



## ADMINPRO™

ADMINISTRATIVE STAFF PROFILE

The **ADMINPRO™** is a selection and coaching tool specifically designed to help quickly and efficiently select all levels of administration personnel and associates. It has been used successfully on a variety of positions including: Associate Agents, Marketing Assistants, Administrative Professionals and partners.

### ADMINPRO™

- Improves performance and retention
- Identifies candidates that will match a specific management style and organizational culture
- Uses science to build high performing support teams
- Includes coaching and developmental suggestions

The **ADMINPRO™** is the ideal tool to help an individual hire an assistant, a partner or an associate with complementary skills and abilities. It also has proven to be effective in building high performance support teams.

**SELFMANAGEMENT**   
**GROUP**  
SELECT | DEVELOP | RETAIN | TOP PERFORMERS

# AdminPro™ Predicts Performance & Retention

The **ADMINPRO™** is proven to help quickly and accurately select staff with the potential to integrate into a specific management or organizational culture. It is a comprehensive approach to selection and development based on over 30 years of professional coaching work with top performing executives, managers, coaches, producers, associate agents and staff.

The **ADMINPRO™** will help select people who are well matched to a specific culture based on their approach to teamwork; their service and sales orientation; their attitudes and other factors that are essential in these roles.

The **ADMINPRO™** measures for success and suitability to specific key roles in any environment and assesses the critical success traits for:

- Agents
- Associate Agents
- Office Managers
- Marketing Assistants
- Administrative Staff
- Agency Staff Support
- Partners



## SELF MANAGEMENT GROUP

The **Self Management Group** is a world leader in screening, selecting, developing, and retaining top performers. For over 30 years, the **Self Management Group** has partnered with leading companies to develop high performance, self managed organizational cultures.

For more information about the **ADMINPRO™** and the **Self Management Group's** other profiling and training systems please visit [www.selfmgmt.com](http://www.selfmgmt.com) or call 416.746.0444.

