

Win the mental game

The Bottom Line Up Front (BLUF) Report (Leader) is derived through collected and measured data from our APTUS Exercises. BLUF Reports are intended to quickly and efficiently show a Leader how the assessed individual **Defines**, **Processes** and **Executes** instructions and information across various contextual environments. Each BLUF Report is unique. "Developmental Strategies" are direct and intended for immediate action/implementation.

General Observations

- Believes strongly in oneself and abilities
- Will need help maintaining the concentration required to properly execute assignments when fatigued
- Not a natural multi-tasker
- Displays a high degree of attention to detail

KEY:	Classroom	On The Job	Individual Study
------	-----------	------------	------------------

	Specific Analysis	Developmental Strategies
	Very confident, jumps right in when learning something new; a confident energized learner.	Use them to demonstrate for others during training, but allow them to make mistakes as part of their demonstration/development. Identify mistakes in a non-threatening manner.
	Applies much of what is learned, but struggles with how to execute some concepts.	Require them to write or email you how they are applying newly acquired skills. Identify any relevant aspects they leave out and have them resubmit.
	Does not respond well to being singled-out during meetings or training.	Give them a heads up if you plan on asking for their input or answers before a meeting or any training. If mistakes are made, use positive comments such as "Here's what you'll accomplish when you get better at this" rather than "Here's what you did wrong."

	Specific Analysis	Developmental Strategies
	Comfortable with routines to the point that it puts them in a rut.	Require them to take different approaches to similar challenges. Require them to provide a recommended solution to every challenge.
	Most comfortable when setting the pace for work and study sessions.	Discuss objectives for work and study sessions ahead of time; "at the end of this session you should be able to..."
	More comfortable in discussing what just happened rather than what needs to happen next.	Quickly review their performance, get to the point as soon as possible. Do not allow them to apply yesterday's solutions to tomorrow's challenges; encourage new techniques and more efficient methods.
	Knows when performance is substandard; repeated reminders will only make it worse.	Provide them immediate opportunities to improve poor performance; then provide positive feedback when performance meets or exceeds the standard.

	Specific Analysis	Developmental Strategies
	Struggles with memorizing simple concepts.	Use memory aids, such as pictures or flash cards whenever you ask them to recall information.
	Benefits from continual memorization of complex tasks; requires repetition.	Always have them demonstrate what they have already learned before learning something new; especially if the two tasks are related.
	Hands-on interactive learner when it comes to learning new procedures and tasks.	Encourage them to apply newly acquired skills after they have received formal instruction or training; test for effective application of newly acquired skills.