

INSTRUCTION FOR MENTOR**EMPLOYABILITY****5. Theme** “Successful adaption in a new workplace”**Exercise** “Are you communicative?”**Adapted by:** *Burgas Free University***Based on:** *Кен Ръсел, Филип Картър (2005) Психометрични тестове. 1000 начина за оценяване на личността, креативността, интелигентността, латералното мислене. Изд. Къща ЛИК ISBN 954-607-701-1***Aim:** To evaluate mentee’s ability to communicate effectively with other people.**Description**

Ability to communicate with other people is important feature in the terms of successfulness and happiness at work. Job search and adaptation in a new workplace may be challenging situations, where ability to communicate with others and achieve common understanding is important. This test will help mentee to evaluate his/her ability to communicate.

Expected duration: 40 min**Steps for performing the exercise:**

- I. Mentor introduces the theme and the exercise to the mentee(s), he/she explains the aim of the exercise and how to perform it.
- II. There are 2 steps in this exercise:
 - 1 **Step:** Mentees perform test individually.
 - 2 **Step:** Mentor comments the results to Mentees according the points they have gathered.

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1 Step

HANDOUTS FOR MENTEES

Task for mentee

In this exercise there are some statements about communication for you. Please read each statement and select your answer by using a scale from 5 to 1. If a statement meets your views, you circle 5, and if it doesn't at all - 1. You should choose the only one answer (1, 2, 3, 4 or 5). Mark your selection.

For example if you fully agree with the statement, select number 5; in case you fully disagree with the statement, select number 1. In case you do not agree either disagree, but your answer would be somewhere in the middle, please select between the scale from 4 to 2.

At the end of the test your Mentor will comment the results for you.

1. If you want that people show their best qualities, they should be forced rather than supported.

5 4 3 2 1

2. I am not a good listener.

5 4 3 2 1

3. I'd rather have a long walk on my own, than in a group.

5 4 3 2 1

4. I am not very much patient about listening to the problems of others.

5 4 3 2 1

5. I feel better when I talk to people face to face than in a group.

5 4 3 2 1

6. I'd rather say I am a venturesome man than cheerful.

5 4 3 2 1

7. I deeply believe that people should deal with their own matters by themselves.

5 4 3 2 1

8. I don't think that beggars should be given any money.

5 4 3 2 1

9. In my opinion, there are more important things in life than the good personal relationships.

5 4 3 2 1

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10. I'd rather work alone than in a group.
5 4 3 2 1
11. I am rather a dominant personality than a communicative one.
5 4 3 2 1
12. I'd like to see myself as a perfectionist.
5 4 3 2 1
13. I'd rather describe myself as a self-sufficient person than as a man who would change his/her behaviour for the sake of getting to know the others.
5 4 3 2 1
14. I like planning my holiday by myself rather than joining pre-planned trips.
5 4 3 2 1
15. I don't like high society events.
5 4 3 2 1
16. I prefer individual sports to team ones.
5 4 3 2 1
17. I need to keep everything under control rather than float down the river.
5 4 3 2 1
18. I prefer celebrating my birthday calmly, and I will be very disappointed if somebody prepares an unexpected party for me.
5 4 3 2 1
19. I don't think that I would be a good head of a personnel department.
5 4 3 2 1
20. I rarely, or almost never, take part in charity events.
5 4 3 2 1
21. I am not bothered at all by the fact that somebody might get hurt because I am telling what is on my mind.
5 4 3 2 1
22. I can often be intolerant to the other's opinion.
5 4 3 2 1
23. I don't make friends easily.
5 4 3 2 1

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24. When I am on a long journey I do not normally start a conversation with strangers sitting next to me.

5 4 3 2 1

25. People think I am rather a “lone wolf” than a communicative person.

5 4 3 2 1

26. I rarely ask others for advice.

5 4 3 2 1

27. I don’t think that it is important to suppose myself in somebody else’s place in order to understand their viewpoint.

5 4 3 2 1

28. I am rather adamant in my understandings than tolerant.

5 4 3 2 1

29. If a colleague of mine wins the jackpot, I’d rather envy him than be happy.

5 4 3 2 1

30. I don’t find it interesting to take part in meetings/sessions.

5 4 3 2 1

31. It is important to get acquainted with the right people.

5 4 3 2 1

32. If somebody calls me and asks to sell tickets for a charity event, I would most likely refuse the offer.

5 4 3 2 1

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2 step**EXPLANATION OF THE RESULTS****Task for Mentor**

Mentee(s) should count the results by summing up all the points marked in their answers. Below you will find explanation of the results. Please explain the results to mentees, according the points gathered by mentee(s).

Points: 120-160

Some people have an innate interest in the others. They watch them, care for everyone around them, are curious to learn more about them and can't wait to contact them. Your score shows that you are definitely NOT one of them.

The results of this test indicate that you are so-called “lone wolf” - a person who prefers to be on his own and avoids others. Although you also like to be in the company, you usually choose to be with your close friends and family only. That is not a problem, provided it makes you happy and gives you everything you need in life, and it doesn't bother you or hinder your ambitions.

But it's good to remember that nobody can be fully happy on a deserted island. We all depend to some extent on other people and that helps us lead a happy and successful life at workplace and at home. The more we communicate with others (face to face or in a group), the happier and more successful in all aspects our lives will be. This does not necessarily mean going to any public events and being the center of attention as well as the ‘soul’ of the company – this means sympathizing with the others, understanding their feelings and trying to get to know them, regardless of their place in society, and winning their respect.

Points: 91-120

Communication does not seem to be one of your priorities in life. Nevertheless, you can pay attention to people and be polite with them, treat all equally, and generally acknowledge that all the people are good and it is possible to get to know them. Because of that the other people like and respect you. You prefer to behave with others the way you would like them to do so with you. You see your neighbor as a person with whom you can exchange friendly greetings and to be in good relations. You are ready to help him/her, if needed. However, you are not curious to know all his/her family tree and story.

Fewer than 80 points

You certainly are very communicative. You like watching other people, estimating their character, learning more from them and increasing the number of your friends. In all the aspects of your life you depend, to a large extent, on the others. In fact, without them your life would seem empty and you would feel depressed and unhappy.

You like public events and quite easily start a conversation with the people nearby, when circumstances necessitate it. The positive side of all this is that you manage to realize

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the important role the other people have in your life. You are good at working in a group and estimating the necessity of having the exact people around you in order to achieve success.

Your score shows the warmth of your character and commitment – something that wins the respect and confidence of many people.

The downside is that to many people you may seem too curious and even haunting. But this is rather an exception than a rule.