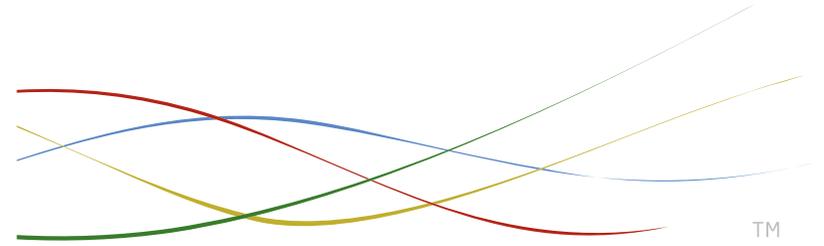# savilleconsulting
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Focus

Styles Preparation Guide

Introducing Focus Styles

This preparation guide is designed to help you understand how to approach the Focus Styles questionnaire. The questionnaire explores a person's motives, preferences, needs and talents within a work context. Research has demonstrated that Saville Consulting Wave questionnaires are powerful predictors of a wide variety of performance and behaviour at work.

Focus Styles can help you to:

- understand your motives, preferences, needs and talents in a work context
- find ways to make better use of your preferred working style in your current job, or identify future jobs, environments and cultures suited to your style
- increase your awareness of how your work style impacts on your experiences at work

Focus Styles can help employers to:

- understand the motives, preferences, needs and talents of their employees and applicants
- place individuals in positions best suited to their style and the organization's style
- identify areas where individuals might benefit from further development

Completing Focus Styles

The questionnaire is presented on-screen in blocks of six statements which you are asked to rate on a nine-point scale, ranging from 'Very Strongly Disagree' to 'Very Strongly Agree'. Please enter your responses by clicking on the appropriate rating for each statement. You must respond to every statement to progress to the next screen. If you give the same rating for two or more statements, these statements may be presented to you again and you will be asked to indicate which statement is most like you and which statement is least like you.

Look at the completed example on the next page.

Example

I am the kind of person who...	Very Strongly Disagree	Strongly Disagree	Disagree	Slightly Disagree	Unsure	Slightly Agree	Agree	Strongly Agree	Very Strongly Agree
needs to tell people when I disagree with them	○	○	○	○	○	○	○	○	⊙
is **motivated** by the opportunity to learn	○	○	○	○	○	○	○	○	⊙
wants to receive feedback on my performance	○	○	⊙	○	○	○	○	○	○
gets **enjoyment** from establishing rapport with people	○	○	○	○	⊙	○	○	○	○
finds communicating in writing **enjoyable**	○	○	○	○	○	○	○	⊙	○
likes working as part of a team	○	○	○	○	○	○	○	⊙	○

In the example, the respondent has indicated that they:

- *very strongly agree* that they need to tell people when they disagree with them
- *very strongly agree* that they are motivated by the opportunity to learn
- *disagree* that they want to receive feedback on their performance
- are *unsure* whether they get enjoyment from establishing rapport with people
- *strongly agree* that they find communicating in writing enjoyable
- *strongly agree* that they like working as part of a team

Because the respondent has given the same rating to two pairs of statements, these are presented again, and the respondent is asked to indicate which statement is **most** like them and which statement is **least** like them. Look at the example below.

I am the kind of person who...	Most	Least
needs to tell people when I disagree with them	⊙	○
is **motivated** by the opportunity to learn	●	○
finds communicating in writing **enjoyable**	●	○
likes working as part of a team	●	⊙

How to approach Focus Styles

When completing the questionnaire, it is important you consider the following points:

- When answering each question be as discerning as possible by using the full range of possible responses, from 'Very Strongly Disagree' to 'Very Strongly Agree'. Please try to respond from a work perspective.

- Read each statement carefully, as what you are good at and what you feel you need may be very different.

- Respond to the statements as honestly as you can. There are no right or wrong answers; jobs vary and there are many ways of being effective in any one job.

- A number of response checks are built into the questionnaire to validate the consistency of your responses. Your responses will also be verified against other information collected.

- Before you complete the questionnaire, you may find it useful to reflect on your own work style. You may also find it useful to consider any feedback you have received from others on your style at work.

- The questionnaire is best completed when you are alert and free from interruptions.

- If you have any special requirements it is important that you make these known immediately to allow appropriate accommodations to be made.