



KATHRYN JAMES – MOUNTAIN EXPERTISE  
INSTRUCTION & GUIDING

## Performance Profile

### Step 1: identifying important skills/behaviours

First, identify the skills / behaviours you are wanting to track

- List as many as you can think of
- Be specific e.g. don't just write 'confident'. Break this down into key areas e.g. confident in making decisions, confident in dealing with clients, confident in demonstrating skills

### Step 2: rank yourself

- Pick the top eight skills or behaviours you believe to be most important and write one next to each section of the wheel
- For each skill or behaviour, rank yourself out of 10 as to how well you are achieving this standard
  - 0 = it couldn't get any worse
  - 10 = It couldn't get any better.
  - Connect up the dots to create your spider diagram

### Step 3: reflect and plan

Now you have your spider diagram, you will be able to see the areas you are excelling in and the areas that need improvement.

For the areas you scored lowest on, ask yourself some questions

- What does someone who is a 10 in this skill or behaviour do?
- What is one thing you can start doing today to move towards improving this?
- What is one thing you can do over the next three months to improve this?

### Step 4: track your progress

Track your progress by reflecting weekly on where you are in achieving your goals for improvement. Take pride in your achievements and note the areas you can improve upon. After three months, repeat the exercise and see if any areas have shifted for you and where there are new room for improvements.



KATHRYN JAMES - MOUNTAIN EXPERTISE  
INSTRUCTION & GUIDING

