated for her persistence and determination.

**LEADERSHIP STYLE:** "PLANNER" Manager, she will take what comes, adjust and persistently push ahead. She will set goals in realistic time frames and then proceed to meet the deadlines. She will seek input from others in making decisions and earn/gain the respect of those who work with her. She will lean heavily on what has worked in the past and will delegate both authority and details.

**SENSITIVE AREAS:** Unjustified or erratic pressure and too many projects going at one time. Likes to finish what is started.

**POTENTIAL REACTIONS:** Avoid conflict and step back so as not to make a scene, but she WILL express her feelings later.

All strengths and their intensity in your Forte are reflected below. These have a synergistic effect on your primary strength and how it is maximized. Following are some descriptive words and summary paragraphs based on the location and interaction of ALL your strengths.

- Very Cooperative • Thorough • Easygoing •
- Delegate Detail • Methodical • Casual •
- Roll With the Punches • Good Memory • Often Artistic •
- Avoid Conflict • Non-Judgmental •

These individuals can take whatever comes along and make the best of it. They respond strongly to their environment and those around them. They are able to make every move count and do not waste physical energy. They do not get hung up on detail or quality. They can emphasize quantity over quality when speed is important. They will usually turn out more production in the long run than a person with a strong sense of urgency and a rapid pace. They can do projects requiring repetitive or small movement action and have an 'easy does it' attitude.

- Unassuming • Modest • Mild •
- Peace-Loving •

They will function most effectively with guidance and direction, knowing what is expected in what time frame. They seek input from others before making their final decision(s).

- Empathetic • Persuasive • Quiet •
- Reserved •

They have warm and friendly behavior and are well-accepted socially. They are usually patient with individuals and make a very good friend. They use a subtle selling style to get things done.

- Open Minded • Dislike Trivia • Uninhibited •
- Flexible •

They enjoy working with big-picture potential and are interested in being liked if the relationship is not too restrictive. They prefer to have others follow-up and take care of detail. Independent regarding controls, they prefer to be on their own.

To be successful and self-motivated, Mary needs most of the following items in her environment:

- \_\_ (a) An environment in which there is harmony and cooperation.
- \_\_ (b) A minimum of conflicts and a steady, stable structure.
- \_\_ (c) A pace set for her with no sudden or abrupt changes.
- \_\_ (d) To be forewarned of changes so that there is sufficient time to adjust.
- \_\_ (e) Encouragement of creativity.
- \_\_ (f) Understanding how personal efforts contribute to the overall goals.
- \_\_ (g) Validation of self-worth.
- \_\_ (h) To know that there is strong, capable leadership in her environment.
- \_\_ (i) Direction as to what is to be done and when.
- \_\_ (j) A predictable environment that affords a significant amount of protection and peace.
- \_\_ (k) A limited amount of emotional exposure.
- \_\_ (l) Time alone to think creatively and figure things out.
- \_\_ (m) To be respected as a person and taken seriously.
- \_\_ (n) Socializing in a limited circle where people are known one-on-one.
- \_\_ (o) Given time to prepare group presentations.
- \_\_ (p) Freedom from rules, details and reports.
- \_\_ (q) A generous amount of independence and unusual assignments.
- \_\_ (r) To find new ways of doing things away from tradition.

In contrast, she will be demotivated if:

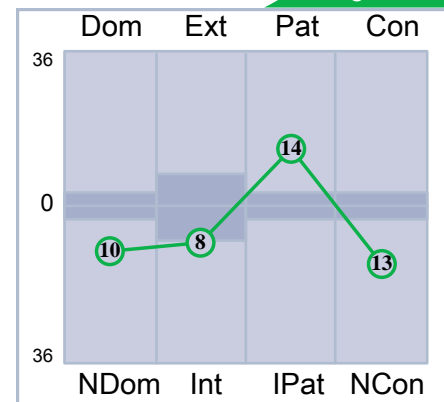
- \_\_ (a) She is constantly pressured at the last minute.
- \_\_ (b) There are too many communication style conflicts.
- \_\_ (c) There are too many unexpected changes occurring.
- \_\_ (d) Expectations are too high and/or not clear.

*Special Note: The self-motivators are in no special order. The alphabetical letters to the left of each statement are used to help rank-order the self-motivators in Forté Performance Coaching.*

January 13, 2015

**Primary Profile**

Pages 3-6



There are many different approaches to making decisions. No one way is consistently better than any other way. In fact, the styles typically change based on environment.

### **CURRENT LOGIC (Decision Making Style) - Valid through February 12, 2015**

#### **How you are currently adapting to Family at Home**

Mary's responses indicate that at the point of making decisions in the Home environment with Family, she currently tends to rely on:

HER FEELINGS: The current tendency is to be subjective and rely on intuitive feelings, not just the facts. This decision style lends itself to sales, counseling or other types of people interaction.

The range of logic levels are: (There is no order of importance)

FACTS ● FACTS/FEELINGS ● FEELINGS ● INTUITIVE FEELINGS

### **CURRENT STAMINA - Valid through February 12, 2015**

STAMINA reflects the degree of endurance, awareness and responsiveness present in an individual. Anything which is alive will respond to a stimulus. This Forté element measures HOW responsive Mary feels toward her current work environment.

STAMINA is aptly described as an individual's "battery" and is used up at a more rapid rate when in a distressful environment. It can be recharged in many ways; commonly with food, sleep, relaxation and recreation. When an individual's STAMINA runs down, the following symptoms tend to appear:

1. Increased susceptibility to accidents.
2. Increased susceptibility to mental errors.
3. Lack of concentration.
4. Negative attitude toward completion of goals, both individual and/or team.

The range of stamina levels are: (There is no order of importance)

BELOW AVERAGE ● AVERAGE ● ABOVE AVERAGE ● HIGH ● VERY HIGH

HIGH STAMINA: Mary's stamina level means that she can function well in a demanding environment. People with this level of stamina are usually very effective in accomplishing tasks and can handle management level jobs. Longer hours and DISTRESS related situations can be handled if necessary.

*Please note, the information on pages 7, 8, and 9 are valid through February 12, 2015.*

*After this date, you can complete a Forté Adapting Survey at Forte Online to update the information. It is important to note that information on page 7, 8, and 9 CYCLE over time and environment.*

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## CURRENT ADAPTING PROFILE - Valid through February 12, 2015

### How you are currently adapting to Family at Home

Mary's responses to the Forté adapting survey indicate how she has been feeling about or adapting to Home. Usually these feelings or roles occur over the four week period prior to completing the adapting survey. Following are areas of movement that have been indicated from her responses:

**DOMINANCE JUMP:** She has recently felt the need to be more direct . . . favoring more demanding, decisive thoughts and actions. This is possibly due to a sudden increase in responsibilities in a leadership situation.

**EXTROVERSION JUMP:** She has recently felt the need to go from a quiet, reserved communication style to a friendly, outgoing and talkative one. Possibly this is a result of needing to be recognized or known and having more people interaction in order to advance desired goals.

**PATIENCE DROP:** She has recently felt the need to go from a patient, easygoing communication style to an urgent, action-oriented one. This could be a result of her feeling a need to get things done that are running behind time or past deadline.

**CONFORMITY JUMP:** She has recently felt the need to go from being a big-picture generalist with less concern for details to a person concerned with getting things done in a very orderly and systematic manner. This could be due to the inability to delegate the details to someone else as would normally be desired.

## CURRENT GOALS - Valid through February 12, 2015

How we adapt to changing conditions and how we feel about the results of those changes or roles is measured by the Forté system. The Goals Index measurement tells us to what level a person feels goals are being met with others in the Home environment. The scale below gives you an idea of the range Forté tracks. This index is updated with each adapting update.

The **Goals Index** range is: (There is no order of importance)

FEW GOALS, IF ANY ● SOME GOALS ● MOST GOALS ● MEETING GOALS

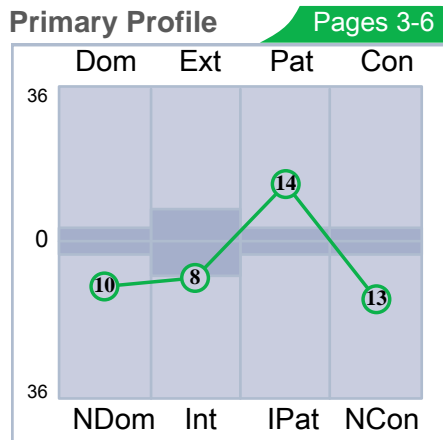
Mary's responses to the survey card indicate that during the above mentioned period, the response level was:

**SOME GOALS:** This would indicate Mary feels that recent expectations are too great to be properly handled. Some things may even be or at least feel out of control due to excessive stress. Several key goals could be dimming. It may be time to reprioritize some things.



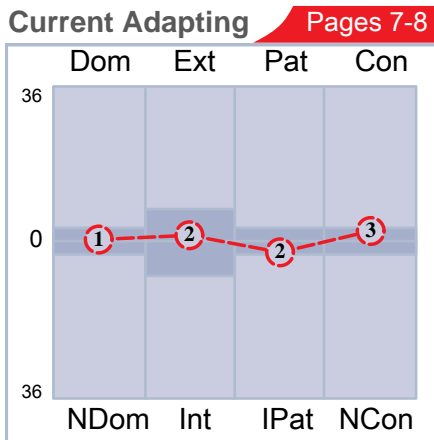
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January 13, 2015



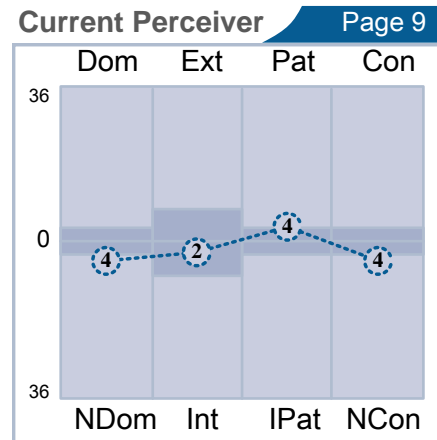
January 13, 2015

To: Family at Home



January 13, 2015

To: Family at Home



How you are (*your Primary Profile*) and how you are feeling within your environment (*your current Adapting Profile*), when correlated, can tell you how you are most likely being perceived (*your current Perceiver Profile*), that is, how you are most likely coming across to others. The Forté Perceiver Profile is updated with every adapting survey. Not only does it show how you are most likely coming across to others, but also suggests your Forté Communication Style Strategy or expectations through **February 12, 2015**.

**PERCEIVING LOWER CONFORMITY:** Others are not perceiving your need for increased detail and step-by-step procedures. Over the next several weeks be sure to inform others you need more detail and step-by-step communication, preferably in writing, than would be expected. Be sure to explain why and the results will be closer to your needs and expectations.

**PERCEIVING HIGHER PATIENCE:** Those you are communicating with are not perceiving your increased feelings of urgency. You may not be getting results from others as quickly as you would like or expect. Over the next several weeks be certain to explain to others why requests need faster response so both your expectations and the expectations of others will be met.

**PERCEIVING LOWER DOMINANCE:** Those you are communicating with are not perceiving your feelings that decisions are needed and goals need to be reached. Express to others the situations you have concerns about, providing more details than normal so they will fully understand why you feel as you do.

**PERCEIVING LOWER EXTROVERSION:** Those you are communicating with are not perceiving your desires for more people-to-people communication and/or people-oriented solutions. It is important you emphasize this increased sensitivity when communicating with others over the next few weeks. Increased verbal communication will help goals to be realized sooner.

## CURRENT ADAPTING STRATEGY - Valid through February 12, 2015

Page 9 offered some suggested interpersonal communication strategies to better match your adapting and perceiver profiles. Review the strategies, individually or with your coach and complete the following elements to achieve your goals by:

<b>WHO</b> 1) Identify who this is relevant to. 2) Who can help you the most?	<b>WHAT (INPUT)</b> Identify what you need from yourself or others to reach your current goals.	<b>WHAT (OUTPUT)</b> Identify what is the desired result / outcome.	<b>WHEN</b> What is your target deadline for this?
<b>DETAIL STRATEGY</b>			
<b>PACE STRATEGY</b>			
<b>DECISION STRATEGY</b>			
<b>PEOPLE STRATEGY</b>			
<b>OBSTACLES TO OVERCOME</b>			

**IMPORTANT GOALS / OBJECTIVES**

There may be other areas that you want to focus help on and gain achievements - perhaps your coach can help with a project / presentation / time management issue or technical skill development. Use this page to develop a goal to meet that need. Use SMART (Specific Measurable Achievable Realistic Timebound) to write your goals.

**PERSONAL GOAL**

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**BUSINESS GOAL**

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**SELF IMPROVEMENT GOAL**

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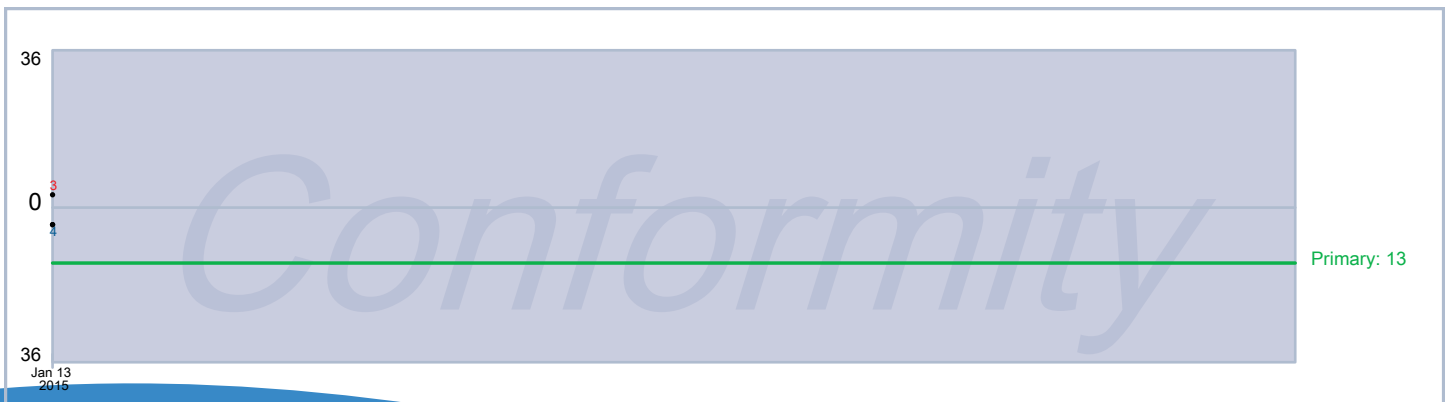
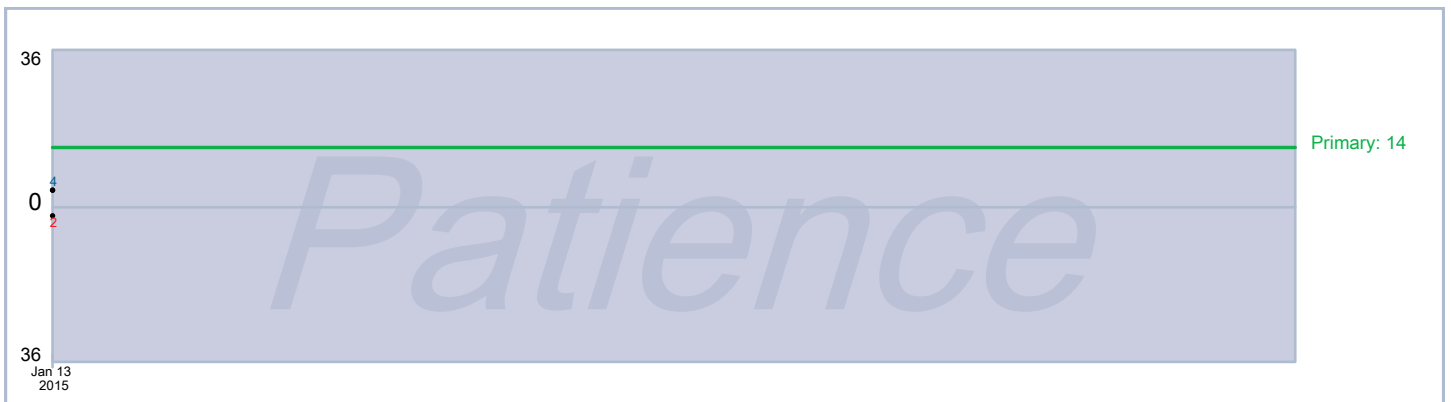
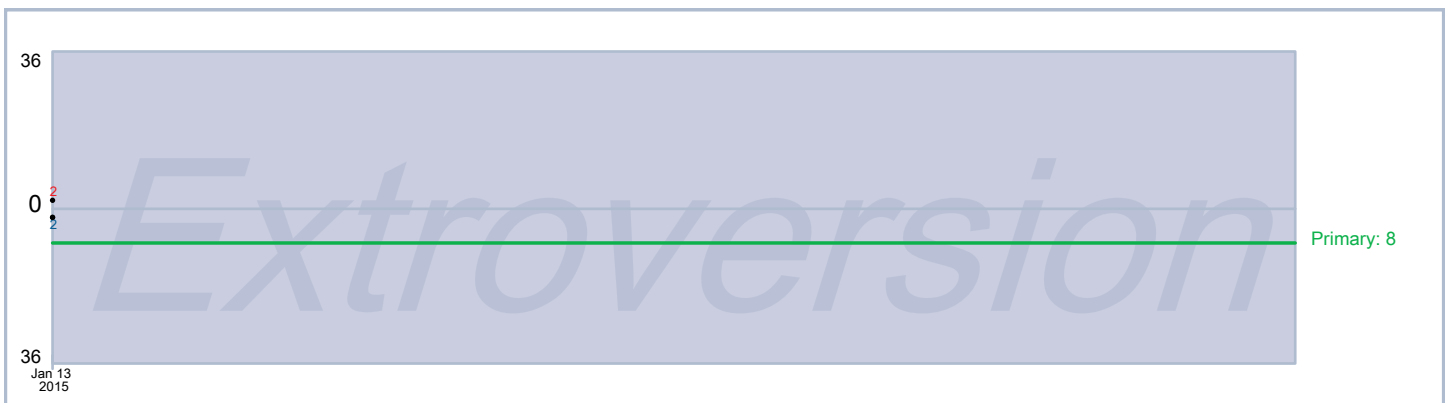
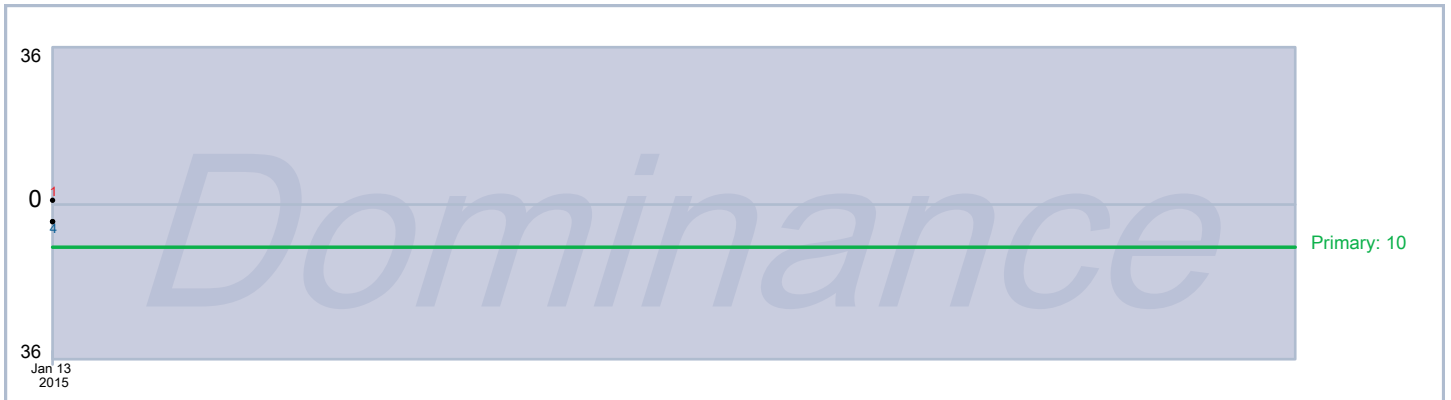
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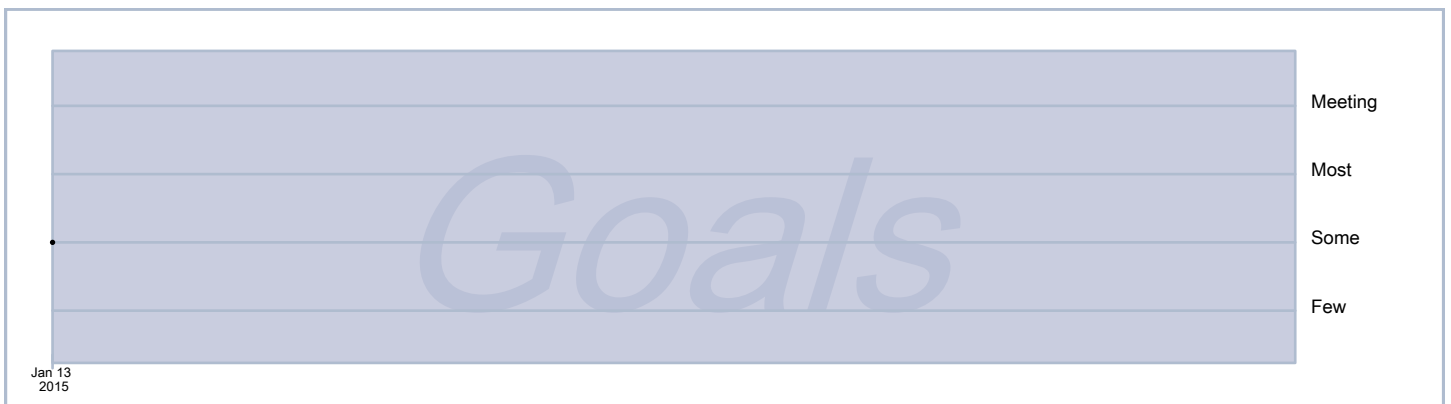
**SUMMARY/ACTION STEPS**

ORDER of IMPORTANCE					
ACTION to BE TAKEN					
TIME COMMITMENT					
MEASUREMENT of SUCCESS					
COMPLETION DEADLINE					

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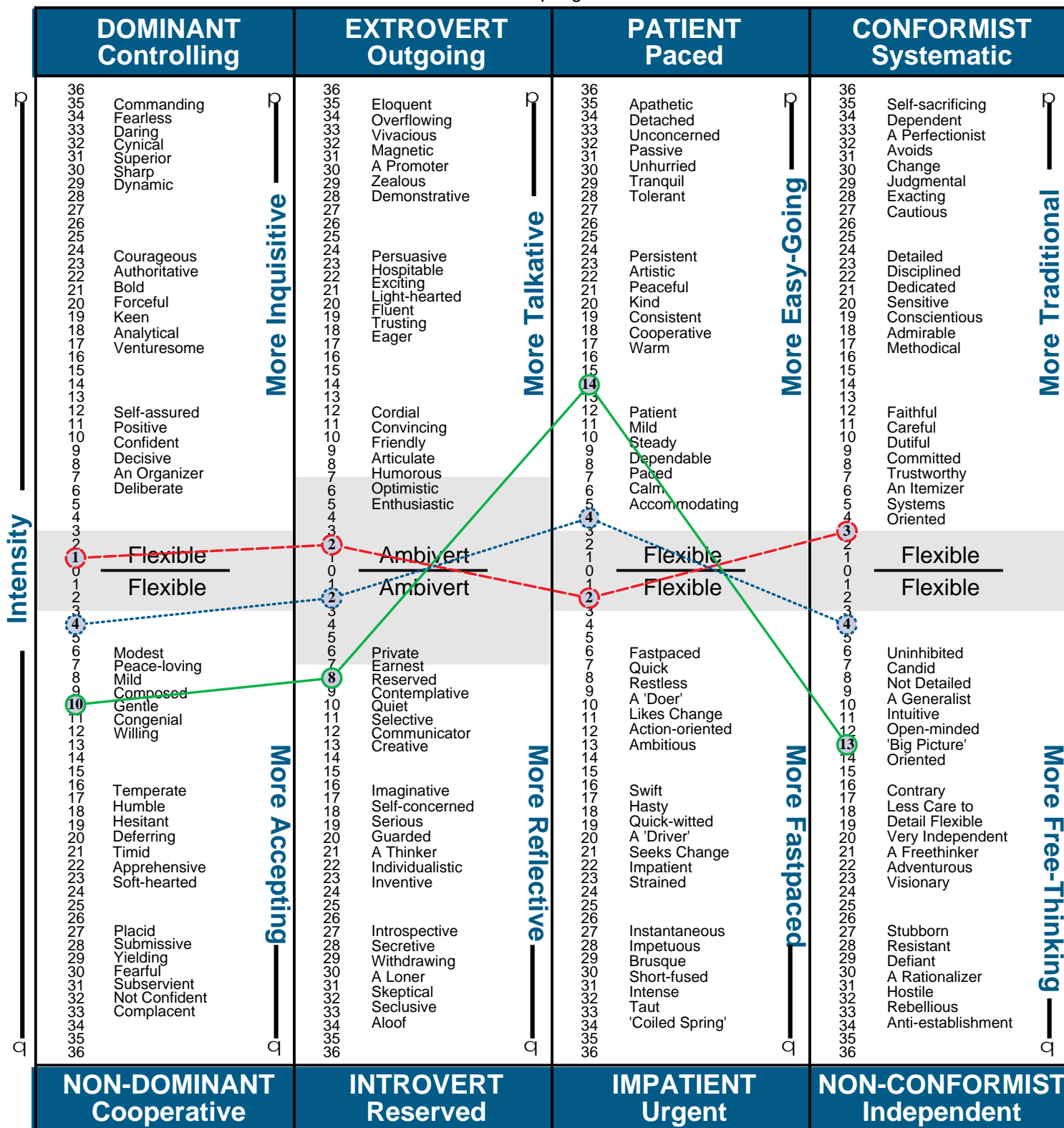
— Primary      - - - Adapting      ····· Perceiver





**Adapting/Perceiver: Family at Home**

— Primary    - - - Adapting    ..... Perceiver



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Mary Doe  
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Sample

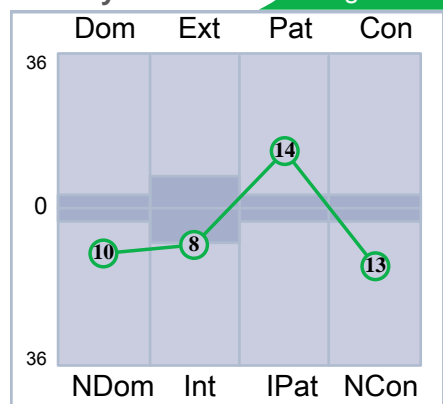
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Provider Phone 910.452.5152  
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Phone: Sample  
Fax: Sample

January 13, 2015

**Primary Profile** Pages 3-6

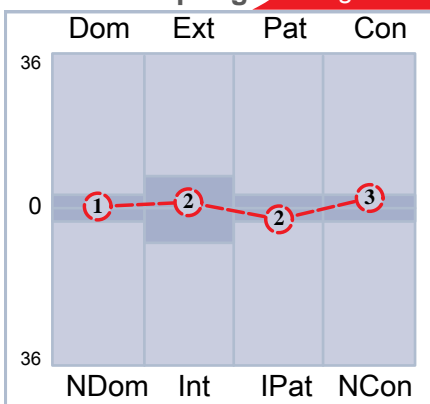


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January 13, 2015

To: Family at Home

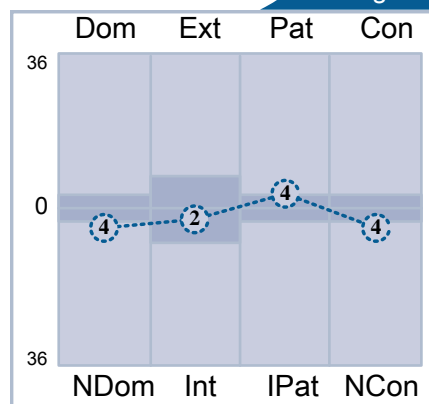
**Current Adapting** Pages 7-8



January 13, 2015

To: Family at Home

**Current Perceiver** Page 9



Data below good through February 12, 2015

Primary Strength: Patience  
Secondary Strength: Non-Conformity

Current Logic: Feelings  
Current Stamina: High Stamina  
Current Goals: Some Goals

One of the unique measures of the Forté Communication Style Report is Resiliency. Resiliency is defined as having the ability to manage and/or bounce back from tough times. We all have been there; it is a normal part of life. Whenever we see the stamina level high or very high, and the goals index most or meeting goals that indicates you are in the Resiliency Zone. The key is; what were you doing differently during that timeframe? What was working...?

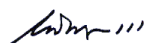
You can look at your Forté Adapting Update Trends on pages 12/13 (they are added to your report with the first adapting update) and get a good idea. During those times, was your dominance/non-dominance adapting up or down, your extroversion/introversion adapting up or down, your patience/impatience adapting up or down, your conformity/non-conformity, adapting up or down? As you recall and validate those adapting behaviors, make note of them and use those notes to recall and reinforce what you know has worked for you.

Success builds on success, and how we manage and/or bounce back from tough times, our resiliency, only makes us better!

# The FORTÉ® Suite

After working with thousands of organizations and millions of individuals, The Forté Suite has evolved. As the first strengths-based communication style report in 1978, with the ability to update your Forté Adapting and Perceiver information (pages 7 -9) as often as every 30-days, we were asked and now have delivered these additional advanced personal and interpersonal development tools. From your very first Forté Report, the benchmark, through your adapting updates/trending and, ultimately, to the measures of Resiliency, the feedback is continuously focused on how to improve your understanding of yourself and how to best adapt and balance with others. You will find Forté easy to use, with powerful, very accurate results. We count on your feedback to us, as well. Together, the Forté Suite will only get better.

Sincerely yours,



C. D. "Hoop" Morgan, III  
Founder/Chairman



**Communication Style Profile**  
Influence others effectively



**Adapting Updates**  
Environmental Impact as  
Life Goes On



**Interaction Reports**  
Synergy, Minimize Conflict



**Team Pulse**  
High Performing  
Teams



**i360**  
Feedback for Improved  
Performance



**Profile Model**  
Better Hiring Decisions



**Performance Coaching**  
Coach to High Performance



**Resiliency Zone**  
Ability to Cope

**"People don't change...  
They evolve through education, experience, and feedback."**