



# FORTÉ<sup>®</sup>

## *Communication Style* REPORT ADAPTING UPDATE

Prepared For: *Caitlin Durham*

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

Next Adapting Update Due: *June 12, 2021*

Your Forté Provider:

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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.

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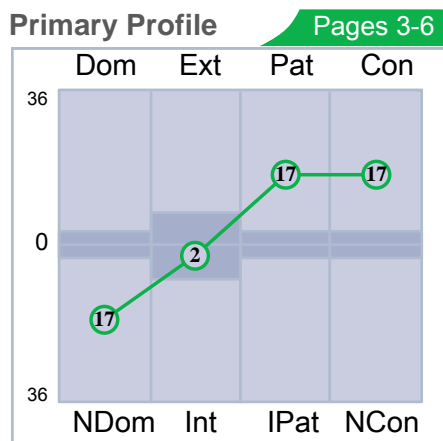
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Caitlin is very patient and cooperative in almost every situation. She is dependable, steady, and makes every move count. Her style is to be easygoing with warm friendliness and has few, if any, enemies. She likes to be in comfort and peace with others and is sensitive to criticism.

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

October 7, 2017



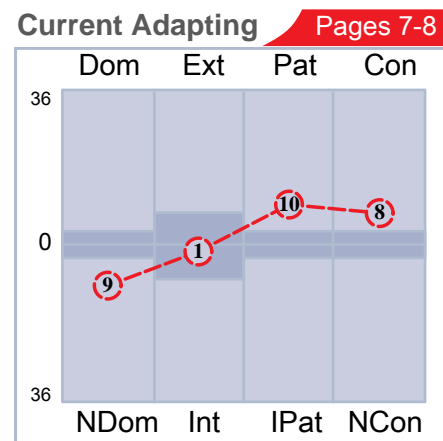
Primary Strength: Patience +  
Secondary Strength: Non-Dominance +

**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 June 12, 2021

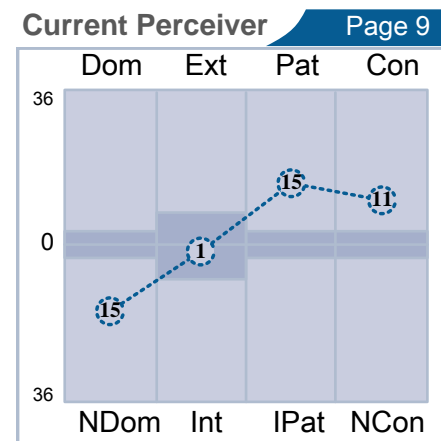
May 13, 2021

To: Others at Work



May 13, 2021

To: Others at Work



Data below good through June 12, 2021

Current Logic: Facts  
Current Stamina: Above Average  
Current Goals: Meeting Goals

Forté ID: 10001-10001-73323-32

Your Forté Information can be updated at  
<http://www.theforteinstitute.com>  
Use the Individual Login, 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**

Those with high patience seek relaxed, patient, stable, easygoing relationships. They are steady, amiable, warm, dependable, sincere, likable and are good listeners.

Caitlin frequently paces herself to the situation and can set up routines for optimal efficiency. She has a great deal of persistence and stick-to-it-iveness. She is probably noted for a good memory as she takes time to understand things thoroughly. While she may not look like she gets a great deal done, remember the tortoise and the hare. Often she is a cautious starter; thus, fast starters, mistakenly, tend to think she is lazy.

She tends to associate with a small group of close friends and has very few enemies.

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 before 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.

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 ●
- Avoids Conflict ● Non-Judgmental ●

These individuals respond strongly to their environment and those around them. They make every move count and do not waste physical energy. They tend not to get hung up on detail or quality (they can emphasize quantity over quality when speed is necessary). They 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.

- Unassuming ● Modest ● Mild ●
- Peace-Loving ●

They will function most effectively with guidance and direction, knowing what is expected in what time frame.

- Loyal ● Conscientious ● Careful ●
- Cautious ● Responsive To Tactful Criticism ●

They like to make lists and organize their activities. They are very dedicated to respected, strong leadership and strive to be fair in dealings with others. They can be skeptical of new, unproven concepts.

- Empathetic ● Persuasive ● Quiet ●
- Reserved ●

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

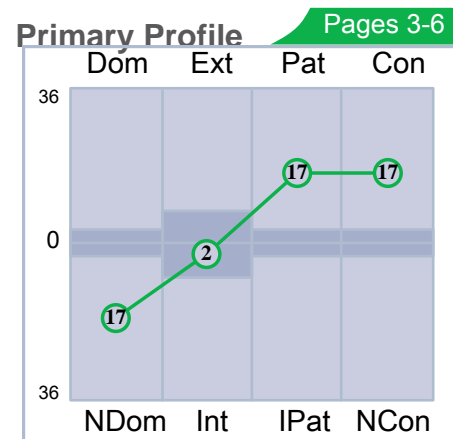
To be successful and self-motivated, Caitlin needs most of the following items in her environment:

- \_\_\_(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) A structured environment.
- \_\_\_(q) A worked-out system for getting the job done.
- \_\_\_(r) Security, training and quality products.

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.

October 7, 2017



**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.

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 June 12, 2021**

#### **How you are currently adapting to Others at Work**

Caitlin's responses indicate that at the point of making decisions in the Work environment with Others, she currently tends to rely on:

THE FACTS THEMSELVES: She currently tends to be objective rather than subjective in her decision-making process. This decision style lends itself to accounting, actuarial or other mathematical types of decisions. In "people" decisions, an associate with intuitive feelings will provide balance.

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

FACTS ● FACTS/FEELINGS ● FEELINGS ● INTUITIVE FEELINGS

### **CURRENT STAMINA - Valid through June 12, 2021**

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 Caitlin 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

ABOVE AVERAGE STAMINA: Caitlin's current stamina level means that she can handle most active schedules. However, longer days, less sleep and/or more distress will produce fatigue. It is important for her to channel her energies properly in order to maximize efficiency.

*Please note, the information on pages 7, 8, and 9 are valid through June 12, 2021.*

*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.*

## CURRENT ADAPTING PROFILE - Valid through June 12, 2021

### How you are currently adapting to Others at Work

Caitlin's responses to the Forté adapting survey indicate how she has been feeling about or adapting to Work. 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 UP:** This indicates she has felt the need to be more decision oriented, assertive and forceful than would be natural because of the pressures in her environment.

**PATIENCE DOWN:** Things are not happening as quickly as desired; perhaps deadlines are not being met. Her sense of urgency is increasing with a need to move at a faster pace.

**CONFORMITY DOWN:** She is either wanting or being forced to eliminate or delegate some details and is looking more at the big picture; she is being more open-minded, taking more risks and not being as systematic.

## CURRENT GOALS - Valid through June 12, 2021

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 at Work 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)

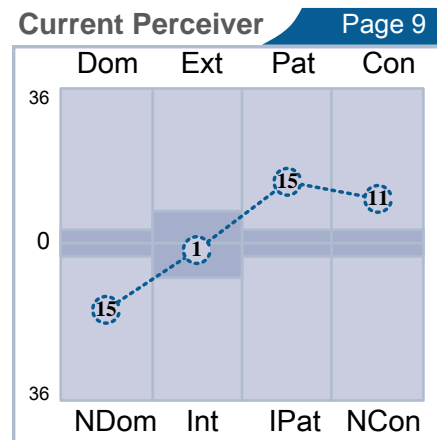
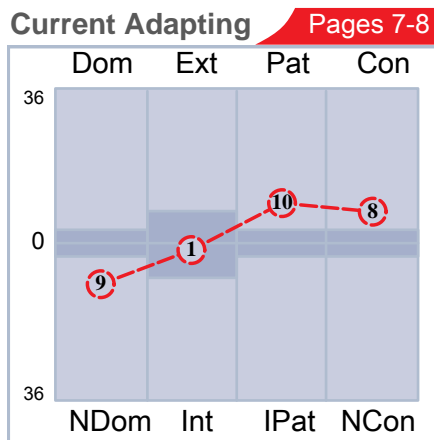
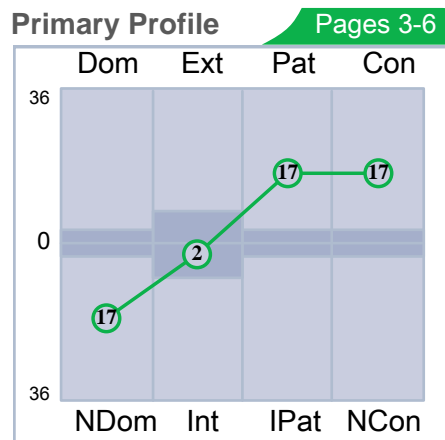
MEETING FEW GOALS, IF ANY ● SOME GOALS ● MOST GOALS ● MEETING GOALS

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

**MEETING GOALS:** This would indicate that the current environment is being handled and Caitlin is confident that everything will come out as expected. Goals in this current environment are being met.



May 13, 2021  
To: Others at Work



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 **June 12, 2021**.

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 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 HIGHER CONFORMITY:** Those you are communicating with may not perceive you are seeking different ways to do things. In your communications with others over the next few weeks, be sure to ask for their thoughts on new approaches to existing or new ways of doing things. Give a brief reason why you are looking for new ways of doing things and the requests will come back to you with enhanced clarity.

## CURRENT ADAPTING STRATEGY - Valid through June 12, 2021

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:

WHO	WHAT (INPUT)	WHAT (OUTPUT)	WHEN
1) Identify who this is relevant to. 2) Who can help you the most?	Identify what you need from yourself or others to reach your current goals.	Identify what is the desired result / outcome.	What is your target deadline for this?
<b>DECISION STRATEGY</b>			
<b>PACE STRATEGY</b>			
<b>DETAIL 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 (**S**pecific **M**easurable **A**chievable **R**ealistic **T**imebound) to write your goals.

### PERSONAL GOAL

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### BUSINESS GOAL

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### SELF IMPROVEMENT GOAL

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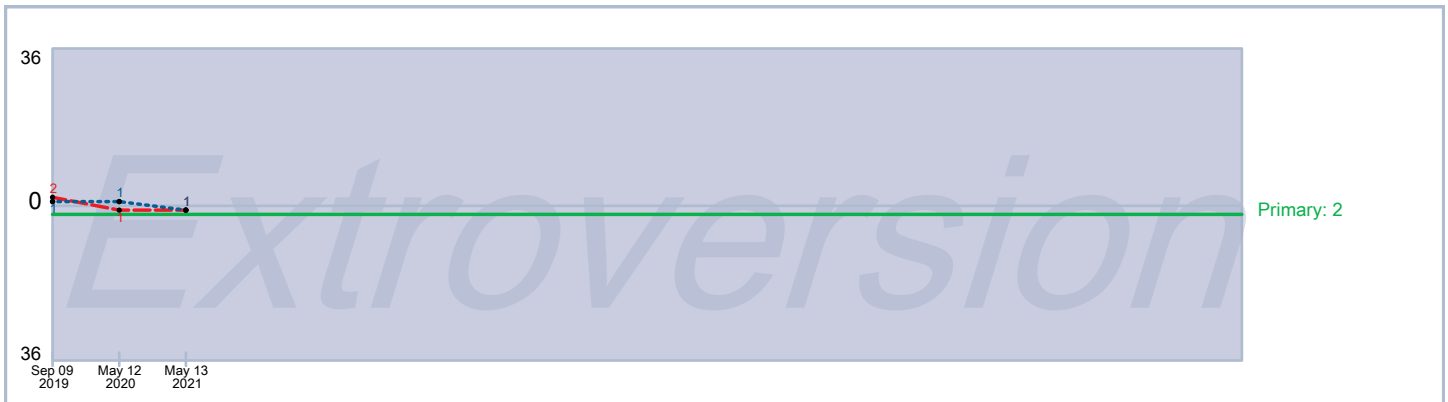


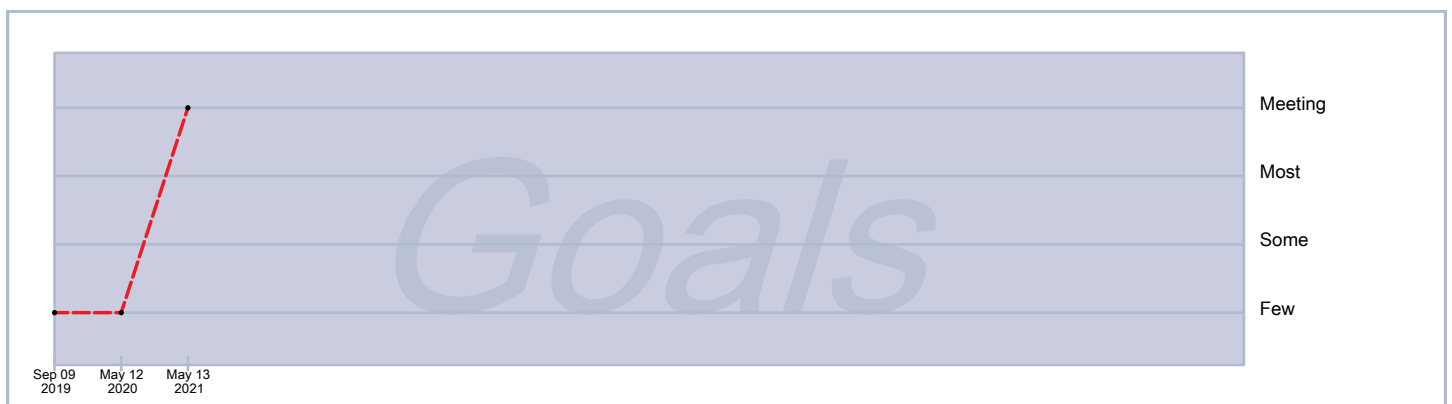
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### SUMMARY/ACTION STEPS

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

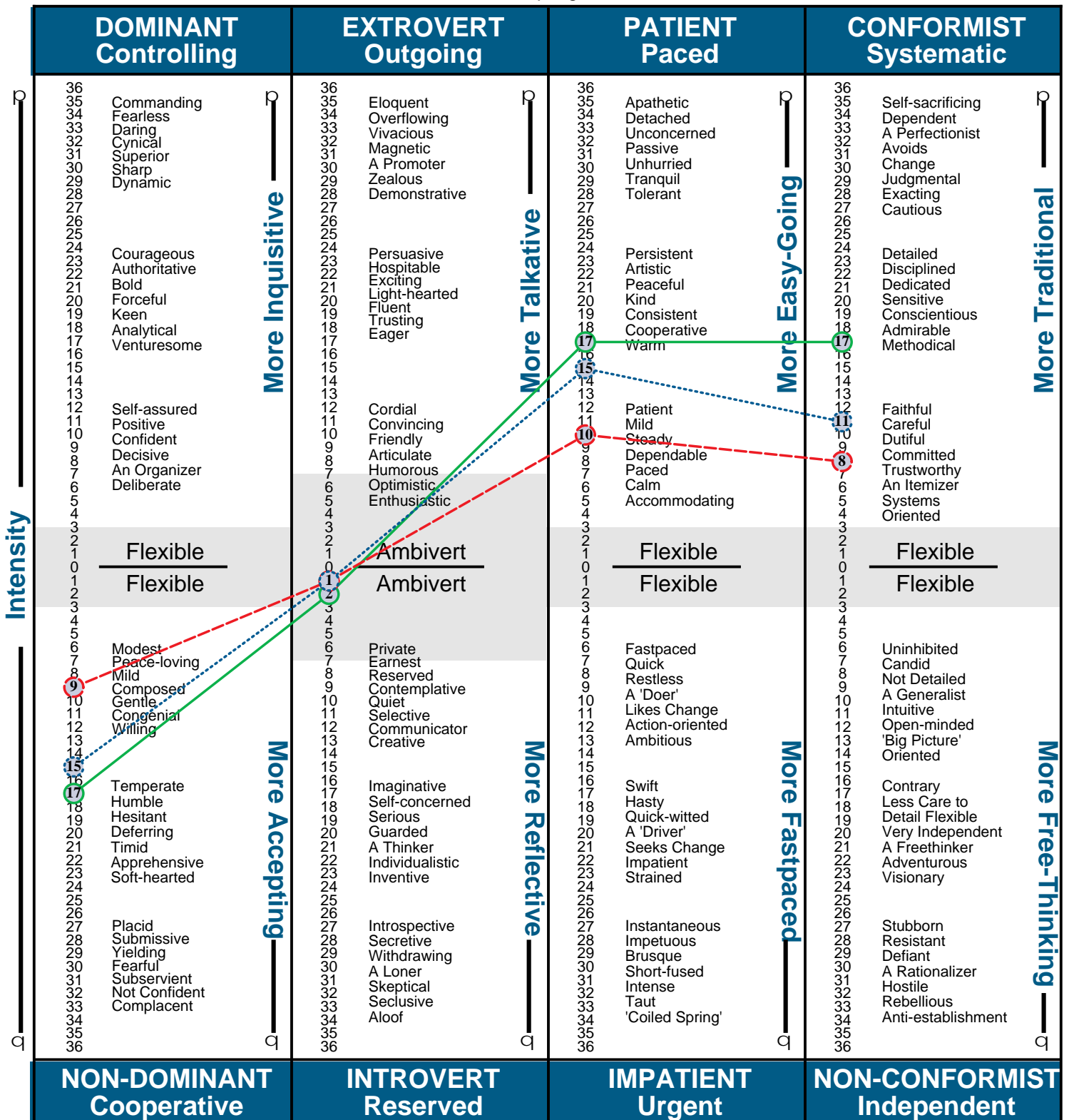
Primary Adapting Perceiver





### Adapting/Perceiver: Others at Work

— Primary — Adapting — Perceiver



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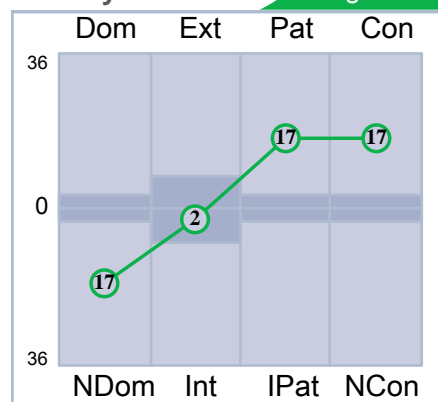
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October 7, 2017

**Primary Profile**

Pages 3-6

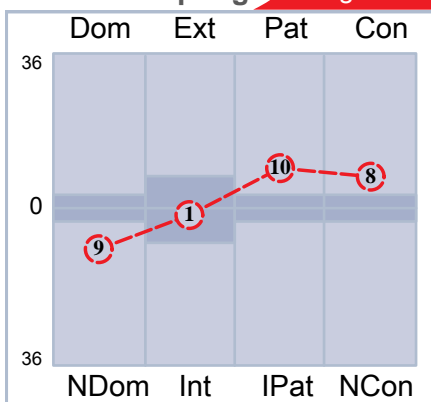


May 13, 2021

To: Others at Work

**Current Adapting**

Pages 7-8

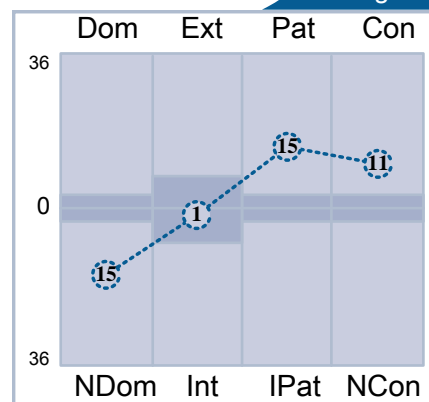


May 13, 2021

To: Others at Work

**Current Perceiver**

Page 9



Data below good through June 12, 2021

Data below good through June 12, 2021

Primary Strength: Patience +  
Secondary Strength: Non-Dominance +

Current Logic: Facts  
Current Stamina: Above Average  
Current Goals: Meeting Goals  
Current Resilience:

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<sup>®</sup> 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."**