

Checkpoint SkillBuilder Series

The **Checkpoint SkillBuilder Series** is an effective skills assessment system for better management. It gives managers the tools they need to maximize their strengths, become better managers, and lead more effectively.

After managers have completed the Checkpoint 360° Survey to identify their strengths and areas for development, they can use the **Checkpoint SkillBuilder Series** to develop the competencies that are most important to their professional growth and success. It is an ideal method for managers to improve their leadership and management skills easily and conveniently.

The Checkpoint SkillBuilder Series is an organised, self-paced, self-study professional development system that requires minimal HR effort. Conveniently located on the internet, making it easy to implement and execute, each **SkillBuilder** module contains circa 20 hours of learning – the suggested pace is 1.5 hours a week for 13 weeks – one module completed in a quarter, a maximum of four per annum. It can be used anywhere and at any time.

SkillBuilder applies Profiles' unique KSS system to help managers KEEP DOING the things they do well, STOP DOING those things that interfere with their effectiveness, and START DOING things that will improve their performance.

Implementing New Skills

After responding to questions and doing online exercises, they click a button on the screen to print a customized Self-Improvement Report that is a plan of action for professional development.

The most effective way of using the SkillBuilder modules is for the leader or manager to work with a mentor. Ideally this will be someone in the organisation with the knowledge and experience to fulfil such a role – but not necessarily in the same function. This is an approach that supports the **'business talking to the business'** and facilitates open communication and relationship development. Alternatively we can arrange for a TLSA consultant to fulfil the mentoring role.

Measuring Progress

It is recommended that a 'Comparison Checkpoint 360 Report' is completed within 12 months to provide an accurate measure of progress. The output details changes in the views of the boss, peer groups and direct reports on how the individual is performing as a leader or manager.

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| Advantages | <p>SkillBuilder encourages managers to perform their jobs better. It gives emphasis to the importance of managers to the organisation and its goals and pays big dividends in the form of:</p> <ul style="list-style-type: none"> • Improved productivity, co-operation and communication • Fewer "people problems" • Increased employee retention • Greater profits. | | |
| Used for: | Leadership and management self-development and peer learning | | |
| Range of Modules | <p>Thoroughly researched material which helps managers improve performance in all of the following competencies:</p> <ul style="list-style-type: none"> • Listening To Others • Processing Information • Communicating Effectively • Instilling Trust • Building Personal Relationships • Delegating Responsibility • Adjusting To Circumstances • Thinking Creatively • Providing Direction • Facilitating Team Success • Working Efficiently • Working Competently • Taking Action • Achieving Results • Cultivating Individual Talents • Motivating Successfully • Displaying Commitment • Seeking Improvement | | |
| Type of assessment | Online skills assessment | Time to take | 20 hours learning per module |
| For more about the Checkpoint SkillBuilder Series: | <p>Call: 0845 600 1556 Email sales@tlsa.co.uk The Leadership & Sales Academy, Paisley House, Farnham Lane, Haslemere, Surrey, GU27 1EU, United Kingdom.</p> | | |