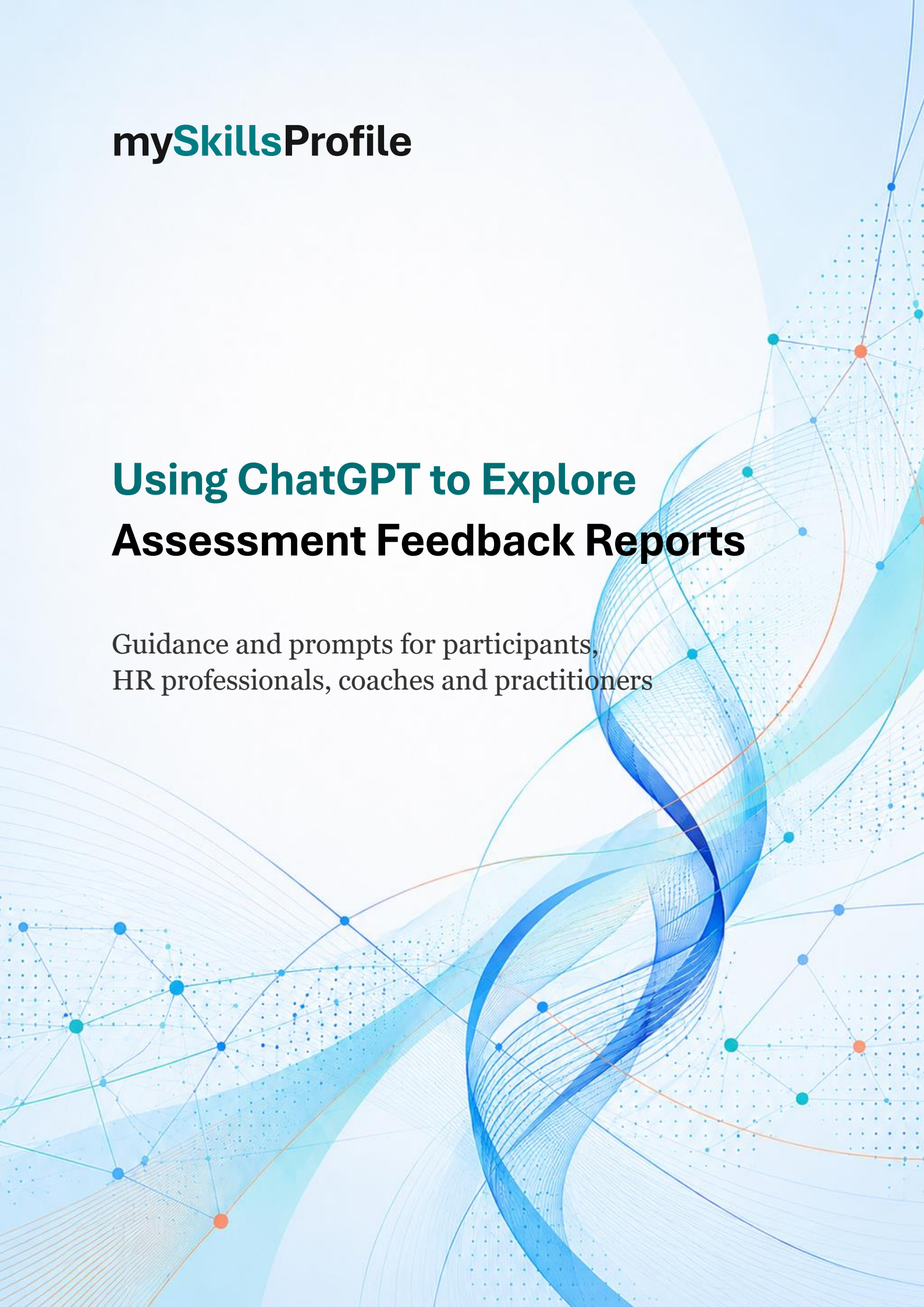




mySkillsProfile

Using ChatGPT to Explore Assessment Feedback Reports

Guidance and prompts for participants,
HR professionals, coaches and practitioners

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Executive Summary

Introduction

MySkillsProfile feedback reports provide structured, evidence-based insights into personality, emotional intelligence, leadership, management, sales competencies and sport mental skills. Each report presents the assessment findings together with their primary interpretation.

ChatGPT provides an additional way to explore these findings. It can help users identify patterns, explain relationships between competencies, generate questions for discussion and develop practical actions.

ChatGPT does not conduct a new assessment or replace the interpretation provided in a MySkillsProfile report. Its role is to support exploration and reflection. AI-generated responses should always be considered alongside the original report, professional judgment and the participant's own experience.

The roadmap on the following page summarizes the recommended process. The remaining chapters provide assessment-specific guidance, practical prompts and examples for each type of MySkillsProfile assessment.

Who This Guide Is For

This guide is intended for:

- people who have completed a MySkillsProfile assessment
- HR professionals and assessment administrators
- managers, coaches and development practitioners
- leadership coaches and facilitators
- 360-degree feedback facilitators
- sales managers and coaches
- athletes, coaches and sport psychologists

The guide includes separate chapters covering:

- Personality Assessments
- Emotional Intelligence Assessments
- Leadership Assessments
- 360-Degree Feedback Surveys
- Sales Competency Assessments
- Sport Mental Skills Assessments



USING CHATGPT WITH MYSKILLSPROFILE FEEDBACK REPORTS

A clear eight-step process

STEP 1

Select Your Assessment



Personality
Assessments



Emotional Intelligence
Assessments



Leadership
Assessments



360-Degree Feedback
Surveys



Sales Competency
Assessments



Sport Mental Skills
Assessments

2

Prepare the Report

- Upload the complete report
- Clarify the purpose
- Add only relevant context

3

Use the Starting Prompt

Choose the prompt in the relevant chapter.
Adapt it to the purpose and context.

4

Explore the Findings

- Ask focused follow-up questions
- Explore patterns and relationships
- Relate findings to the role or context

5

Check the Analysis

- Compare it with the original report
- Distinguish findings from interpretations
- Correct errors and identify gaps

6

Reflect on or Discuss the Findings

- Consider the participant's experience
- Discuss important findings where appropriate
- Seek relevant perspectives and evidence

7

Select Development Priorities

- Focus on one or two meaningful areas
- Build on recognized strengths
- Choose realistic priorities supported by evidence

8

Create and Review an Action Plan

- Define practical actions and support
- Set success measures and a review date
- Review progress and adjust the plan



Remember

The assessment report provides the evidence.
ChatGPT helps you explore that evidence.
People remain responsible for interpretation and decisions.

- ✓ Use the report responsibly and ethically.
- ✓ Protect personal and confidential information.
- ✓ Follow organizational policies and data protection requirements.
- ✓ Base conclusions on the report, not assumptions.

Each chapter explains how to prepare a report for analysis, provides practical ChatGPT prompts and suggests follow-up questions to help participants and practitioners explore the findings more effectively.

What ChatGPT Can Help You Do

ChatGPT can help you:

- summarize key findings
- identify strengths and development priorities
- explain relationships between scores and competencies
- generate questions for coaching, feedback and development discussions
- relate findings to workplace or sporting situations
- develop practical action plans based on the assessment evidence

Its suggestions should be treated as possibilities for discussion rather than definitive conclusions.

Using This Guide

Each assessment chapter follows the same structure. It explains how to:

- prepare the report for analysis
- provide relevant context
- use a tailored starting prompt
- ask effective follow-up questions
- check ChatGPT's interpretation against the report
- translate the findings into a practical development plan

You can follow the complete process or go directly to the chapter covering the assessment you wish to explore.

Essential Safeguards

When using ChatGPT with a MySkillsProfile report:

- use the report only for an appropriate and authorized purpose
- protect personal and confidential information
- follow relevant organizational policies and data protection requirements
- base the analysis on the report rather than assumptions
- treat AI-generated interpretations as tentative
- check important conclusions against the original report
- do not use ChatGPT to make clinical, recruitment, promotion or selection decisions
- keep a suitably informed person responsible for interpreting the findings and deciding appropriate actions

The assessment report provides the evidence. ChatGPT helps users explore and understand that evidence. Responsibility for interpretation, discussion and decision-making always remains with people.



Copy-and-Paste Prompt

I have attached a MySkillsProfile feedback report. Use only the information contained in the report and the context provided. Summarize the principal findings, identify strengths and development priorities, explain important relationships between the findings, and suggest practical development actions. Distinguish report findings from possible interpretations, avoid unsupported assumptions, and identify any conclusions that would benefit from further discussion.

Then refer to the appropriate assessment chapter for tailored prompts and guidance:

- **Chapter 2:** Personality Assessments
- **Chapter 3:** Emotional Intelligence Assessments
- **Chapter 4:** Leadership Assessments
- **Chapter 5:** 360-Degree Feedback Surveys
- **Chapter 6:** Sales Competency Assessments
- **Chapter 7:** Sport Mental Skills Assessments

1. Introduction and Responsible Use

1.1 Introduction

MySkillsProfile assessments provide structured, evidence-based information about personality, emotional intelligence, leadership, management and sport mental skills. Each feedback report explains the characteristics or competencies being measured, presents the participant's assessment findings and provides guidance on their interpretation.

ChatGPT provides an additional way to explore these findings. It can help users identify patterns, explain relationships, generate questions, relate findings to workplace or sporting situations, and develop practical actions.

ChatGPT does not conduct another assessment, verify assessment results or replace the interpretation provided in the MySkillsProfile report. It works with the information supplied to it and should be used to support exploration and reflection rather than replace professional judgment.

This guide explains how to use ChatGPT safely, responsibly and effectively with MySkillsProfile feedback reports.

Separate guidance is provided for:

- Personality Assessments
- Emotional Intelligence Assessments
- Leadership Assessments
- 360-Degree Feedback Surveys
- Sales Competency Assessments
- Sport Mental Skills Assessments

Each chapter includes guidance for both assessment participants and the professionals supporting them, including HR professionals, managers, coaches, assessment administrators and sport practitioners.

1.2 What ChatGPT Can and Cannot Do

ChatGPT can help you:

- summarize the principal findings
- explain reports in plain language
- identify relationships between scores or competencies
- explore strengths and development priorities
- generate questions for reflection, coaching and feedback discussions
- relate findings to a role, objective or sporting context
- suggest practical development activities and action plans

Its responses should be regarded as informed interpretations rather than established facts. The quality of the analysis depends on the quality of the report, the context provided and the questions asked.

ChatGPT supports exploration and discussion. It does not replace the assessment, the participant's experience or professional judgment.

1.3 Providing Useful Context

ChatGPT usually produces more relevant and practical responses when it is given a clear purpose together with a small amount of appropriate context.

Useful context may include:

- the purpose of the assessment
- the participant's role or level of responsibility
- important role requirements
- a current workplace or sporting challenge
- a development objective
- the purpose of a coaching or feedback discussion

Include only the information needed to understand the assessment findings.

Example

The participant is an experienced manager who has recently taken responsibility for a larger team. Please consider the report in relation to delegation, communication, team leadership and managing performance.

Providing relevant context is generally more useful than including names, employers or unnecessary background information.

1.4 Keeping the Report at the Center

The MySkillsProfile feedback report remains the primary source of evidence. ChatGPT should be used to explore and explain the findings, not replace the report.

Before relying on an AI-generated interpretation, check that ChatGPT has:

- identified the correct assessment
- used the definitions provided in the report
- interpreted the scales correctly
- distinguished report findings from possible interpretations
- avoided unsupported assumptions
- identified where additional evidence or discussion would be helpful

If ChatGPT's analysis conflicts with the report, the report takes precedence.



Copy-and-Paste Prompt

Review your analysis against the attached MySkillsProfile report. Identify any conclusions that are interpretations rather than findings directly supported by the report. Correct any errors involving scores, competency definitions or respondent groups, and identify where additional context would improve the interpretation.

AI-generated responses should be regarded as the starting point for discussion rather than the final conclusion.

1.5 Confidentiality, Privacy and Responsible Use

MySkillsProfile reports should be handled with the same care when using ChatGPT as when using any other external service. Most MySkillsProfile reports contain only the participant's name on the front cover. Avoid providing additional personal, confidential or commercially sensitive information unless it is directly relevant to the purpose of the analysis.

If you are analyzing another person's report, ensure that you have appropriate permission to do so and that its use is consistent with the purpose of the assessment, your organization's policies and applicable data protection requirements.

When providing context:

- provide only the information needed to understand the assessment findings
- avoid including unnecessary personal, organizational or confidential information
- consider the privacy and data-use settings applying to your ChatGPT account
- follow your organization's policies on the use of assessment data and generative AI

Where an organization prohibits the use of external AI services with employee, candidate or client information, its policy should always be followed.

Responsible use of ChatGPT depends not only on the quality of the prompt, but also on the appropriate handling of assessment information.

1.6 Asking Better Questions

The quality of ChatGPT's responses depends largely on the quality of the questions it is asked. Broad questions often produce broad answers, whereas focused questions usually produce more useful and practical insights.

After reviewing the initial analysis, explore the findings by asking targeted follow-up questions.

For example:

- Which strengths are most relevant to this role?
- Which development priorities are supported most strongly by the report?
- How do these characteristics or competencies influence one another?
- Which findings would benefit from further discussion or evidence?
- What practical development actions should be considered first?

Asking one focused question at a time generally produces clearer and more useful responses than requesting a comprehensive interpretation in a single prompt.

1.7 Understanding the Limits of AI

ChatGPT can help users interpret and discuss assessment findings, but it has important limitations. It:

- cannot verify whether assessment responses are accurate
- cannot determine why a participant obtained a particular score
- cannot observe behavior directly
- cannot replace professional judgment
- should not be used to make clinical, recruitment, promotion or selection decisions

AI-generated responses should therefore be regarded as informed interpretations rather than established facts.

Important decisions should always be based on the assessment report together with other relevant evidence, professional judgment and discussion with the participant.

1.8 Getting the Best Results

Users generally obtain the best results by following a simple process:

1. Upload the complete MySkillsProfile report.
2. Explain the purpose of the analysis.
3. Provide only the context needed for that purpose.
4. Use the relevant prompt from this guide.
5. Ask focused follow-up questions.
6. Compare ChatGPT's analysis with the original report.
7. Translate the findings into practical development actions.

This process helps ensure that ChatGPT's responses remain grounded in the assessment evidence while producing practical and relevant insights.

1.9 Key Points to Remember

When using ChatGPT with a MySkillsProfile report:

- use the report as the primary source of evidence
- provide only relevant contextual information
- ask focused questions
- distinguish report findings from possible interpretations
- check important conclusions against the report
- treat AI-generated responses as a basis for discussion rather than definitive conclusions
- keep people responsible for interpretation, decisions and actions

ChatGPT is designed to support exploration of MySkillsProfile feedback reports. Used thoughtfully, it can help participants, practitioners and organizations gain greater value from assessment results while ensuring that professional judgment remains central to interpretation and decision-making.

2. Personality Assessments

2.1 Introduction

MySkillsProfile Personality Assessments provide structured, evidence-based insights into the characteristics, preferences and motivations that influence how people typically think, communicate and behave at work. They are designed to support personal development, coaching, leadership development, recruitment and career planning.

The MySkillsProfile personality assessment suite includes:

- **Work Personality Survey (WPS).** Measures workplace personality characteristics, including both Bright Side strengths and potential Dark Side risks.
- **Creative Style Questionnaire (CSQ).** Explores preferred approaches to creativity, innovation and problem solving.
- **Motivation Questionnaire (MQ).** Identifies the factors most likely to influence motivation, engagement and job satisfaction.
- **Personality and Emotional Intelligence Questionnaire (PEIQ).** Combines personality characteristics with emotional intelligence competencies to provide a broader understanding of workplace behavior.

ChatGPT provides an additional way to explore these reports. It can help participants and practitioners identify patterns across the profile, explain how different characteristics interact, relate the findings to workplace situations and generate practical development ideas.

Personality assessments describe typical preferences and behavioral tendencies rather than fixed behavior. Their findings should therefore be interpreted alongside the participant's role, experience, organizational context and professional judgment.

2.2 Principles for Interpreting Personality Assessments

Personality describes preferences, not fixed behavior

Personality assessments describe how people typically prefer to think, feel and behave. They do not predict how someone will act in every situation or determine what they are capable of achieving.

Behavior is also influenced by experience, learning, motivation, organizational culture and situational demands.

High and low scores are not automatically good or bad

High and low scores should always be interpreted in context. A characteristic that is advantageous in one role may be less effective in another.

Interpretation should focus on the requirements of the role rather than the score alone.

Strengths can become less effective when overused

Many personality characteristics represent potential strengths when used appropriately but become less effective when overused or applied inflexibly.

For example, a highly conscientious person may be organized and dependable but may also spend too much time refining work before completion. Someone who is highly assertive may provide clear leadership but may unintentionally dominate discussions.

When interpreting the report, consider both the potential benefits and the possible challenges associated with significant scores.

Characteristics should be interpreted together

Individual characteristics rarely provide the complete picture. The greatest insight usually comes from understanding how different characteristics interact.

For example, high conscientiousness combined with low emotional resilience may have different implications from high conscientiousness combined with high emotional resilience.

One of ChatGPT's strengths is its ability to identify these broader patterns across the profile.

Personality assessments are not clinical assessments

MySkillsProfile Personality Assessments are designed to support workplace development. They do not diagnose psychological disorders or mental health conditions.

ChatGPT should not make clinical interpretations or infer protected personal characteristics from assessment findings.

2.3 Preparing a Personality Report for Analysis

Before using ChatGPT to explore a personality assessment report:

1. Use the complete report

Upload the complete report, including the descriptions of the personality characteristics, scale definitions and explanatory notes. These provide the context needed for ChatGPT to interpret the findings accurately.

2. Clarify the purpose of the analysis

Decide what you want the analysis to achieve.

For example, you may wish to:

- understand the participant's personality profile
- prepare for a feedback or coaching discussion
- explore strengths and development priorities
- relate the findings to a particular role
- identify practical development actions

3. Provide relevant context

Provide a brief description of the participant's role or objectives where this will help ChatGPT interpret the report.

Useful context may include:

- the participant's role
- level of responsibility
- whether the report is being used for development, coaching or selection
- important role requirements
- a current workplace challenge
- a development objective

Include only the information needed to understand the assessment findings.



Copy-and-Paste Prompt

The participant manages a customer service team and is responsible for maintaining service standards, resolving customer issues and developing team members. Please consider the assessment findings in relation to these responsibilities.

4. Set clear expectations for the analysis

Ask ChatGPT to:

- use only the information contained in the report and the context provided
- interpret the personality characteristics using the definitions in the report
- explain how the characteristics interact
- distinguish report findings from possible interpretations
- avoid unsupported assumptions
- avoid clinical or diagnostic interpretations



Copy-and-Paste Prompt

I have attached a MySkillsProfile personality assessment report. Use only the information contained in the report and the context provided. Summarize the participant's principal strengths and development priorities, explain how the personality characteristics interact, relate the findings to the role or situation described, explain the potential benefits and challenges associated with significant scores, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Providing relevant context helps ChatGPT relate the assessment findings to the participant's role while ensuring that the interpretation remains grounded in the evidence contained in the report.

2.4 Guidance for Assessment Participants

A personality assessment helps you understand your preferred ways of thinking, communicating and working. It identifies patterns of behavior that may influence how you approach different situations, but it does not define who you are or predict how you will behave in every circumstance.

ChatGPT can help you explore these patterns, understand how different characteristics interact and identify practical ways of applying the findings to your work and development.



Copy-and-Paste Prompt

I have attached my MySkillsProfile personality assessment report. Use only the information contained in the report and the context provided. Summarize my principal strengths and development priorities, explain how the personality characteristics interact, identify the potential benefits and challenges associated with significant scores, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Understanding your personality profile

You might ask ChatGPT:

- What are the main themes emerging from my profile?
- Which characteristics appear to be my greatest strengths?
- Which characteristics are likely to influence how I work with other people?
- How do the different characteristics interact?
- Which findings are supported most strongly by the report?

Applying the findings at work

You might also ask:

- How might these characteristics influence my leadership or management style?
- Which aspects of my role are likely to suit me particularly well?
- Which situations might I find more demanding?
- How could my personality influence teamwork, communication and decision-making?
- How might colleagues experience my preferred way of working?

Identifying development priorities

Development is usually most effective when it focuses on a small number of well-supported priorities.

Useful questions include:

- Which characteristics should I build on?
- Which behaviors would have the greatest impact if I developed them further?
- How can I use my strengths to support areas for development?
- What practical actions would help me become more effective in my role?
- What questions should I discuss with my manager or coach?

The purpose of a personality assessment is to increase self-awareness rather than to label people. The aim is to understand how your natural preferences influence your behavior and how they can be used more effectively in different situations.

2.5 Guidance for HR Professionals and Practitioners

ChatGPT can help HR professionals, managers, coaches and assessment practitioners organize information, identify patterns and prepare structured feedback discussions. Responsibility for interpreting the assessment and supporting the participant always remains with the practitioner.



Copy-and-Paste Prompt

Analyze the attached MySkillsProfile personality assessment report. Use only the information contained in the report and the context provided. Identify the participant's principal strengths and development priorities, explain how the personality characteristics interact, relate the findings to workplace behavior, suggest questions to support a constructive feedback discussion, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Preparing for the feedback discussion

ChatGPT can help practitioners prepare by exploring questions such as:

- What are the principal themes in the profile?
- Which strengths should be recognized first?
- Which development priorities are most strongly supported by the evidence?
- Which combinations of characteristics deserve further discussion?
- Which findings should be interpreted cautiously?

Relating the findings to the participant's role

Assessment findings are most valuable when considered in relation to the participant's role and responsibilities.

Useful questions include:

- Which characteristics are likely to support success in this role?
- Which aspects of the role may present greater challenges?
- How might these characteristics influence communication, teamwork and leadership?
- Which strengths could be developed further?
- Which development priorities are most relevant to the participant's objectives?

ChatGPT should relate the assessment findings to the participant's role without assuming that any personality characteristic is inherently desirable or undesirable.

Supporting constructive discussion

Effective feedback conversations encourage reflection rather than judgment.

Helpful questions include:

- Which findings are consistent with the participant's own experience?
- Which findings might be unexpected?
- What examples support these observations?
- What additional information would help clarify the interpretation?
- Which one or two development priorities are likely to have the greatest impact?

The objective is to increase understanding and support development rather than simply explain assessment scores.

2.6 Using ChatGPT with Different Personality Assessments

Although all personality assessments explore individual differences, each MySkillsProfile assessment has a different purpose. Tailoring your prompts to the assessment being used will usually produce more relevant and useful responses.

Work Personality Survey (WPS)

Purpose

The Work Personality Survey measures workplace personality characteristics that influence how people approach their work, interact with others and respond to different workplace situations. It includes both Bright Side characteristics, which often support effective performance, and Dark Side characteristics, which may become less effective under pressure or when overused.

Points to Consider

When analyzing a WPS report, ChatGPT should:

- consider how characteristics interact rather than interpreting individual scales in isolation
- explain the potential benefits and possible challenges associated with significant scores
- relate the findings to the participant's role and working environment
- avoid describing any characteristic as inherently good or bad

Copy-and-Paste Prompt

Analyze this Work Personality Survey report. Use only the information contained in the report. Explain how the personality characteristics interact, identify the participant's principal strengths and development priorities, discuss the potential benefits and challenges associated with significant scores, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Creative Style Questionnaire (CSQ)

Purpose

The Creative Style Questionnaire explores how people typically approach creativity, innovation and problem solving. It examines preferred ways of generating ideas, evaluating alternatives and responding to change.

Points to Consider

When analyzing a CSQ report, ChatGPT should:

- consider how different aspects of creativity complement one another
- relate the findings to innovation, collaboration and problem solving
- recognize that different creative styles may be equally effective in different situations
- avoid suggesting that one creative style is superior to another



Copy-and-Paste Prompt

Analyze this Creative Style Questionnaire report. Use only the information contained in the report. Explain the participant's preferred approach to creativity and innovation, identify how the different creative characteristics interact, discuss situations in which these preferences are likely to be most effective, and suggest practical ways of developing creative performance.

Motivation Questionnaire (MQ)

Purpose

The Motivation Questionnaire identifies the factors most likely to influence motivation, engagement and job satisfaction. It helps explain the conditions under which people are most likely to perform at their best.

Points to Consider

When analyzing an MQ report, ChatGPT should:

- identify the participant's principal motivational drivers
- explain how different sources of motivation interact
- relate the findings to the participant's role and work environment
- suggest practical ways of increasing motivation and engagement



Copy-and-Paste Prompt

Analyze this Motivation Questionnaire report. Use only the information contained in the report. Explain the participant's principal motivational drivers, identify factors likely to increase or reduce motivation, discuss how the different motivational characteristics interact, and suggest practical ways of increasing motivation and engagement.

Personality and Emotional Intelligence Questionnaire (PEIQ)

Purpose

The Personality and Emotional Intelligence Questionnaire combines personality characteristics with emotional intelligence competencies to provide a broader understanding of workplace behavior and interpersonal effectiveness.

Points to Consider

When analyzing a PEIQ report, ChatGPT should:

- consider personality characteristics and emotional intelligence competencies together
- explore how personality may support or influence emotional intelligence
- identify relationships between the two sets of findings
- distinguish report findings from possible interpretations

Copy-and-Paste Prompt

Analyze this Personality and Emotional Intelligence Questionnaire report. Use only the information contained in the report. Explain how the participant's personality characteristics and emotional intelligence competencies interact, identify strengths and development priorities, discuss how these findings may influence workplace relationships and leadership effectiveness, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

2.7 Creating a Development Plan

The greatest value of a personality assessment lies in using the findings to support meaningful development. Development plans are most effective when they focus on a small number of priorities that are supported by clear evidence and linked to the participant's role and objectives.

Copy-and-Paste Prompt

Using the strongest patterns identified in this MySkillsProfile report, develop a practical development plan. Identify two or three priority areas, explain the evidence supporting each one, describe the behaviors to strengthen or develop, recommend practical development activities, identify appropriate sources of support, and suggest how progress could be reviewed. Build on the participant's existing strengths wherever appropriate.

An effective development plan should:

- focus on one or two priorities rather than every finding
- build on existing strengths
- describe observable behaviors
- include practical development activities
- identify opportunities to apply new behaviors
- specify how progress will be reviewed

Development plans are most successful when they are practical, realistic and closely aligned with the participant's role and development objectives.

2.8 Checking the Analysis

Before relying on ChatGPT's interpretation, compare it carefully with the original report. The report remains the primary source of evidence, and any AI-generated analysis should accurately reflect its findings.

Check that ChatGPT has:

- used the correct personality assessment
- interpreted the personality characteristics using the definitions provided in the report
- considered how different characteristics interact
- distinguished report findings from possible interpretations
- avoided unsupported assumptions
- avoided clinical or diagnostic interpretations
- avoided making recruitment or employment recommendations

If ChatGPT's interpretation differs from the report, the report should take precedence.



Copy-and-Paste Prompt

Review your analysis against the attached MySkillsProfile personality assessment report. Confirm that each important conclusion is supported by evidence contained in the report. Identify any conclusions that are interpretations rather than report findings, correct any inaccuracies, and indicate where additional information or discussion would improve the interpretation.

2.9 Key Points to Remember

- Personality assessments describe preferences and behavioral tendencies rather than fixed behavior.
- High and low scores should always be interpreted in relation to the participant's role and circumstances.

- The interaction between personality characteristics often provides more insight than individual scores considered in isolation.
- Potential strengths may become less effective when overused or applied inflexibly.
- MySkillsProfile personality assessments are designed to support development and should not be interpreted as clinical assessments.
- ChatGPT can help identify patterns, explain relationships, generate questions and support development planning, but it does not replace the assessment report or professional judgment.
- Important conclusions should always be checked against the original MySkillsProfile report before being used to support feedback, coaching or employment decisions.

3. Emotional Intelligence Assessments

3.1 Introduction

MySkillsProfile Emotional Intelligence Assessments provide structured, evidence-based insights into how people typically perceive, understand, use and manage emotions in themselves and in their interactions with others. These competencies influence communication, leadership, teamwork, decision-making, resilience and performance under pressure.

The MySkillsProfile Emotional Intelligence Assessment suite includes:

- **Emotional Intelligence Questionnaire (EIQ16).** Measures emotional intelligence across four areas: Reading Emotions, Using Emotions, Understanding Emotions and Managing Emotions.
- **Emotional Intelligence and Mindfulness Questionnaire (EIQ16-R).** Combines emotional intelligence with aspects of mindfulness.
- **Personality and Emotional Intelligence Questionnaire (PEIQ).** Integrates personality characteristics with emotional intelligence competencies to provide a broader understanding of workplace behavior.

ChatGPT provides an additional way to explore these reports. It can help participants and practitioners identify patterns across emotional competencies, explain how different competencies interact, relate the findings to workplace situations and generate practical development strategies.

Emotional intelligence assessments describe emotional and interpersonal competencies rather than fixed abilities. Their findings should therefore be interpreted alongside the participant's role, experience, circumstances and professional judgment.

3.2 Principles for Interpreting Emotional Intelligence Assessments

Emotional intelligence is not general intelligence

Emotional intelligence concerns emotional and interpersonal competencies. It does not measure intellectual ability, technical expertise or professional knowledge.

Lower scores should not be interpreted as indicating a lack of intelligence or potential.

Self-report assessments reflect self-perception

The EIQ16, EIQ16-R and PEIQ are primarily self-report assessments. They describe how participants perceive their own typical behavior.

Self-perception may or may not correspond closely with how other people experience the participant. Discussion, observation and feedback from others can provide additional perspectives.

When interpreting these reports, treat the findings as evidence of self-perception rather than objective proof of behavior.

Emotional competencies can be developed

Unlike relatively stable personality characteristics, emotional competencies can often be strengthened through reflection, feedback, practice and experience.

Development is usually most effective when it focuses on specific behaviors rather than broad objectives such as improving emotional intelligence.

High scores may also present challenges

Higher scores often represent important strengths, but they may become less effective when overused or applied without considering the situation.

For example:

- strong empathy may make it difficult to maintain appropriate boundaries
- high emotional control may sometimes be experienced as emotional distance
- a strong desire for harmony may result in avoiding necessary disagreement

Similarly, lower scores do not automatically indicate weaknesses. Their significance depends on the participant's role, circumstances and the behaviors required for success.

Context influences emotional behavior

People do not respond to every situation in the same way. Emotional behavior may vary according to:

- the nature of the relationship
- organizational culture
- workload and time pressure
- confidence and experience
- conflict or uncertainty
- the importance of the situation

Interpretation should always consider the participant's circumstances without making unsupported assumptions.

Emotional intelligence assessments are not clinical assessments

MySkillsProfile Emotional Intelligence Assessments are designed to support workplace learning and development. They do not diagnose anxiety, depression, personality disorders or other mental health conditions.

ChatGPT should not make clinical interpretations or infer protected personal characteristics from assessment findings.

3.3 Preparing an Emotional Intelligence Report for Analysis

Before using ChatGPT to explore an emotional intelligence assessment report:

1. Use the complete report

Upload the complete report, including the competency descriptions, scale definitions and explanatory notes. These provide the context needed for ChatGPT to interpret the findings accurately.

2. Clarify the purpose of the analysis

Decide what you want the analysis to achieve.

For example, you may wish to:

- understand emotional strengths and development priorities
- prepare for a coaching or feedback discussion
- improve communication or leadership effectiveness
- explore workplace relationships
- create a practical development plan

3. Provide relevant context

Provide a brief description of the participant's role or objectives where this will help ChatGPT relate the findings to workplace situations.

Useful context may include:

- the participant's role
- leadership or team responsibilities
- a recurring interpersonal or communication challenge
- the purpose of the coaching or development discussion
- a leadership or relationship objective

- situations the participant finds particularly demanding

Include only the information needed to understand the assessment findings.



Copy-and-Paste Prompt

The participant is an experienced manager who has recently taken responsibility for a larger and more diverse team. Please consider the assessment findings in relation to communication, listening, conflict management and supporting team members through organizational change.

4. Set clear expectations for the analysis

Ask ChatGPT to:

- use only the information contained in the report and the context provided
- interpret the emotional intelligence competencies using the definitions in the report
- recognize that the findings are based primarily on self-report information
- explain how the competencies interact
- distinguish report findings from possible interpretations
- avoid unsupported assumptions
- avoid clinical or diagnostic interpretations



Copy-and-Paste Prompt

I have attached a MySkillsProfile emotional intelligence assessment report. Use only the information contained in the report and the context provided. Summarize the participant's principal emotional intelligence strengths and development priorities, explain how the competencies interact, relate the findings to communication, leadership and workplace relationships, distinguish report findings from possible interpretations, avoid unsupported assumptions, and avoid clinical interpretations.

Providing relevant context helps ChatGPT relate the assessment findings to the participant's circumstances while ensuring that the interpretation remains grounded in the evidence contained in the report.

3.4 Guidance for Assessment Participants

An emotional intelligence assessment helps you understand how you typically perceive, understand, use and manage emotions in yourself and in your interactions with other people. The report identifies patterns that may influence communication, relationships, teamwork and leadership, but it does not define your potential or predict how you will respond in every situation.

ChatGPT can help you explore these patterns, understand how different competencies interact and identify practical ways of strengthening your effectiveness at work.



Copy-and-Paste Prompt

I have attached my MySkillsProfile emotional intelligence assessment report. Use only the information contained in the report and the context provided. Summarize my principal emotional intelligence strengths and development priorities, explain how the competencies interact, identify how they may influence communication, teamwork, leadership and workplace relationships, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Understanding your emotional intelligence profile

You might ask ChatGPT:

- What are the main themes emerging from my profile?
- Which emotional intelligence competencies appear to be my greatest strengths?
- Which competencies are likely to have the greatest influence on how I work with other people?
- How do the different competencies interact?
- Which findings are supported most strongly by the report?

Applying the findings at work

You might also ask:

- How might these competencies influence my communication and workplace relationships?
- Which aspects of leadership are likely to come most naturally to me?
- Which workplace situations might I find most demanding?
- How could these competencies influence teamwork, influencing and decision-making?
- Which behaviors could I strengthen to become more effective in my role?

Identifying development priorities

Emotional intelligence develops through reflection, feedback and practice. Development is usually most effective when it focuses on one or two well-supported priorities.

Useful questions include:

- Which competencies would benefit most from further development?
- Which behaviors would have the greatest impact if I strengthened them?

- How can I build on my existing strengths?
- What practical actions could I take over the next few months?
- What questions would be useful to discuss with my manager or coach?

The purpose of the assessment is not to judge how emotionally intelligent you are, but to increase self-awareness and identify practical opportunities for personal and professional development.

3.5 Guidance for HR Professionals and Practitioners

ChatGPT can help HR professionals, managers, coaches and development practitioners organize information, identify patterns and prepare structured feedback discussions. Responsibility for interpreting the assessment, considering the organizational context and supporting the participant always remains with the practitioner.



Copy-and-Paste Prompt

Analyze the attached MySkillsProfile emotional intelligence assessment report. Use only the information contained in the report and the context provided. Identify the participant's principal emotional intelligence strengths and development priorities, explain how the competencies interact, relate the findings to workplace behavior, communication, leadership and relationships, suggest questions to support a constructive feedback discussion, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Preparing for the feedback discussion

ChatGPT can help practitioners prepare by exploring questions such as:

- What are the principal themes emerging from the report?
- Which strengths should be recognized first?
- Which development priorities are supported most strongly by the evidence?
- Which competencies reinforce one another?
- Which findings should be interpreted cautiously?

Relating the findings to the participant's role

Emotional intelligence is most useful when considered in relation to the participant's responsibilities and the situations they regularly encounter.

Useful questions include:

- Which competencies are likely to support success in this role?
- Which aspects of the role may present greater interpersonal or leadership challenges?

- How might these competencies influence communication, teamwork and decision-making?
- Which existing strengths could support further development?
- Which development priorities are most relevant to the participant's objectives?

ChatGPT should relate the assessment findings to the participant's role without assuming that higher scores are always more desirable or that lower scores necessarily indicate poor performance.

Supporting constructive discussion

Effective feedback discussions encourage reflection, curiosity and practical action.

Helpful questions include:

- Which findings are consistent with the participant's own experience?
- Which findings might be unexpected?
- What examples support these observations?
- What additional information would improve the interpretation?
- Which one or two development priorities are likely to have the greatest impact?
- Which existing strengths could support further development?

The aim is to help participants understand how emotional intelligence influences workplace effectiveness and identify practical ways of strengthening performance, relationships and leadership.

3.6 Using ChatGPT with Different Emotional Intelligence Assessments

Although all emotional intelligence assessments explore emotional and interpersonal effectiveness, each MySkillsProfile assessment has a different purpose. Tailoring your prompts to the assessment being used will usually produce more relevant and useful responses.

Emotional Intelligence Questionnaire (EIQ16)

Purpose

The Emotional Intelligence Questionnaire (EIQ16) measures emotional intelligence across four areas:

- **Reading Emotions** – recognizing emotions in yourself and other people
- **Using Emotions** – using emotions to support thinking, judgment and decision-making
- **Understanding Emotions** – understanding the causes and consequences of emotions

- **Managing Emotions** – regulating emotions and responding effectively in different situations

Together, these competencies influence communication, relationships, teamwork and leadership.

Points to Consider

When analyzing an EIQ16 report, ChatGPT should:

- consider how the four emotional intelligence competencies interact
- explain how strengths in one area may support development in another
- relate the findings to workplace communication, leadership and collaboration
- distinguish report findings from possible interpretations



Copy-and-Paste Prompt

Analyze this Emotional Intelligence Questionnaire report. Use only the information contained in the report. Explain how the participant's emotional intelligence competencies interact, identify principal strengths and development priorities, discuss how these competencies may influence workplace relationships, communication and leadership, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Emotional Intelligence and Mindfulness Questionnaire (EIQ16-R)

Purpose

The Emotional Intelligence and Mindfulness Questionnaire combines emotional intelligence with aspects of mindfulness, recognizing that emotional effectiveness is influenced not only by emotional competencies but also by awareness, attention and self-regulation.

Points to Consider

When analyzing an EIQ16-R report, ChatGPT should:

- consider the relationship between emotional intelligence and mindfulness
- explain how mindfulness may support emotional awareness and self-management
- identify practical opportunities for development
- avoid treating mindfulness as a clinical construct



Copy-and-Paste Prompt

Analyze this Emotional Intelligence and Mindfulness Questionnaire report. Use only the information contained in the report. Explain how emotional intelligence and mindfulness interact, identify the participant's principal strengths and development priorities, discuss how these findings may influence communication, resilience and performance under pressure, and suggest practical development strategies.

Personality and Emotional Intelligence Questionnaire (PEIQ)

Purpose

The Personality and Emotional Intelligence Questionnaire integrates personality characteristics with emotional intelligence competencies to provide a broader understanding of workplace behavior.

Points to Consider

When analyzing a PEIQ report, ChatGPT should:

- consider personality characteristics and emotional intelligence competencies together
- explore how personality may support or influence emotional competencies
- identify relationships between the two parts of the report
- distinguish report findings from possible interpretations



Copy-and-Paste Prompt

Analyze this Personality and Emotional Intelligence Questionnaire report. Use only the information contained in the report. Explain how the participant's personality characteristics and emotional intelligence competencies interact, identify strengths and development priorities, discuss how these findings may influence leadership, communication and workplace relationships, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

3.7 Creating a Development Plan

The greatest value of an emotional intelligence assessment lies in using the findings to support meaningful behavioral development. Development plans are most effective when they focus on a small number of priorities that are supported by clear evidence and linked to the participant's role and objectives.



Copy-and-Paste Prompt

Using the strongest patterns identified in this MySkillsProfile report, develop a practical development plan. Identify two or three priority areas, explain the evidence supporting each one, describe the behaviors to strengthen or develop, recommend practical development activities, identify appropriate sources of support, and suggest how progress could be reviewed. Build on the participant's existing strengths wherever appropriate.

An effective development plan should:

- focus on one or two priorities rather than every competency
- build on existing strengths
- describe observable behaviors
- include opportunities for practice and feedback
- identify appropriate measures of progress
- specify when progress will be reviewed

Because emotional intelligence develops through reflection, practice and feedback, development plans should emphasize regular application and review rather than one-off training activities.

3.8 Checking the Analysis

Before relying on ChatGPT's interpretation, compare it carefully with the original report. The report remains the primary source of evidence, and any AI-generated analysis should accurately reflect its findings.

Check that ChatGPT has:

- used the correct emotional intelligence assessment
- interpreted the competency definitions using the report
- recognized that the findings are based primarily on self-report information
- considered how the competencies interact
- distinguished report findings from possible interpretations
- avoided unsupported assumptions
- avoided clinical or diagnostic interpretations

If ChatGPT's interpretation differs from the report, the report should take precedence.



Copy-and-Paste Prompt

Review your analysis against the attached MySkillsProfile emotional intelligence assessment report. Confirm that each important conclusion is supported by evidence contained in the report. Identify any conclusions that are interpretations rather than report findings, correct any inaccuracies, and indicate where additional information or discussion would improve the interpretation.

3.9 Key Points to Remember

- Emotional intelligence assessments describe emotional and interpersonal competencies rather than intellectual ability.
- The findings are based primarily on self-report and should be interpreted as evidence of self-perception.
- Emotional competencies can be strengthened through reflection, feedback and practice.
- Higher scores are not always strengths, and lower scores are not always weaknesses. Both should be interpreted in context.
- Understanding how competencies interact often provides more insight than considering individual scores in isolation.
- ChatGPT can help identify patterns, explain relationships, generate questions and support development planning, but it does not replace the assessment report or professional judgment.
- Important conclusions should always be checked against the original MySkillsProfile report before being used to support coaching, development or employment decisions.

4. Leadership Assessments

4.1 Introduction

MySkillsProfile leadership assessments provide structured, evidence-based insights into the qualities, competencies and behaviors associated with effective leadership and management. They are designed to support leadership development, coaching, succession planning, and the selection and development of current and future leaders.

The MySkillsProfile leadership assessment suite includes:

- **Leadership Potential Indicator (LPI).** Assesses characteristics associated with leadership potential and readiness for increased responsibility.
- **Management and Leadership Questionnaire (MLQ30).** Measures the management and leadership competencies that influence individual, team and organizational performance.

ChatGPT provides an additional way to explore these reports. It can help participants and practitioners identify patterns across leadership competencies, explain how different strengths interact, relate the findings to leadership challenges and generate practical development strategies.

Leadership assessments identify strengths and development opportunities rather than guaranteeing leadership success. Their findings should therefore be interpreted alongside the participant's experience, current responsibilities, organizational context and professional judgment.

4.2 Principles for Interpreting Leadership Assessments

Leadership potential is not the same as leadership performance

Leadership assessments identify characteristics and competencies that may support effective leadership. They do not guarantee success in a leadership role.

Leadership performance is also influenced by experience, organizational support, technical expertise, motivation and opportunities to demonstrate leadership.

When interpreting these reports, distinguish leadership potential from demonstrated leadership performance.

Leadership is multi-dimensional

Effective leadership depends on the interaction of multiple qualities rather than any single characteristic or competency.

For example, successful leaders often combine:

- strategic thinking
- communication
- decision-making
- emotional intelligence
- influencing skills
- planning and execution
- developing other people

The greatest insight usually comes from understanding how these competencies work together rather than considering them individually.

Strengths may become less effective when overused

Many leadership strengths become less effective when applied inflexibly or without considering the situation.

For example:

- decisiveness may become impatience
- confidence may become overconfidence
- attention to detail may become micromanagement
- strong influence may reduce opportunities for others to contribute

Leadership development often involves learning when and how to apply existing strengths rather than simply developing new ones.

Leadership depends on context

Leadership requirements vary according to:

- organizational culture
- level of responsibility
- team maturity
- business priorities
- pace of change
- operational and strategic demands

The same leadership profile may therefore be highly effective in one environment and less effective in another.

Interpretation should always consider the participant's leadership context and avoid unsupported assumptions.

Leadership assessments support development

Leadership assessments are designed to support learning and development. They should not be interpreted as definitive measures of leadership capability or predictors of future success.

ChatGPT should present its analysis as a basis for discussion and development rather than as a prediction of future performance.

4.3 Preparing a Leadership Report for Analysis

Before using ChatGPT to explore a leadership assessment report:

1. Use the complete report

Upload the complete report, including the competency descriptions, scale definitions and explanatory notes. These provide the context needed for ChatGPT to interpret the findings accurately.

2. Clarify the purpose of the analysis

Decide what you want the analysis to achieve.

For example, you may wish to:

- understand leadership strengths
- identify development priorities
- prepare for coaching
- support succession planning
- prepare for promotion
- develop a leadership development plan

3. Provide relevant context

Provide a brief description of the participant's leadership role where this will help ChatGPT relate the findings to workplace situations.

Useful context may include:

- the participant's current role
- leadership responsibilities
- organizational level
- team size
- recent promotion or increased responsibility
- strategic or operational focus
- current leadership challenges

- development objectives

Include only the information needed to understand the assessment findings.

4. Set clear expectations for the analysis

Ask ChatGPT to:

- use only the information contained in the report and the context provided
- interpret the leadership competencies using the definitions in the report
- explain how the competencies interact
- distinguish report findings from possible interpretations
- distinguish leadership potential from demonstrated performance
- avoid unsupported assumptions
- avoid making promotion or selection recommendations



Copy-and-Paste Prompt

I have attached a MySkillsProfile leadership assessment report. Use only the information contained in the report and the context provided. Identify the participant's principal leadership strengths and development priorities, explain how the leadership competencies interact, relate the findings to leadership effectiveness, distinguish report findings from possible interpretations, distinguish leadership potential from demonstrated performance, and avoid unsupported assumptions.

Providing relevant context helps ChatGPT relate the assessment findings to the participant's leadership responsibilities while ensuring that the interpretation remains grounded in the evidence contained in the report.

4.4 Guidance for Assessment Participants

A leadership assessment helps you understand the qualities, competencies and behaviors that influence your effectiveness as a leader or manager. The report identifies strengths that you can build on and development priorities that may enhance your leadership effectiveness. It does not predict leadership success or determine your future potential.

ChatGPT can help you explore these findings, understand how different leadership competencies interact, and identify practical ways to strengthen your leadership capability.



Copy-and-Paste Prompt

I have attached my MySkillsProfile leadership assessment report. Use only the information contained in the report and the context provided. Summarize my principal leadership strengths and development priorities, explain how the leadership competencies interact, identify how they may influence my leadership effectiveness, distinguish report findings from possible interpretations, distinguish leadership potential from demonstrated performance, and avoid unsupported assumptions.

Understanding your leadership profile

You might ask ChatGPT:

- What are the main themes emerging from my profile?
- Which leadership strengths appear most consistently?
- Which competencies are likely to have the greatest influence on my effectiveness?
- How do the different competencies interact?
- Which findings are supported most strongly by the report?

Applying the findings

You might also ask:

- How might these competencies influence my leadership style?
- Which leadership situations are likely to suit my strengths?
- Which situations may require me to adapt my approach?
- Which behaviors would have the greatest impact if I strengthened them?
- How can I use my strengths to support further development?

The purpose of the assessment is not to label someone as a good or poor leader, but to increase self-awareness and identify practical opportunities for leadership development.

4.5 Guidance for HR Professionals, Managers and Leadership Coaches

Leadership assessments provide a valuable foundation for coaching, succession planning and leadership development. ChatGPT can help practitioners organize information, identify patterns and prepare structured coaching discussions. Responsibility for interpreting the assessment and supporting the participant always remains with the practitioner.



Copy-and-Paste Prompt

Analyze the attached MySkillsProfile leadership assessment report. Use only the information contained in the report and the context provided. Identify the participant's principal leadership strengths and development priorities, explain how the leadership competencies interact, relate the findings to leadership effectiveness, suggest questions to support a constructive coaching discussion, distinguish report findings from possible interpretations, distinguish leadership potential from demonstrated performance, and avoid unsupported assumptions.

Preparing for the coaching discussion

ChatGPT can help practitioners prepare by exploring questions such as:

- What are the principal leadership themes?
- Which strengths should be recognized first?
- Which development priorities are supported most strongly by the evidence?
- Which competencies reinforce one another?
- Which findings would benefit from further discussion?

Relating the findings to leadership responsibilities

Leadership assessments are most valuable when interpreted in relation to the participant's responsibilities and organizational context.

Useful questions include:

- Which competencies are most important for success in this leadership role?
- Which leadership challenges are likely to require particular attention?
- How might these competencies influence leading change, developing people and strategic thinking?
- Which existing strengths could support further development?
- Which development priorities are most relevant to the participant's objectives?

ChatGPT should relate the assessment findings to the participant's role without assuming that higher scores always indicate greater leadership effectiveness.

Supporting constructive discussion

Effective coaching conversations encourage reflection, challenge assumptions and identify practical actions.

Helpful questions include:

- Which findings are consistent with the participant's own experience?
- Which findings might be unexpected?

- What examples support these observations?
- What additional information would improve the interpretation?
- Which one or two development priorities are likely to have the greatest impact?
- Which existing strengths could support further development?

The aim is to help participants understand how their leadership profile influences their effectiveness and identify practical opportunities for continued development.

4.6 Using ChatGPT with Different Leadership Assessments

Although both leadership assessments explore leadership capability, they have different purposes. Tailoring your prompts to the assessment being used will usually produce more relevant and useful responses.

Leadership Potential Indicator (LPI)

Purpose

The Leadership Potential Indicator identifies characteristics associated with future leadership capability and readiness for increased responsibility.

Points to Consider

When analyzing an LPI report, ChatGPT should:

- distinguish leadership potential from demonstrated leadership performance
- identify strengths that may support future leadership responsibilities
- recognize areas where additional experience or development may be beneficial
- avoid predicting leadership success or recommending promotion



Copy-and-Paste Prompt

Analyze this Leadership Potential Indicator report. Use only the information contained in the report. Identify the participant's principal indicators of leadership potential, explain how the different characteristics interact, distinguish leadership potential from demonstrated performance, suggest practical development priorities, and avoid unsupported assumptions.

Management and Leadership Questionnaire (MLQ30)

Purpose

The Management and Leadership Questionnaire measures the competencies associated with effective management and leadership performance.

Points to Consider

When analyzing an MLQ30 report, ChatGPT should:

- identify strengths across the leadership competency framework
- explain how the competencies interact
- relate the findings to the participant's leadership responsibilities
- suggest practical development priorities supported by the evidence



Copy-and-Paste Prompt

Analyze this Management and Leadership Questionnaire report. Use only the information contained in the report. Identify the participant's principal management and leadership strengths, explain how the competencies interact, relate the findings to leadership effectiveness, suggest practical development priorities, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

4.7 Creating a Leadership Development Plan

The greatest value of a leadership assessment lies in using the findings to support meaningful leadership development. Development plans are most effective when they focus on a small number of priorities that are supported by clear evidence and directly relevant to the participant's current or future leadership responsibilities.



Copy-and-Paste Prompt

Using the strongest patterns identified in this MySkillsProfile leadership assessment report, develop a practical leadership development plan. Identify two or three priority areas, explain the evidence supporting each one, describe the leadership behaviors to strengthen or develop, recommend practical leadership experiences and coaching activities, identify appropriate sources of feedback and support, and suggest how progress could be reviewed. Build on the participant's existing strengths wherever appropriate.

An effective leadership development plan should:

- focus on one or two priorities rather than every competency
- build on recognized strengths
- describe observable leadership behaviors
- include practical opportunities to apply and develop leadership skills
- identify appropriate sources of feedback and support
- specify how progress will be reviewed

Leadership development is most effective when it combines practical experience, coaching, reflection and regular feedback.

4.8 Checking the Analysis

Before relying on ChatGPT's interpretation, compare it carefully with the original report. The report remains the primary source of evidence, and any AI-generated analysis should accurately reflect its findings.

Check that ChatGPT has:

- used the correct leadership assessment
- interpreted the competency definitions using the report
- considered how the leadership competencies interact
- distinguished report findings from possible interpretations
- distinguished leadership potential from demonstrated performance
- avoided unsupported assumptions
- avoided making promotion or selection recommendations

If ChatGPT's interpretation differs from the report, the report should take precedence.



Copy-and-Paste Prompt

Review your analysis against the attached MySkillsProfile leadership assessment report. Confirm that each important conclusion is supported by evidence contained in the report. Identify any conclusions that are interpretations rather than report findings, correct any inaccuracies, and indicate where additional information or discussion would improve the interpretation.

4.9 Key Points to Remember

- Leadership assessments identify leadership qualities and competencies rather than guaranteeing leadership success.
- Leadership potential should always be distinguished from demonstrated leadership performance.
- Effective leadership depends on the interaction of multiple competencies rather than any single characteristic.
- Leadership strengths may become less effective when overused or applied inflexibly.
- Leadership effectiveness depends on organizational context as well as individual capability.
- ChatGPT can help identify patterns, explain relationships, support coaching discussions and generate development ideas, but it does not replace the assessment report or professional judgment.
- Important conclusions should always be checked against the original MySkillsProfile report before being used to support coaching, succession planning or employment decisions.

5. 360-Degree Feedback Surveys

5.1 Introduction

MySkillsProfile 360-Degree Feedback Surveys provide structured, evidence-based insights into how an individual's behavior is perceived by the people they work with. By combining self-ratings with feedback from managers, colleagues, direct reports, customers or other respondent groups, they provide a broader understanding of workplace performance than self-assessment alone.

Unlike personality or emotional intelligence assessments, 360-degree feedback focuses on observed workplace behavior rather than personal characteristics or preferences. It helps identify strengths, development priorities and differences in how behavior is experienced by different groups of people.

ChatGPT provides an additional way to explore these reports. It can help participants and practitioners identify recurring themes, compare feedback from different respondent groups, explore self-observer differences, analyze written comments and translate the findings into practical development actions.

A 360-degree feedback report does not provide absolute truth about performance. It presents a structured summary of perceptions collected at a particular point in time. The findings should therefore be interpreted alongside the participant's role, organizational context, professional judgment and further discussion.

5.2 Principles for Interpreting 360-Degree Feedback

Feedback reflects observed behavior

360-degree feedback is based on the experiences and observations of the people who work with the participant. It reflects how behavior is perceived rather than measuring personality, ability or potential.

Different respondents may observe different aspects of the participant's behavior depending on their working relationship.

Look for patterns rather than isolated ratings

Individual ratings or comments should not normally be interpreted in isolation. The greatest insight comes from identifying recurring themes across the report.

Consistent patterns observed by several respondent groups generally provide stronger evidence than isolated responses.

Self-observer differences are opportunities for learning

Differences between self-ratings and the ratings provided by others are common. They do not necessarily indicate poor self-awareness or inaccurate feedback.

Instead, they provide useful starting points for discussion, helping participants explore how their behavior is experienced by others.

Respondent groups provide different perspectives

Managers, colleagues, direct reports and customers often experience different aspects of the participant's behavior.

Differences between respondent groups should therefore be interpreted in relation to the opportunities each group has to observe the participant rather than assuming that one perspective is more accurate than another.

Written comments add important context

Written comments often explain the reasons behind numerical ratings and provide examples of behavior.

Greater weight should normally be given to themes that recur across several comments rather than isolated opinions.

Comments should never be used to speculate about the identity of individual respondents.

360-degree feedback supports development

The purpose of 360-degree feedback is to encourage learning and development. It should be used to identify practical opportunities for improvement rather than to judge or label the participant.

ChatGPT should support constructive reflection and discussion rather than drawing definitive conclusions.

5.3 Preparing a 360-Degree Feedback Report for Analysis

Before using ChatGPT to explore a 360-degree feedback report:

1. Use the complete report

Upload the complete report, including the competency definitions, numerical ratings, respondent-group summaries and written comments. These provide the context needed for ChatGPT to interpret the findings accurately.

2. Clarify the purpose of the analysis

Decide what you want the analysis to achieve.

For example, you may wish to:

- understand the principal themes in the feedback
- prepare for a feedback or coaching discussion
- explore self-observer differences
- compare respondent-group perspectives
- identify development priorities
- create a practical development plan

3. Provide relevant context

Provide a brief description of the participant's role or objectives where this will help ChatGPT interpret the findings.

Useful context may include:

- the participant's role
- level of responsibility
- the purpose of the feedback
- key responsibilities
- current workplace challenges
- development objectives

Include only the information needed to understand the assessment findings.



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The participant manages a customer service department and is responsible for leading a team of twenty people, improving service quality and developing team members. Please consider the assessment findings in relation to these responsibilities.

4. Set clear expectations for the analysis

Ask ChatGPT to:

- use only the information contained in the report and the context provided
- interpret the competency definitions using the report
- distinguish clearly between self-ratings and the ratings provided by each respondent group
- identify recurring themes rather than isolated findings
- distinguish report findings from possible interpretations
- avoid unsupported assumptions
- avoid speculating about the identity or motives of respondents



Copy-and-Paste Prompt

I have attached a MySkillsProfile 360-Degree Feedback report. Use only the information contained in the report and the context provided. Summarize the participant's principal strengths and development priorities, explain the main themes emerging from the feedback, compare self-ratings with the ratings provided by each respondent group, identify recurring patterns across the written comments, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Providing relevant context helps ChatGPT relate the feedback to the participant's role while ensuring that the interpretation remains grounded in the evidence contained in the report.

5.4 Guidance for Assessment Participants

A 360-degree feedback report helps you understand how your behavior is experienced by the people you work with. By comparing your own ratings with feedback from others, it highlights strengths, identifies development priorities and provides opportunities to increase self-awareness.

ChatGPT can help you explore these findings, identify recurring themes, understand differences between respondent groups and translate feedback into practical development actions.



Copy-and-Paste Prompt

I have attached my MySkillsProfile 360-Degree Feedback report. Use only the information contained in the report and the context provided. Summarize my principal strengths and development priorities, explain the main themes emerging from the feedback, compare my self-ratings with those of each respondent group, identify recurring themes in the written comments, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Understanding your feedback

You might ask ChatGPT:

- What are the principal themes emerging from the feedback?
- Which strengths appear most consistently across respondent groups?
- Which development priorities are supported most strongly by the evidence?
- Which findings are consistent across both ratings and written comments?
- Which findings would benefit from further discussion?

Understanding self-observer differences

Differences between your own ratings and the ratings provided by others are common. Rather than asking who is right, consider what these differences might reveal about expectations, communication or opportunities to observe your behavior.

Useful questions include:

- Which self-ratings differ most from those of other respondents?
- Which differences are consistent across respondent groups?
- What are the possible explanations for these differences?
- Which observations would be useful to discuss during feedback?
- What additional examples would improve understanding?

Responding constructively to feedback

The greatest value of 360-degree feedback comes from reflection rather than immediate judgment.

It may be helpful to:

- focus on recurring themes rather than individual ratings
- look for evidence that appears across respondent groups
- treat unexpected feedback as an opportunity for exploration
- consider examples that support the findings
- identify one or two realistic development priorities

The purpose of the assessment is not to judge performance, but to increase self-awareness and support professional development.

5.5 Guidance for HR Professionals and Practitioners

360-degree feedback is most effective when it supports constructive discussion and development. ChatGPT can help HR professionals, managers, coaches and facilitators organize information, identify patterns and prepare structured feedback discussions. Responsibility for interpreting the report and supporting the participant always remains with the practitioner.



Copy-and-Paste Prompt

Analyze the attached MySkillsProfile 360-Degree Feedback report. Use only the information contained in the report and the context provided. Identify the participant's principal strengths and development priorities, explain the main themes emerging from the feedback, compare self-ratings with the ratings from each respondent group, identify recurring themes in the written comments, suggest questions to support a constructive feedback discussion, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Preparing for the feedback discussion

ChatGPT can help practitioners prepare by exploring questions such as:

- What are the principal themes in the report?
- Which strengths should be recognized first?
- Which development priorities are supported most strongly by the evidence?
- Which findings are consistent across respondent groups?
- Which findings would benefit from further discussion?

Facilitating constructive discussion

The purpose of the feedback discussion is to increase understanding rather than persuade the participant to accept every rating.

Helpful questions include:

- Which findings are consistent with the participant's own experience?
- Which findings were unexpected?
- What examples support these observations?
- What additional evidence would improve understanding?
- Which one or two development priorities are likely to have the greatest impact?

Encourage participants to explore the feedback with curiosity and to focus on practical improvements rather than individual ratings.

5.6 Using ChatGPT with 360-Degree Feedback Reports

Although every 360-degree feedback report provides an overall picture of workplace behavior, different aspects of the report require different approaches to interpretation. Tailoring your prompts to the aspect you wish to explore will usually produce more useful and balanced responses.

Self-Observer Differences

Purpose

Comparing self-ratings with the ratings provided by others can help identify strengths, potential blind spots and differences in perception.

Points to Consider

When analyzing self-observer differences, ChatGPT should:

- identify meaningful differences without exaggerating their importance
- recognize that differences do not necessarily indicate inaccurate self-awareness
- explore possible explanations rather than drawing conclusions
- identify areas that would benefit from further discussion



Copy-and-Paste Prompt

Analyze the self-ratings and observer ratings in this 360-Degree Feedback report. Identify the most significant differences, explain possible reasons for these differences, distinguish report findings from possible interpretations, and suggest questions that would support a constructive feedback discussion.

Respondent-Group Differences

Purpose

Different respondent groups observe different aspects of workplace behavior. Comparing their feedback can provide valuable insight into how behavior varies across relationships and situations.

Points to Consider

When analyzing respondent-group differences, ChatGPT should:

- compare patterns across respondent groups rather than isolated ratings
- recognize that different groups have different opportunities to observe behavior
- identify areas of agreement and disagreement
- avoid assuming that one group's ratings are more accurate than another's



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Compare the feedback provided by each respondent group in this 360-Degree Feedback report. Identify recurring themes, explain important differences between respondent groups, relate the findings to the participant's role where appropriate, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Written Comments

Purpose

Written comments provide important context for the numerical ratings by explaining why respondents gave particular ratings and illustrating them with examples.

Points to Consider

When analyzing written comments, ChatGPT should:

- identify recurring themes rather than isolated remarks
- summarize strengths and development priorities fairly
- recognize both positive and constructive feedback
- avoid speculating about the identity or motives of respondents



Copy-and-Paste Prompt

Analyze the written comments contained in this 360-Degree Feedback report. Summarize the principal themes, identify recurring strengths and development priorities, distinguish report findings from possible interpretations, and avoid making assumptions about individual respondents.

Using 360-Degree Feedback Responsibly

Purpose

360-degree feedback is intended to support learning, coaching and development. It should not be used in isolation to make significant employment decisions.

Points to Consider

When interpreting a 360-degree feedback report, ChatGPT should:

- recognize that the report reflects perceptions at a particular point in time
- avoid making recruitment, promotion or disciplinary recommendations
- encourage discussion and reflection rather than judgment
- keep the participant's role and organizational context in mind



Copy-and-Paste Prompt

Review this 360-Degree Feedback report from a development perspective. Use only the information contained in the report and the context provided. Identify practical opportunities for learning and improvement, distinguish report findings from possible interpretations, and avoid making recruitment, promotion or disciplinary recommendations.

5.7 Creating a Development Plan

The greatest value of 360-degree feedback lies in using the findings to improve workplace performance and professional development. Development plans are most effective when they focus on a small number of priorities that are supported by clear evidence and relevant to the participant's role and objectives.



Copy-and-Paste Prompt

Using the strongest patterns identified in this MySkillsProfile 360-Degree Feedback report, develop a practical development plan. Identify two or three priority areas, explain the evidence supporting each one, describe the behaviors to strengthen or develop, recommend practical workplace development activities, identify appropriate sources of feedback and support, and suggest how progress could be reviewed. Build on the participant's existing strengths wherever appropriate.

An effective development plan should:

- focus on one or two priorities rather than every competency
- build on existing strengths
- describe observable behaviors
- include practical opportunities to apply new behaviors
- identify appropriate sources of feedback and support
- specify how progress will be reviewed

Because behavior changes gradually, it is helpful to review progress regularly, seek further feedback and refine development objectives as experience grows.

5.8 Checking the Analysis

Before relying on ChatGPT's interpretation, compare it carefully with the original report. The report remains the primary source of evidence, and any AI-generated analysis should accurately reflect its findings.

Check that ChatGPT has:

- used the correct 360-degree feedback report
- interpreted the competency definitions using the report
- distinguished self-ratings from the ratings provided by each respondent group
- identified recurring themes rather than isolated findings
- interpreted written comments fairly and objectively
- distinguished report findings from possible interpretations
- avoided unsupported assumptions
- avoided speculating about the identity or motives of respondents
- avoided making recruitment, promotion or disciplinary recommendations

If ChatGPT's interpretation differs from the report, the report should take precedence.



Copy-and-Paste Prompt

Review your analysis against the attached MySkillsProfile 360-Degree Feedback report. Confirm that each important conclusion is supported by evidence contained in the report. Identify any conclusions that are interpretations rather than report findings, correct any inaccuracies, and indicate where additional information or discussion would improve the interpretation.

5.9 Key Points to Remember

- 360-degree feedback reflects how workplace behavior is experienced by other people rather than measuring personality or potential.
- Look for recurring themes across respondent groups rather than focusing on isolated ratings or comments.
- Self-observer differences are opportunities for discussion and learning rather than evidence that one perspective is correct.
- Different respondent groups provide different perspectives based on their opportunities to observe behavior.
- Written comments provide valuable context and should be interpreted by looking for consistent themes rather than individual opinions.
- ChatGPT can help identify patterns, compare respondent groups, analyze written comments and support development planning, but it does not replace the feedback report or professional judgment.

- Important conclusions should always be checked against the original MySkillsProfile report before being used to support coaching, development or employment decisions.

6. Sales Competency Assessments

6.1 Introduction

The MySkillsProfile sales competency assessment provides structured, evidence-based insights into the competencies associated with effective sales performance. It is designed to support sales recruitment, coaching, performance development and career progression.

Unlike personality assessments, which describe behavioral preferences, sales competency assessments focus on the knowledge, skills and behaviors that contribute to successful selling.

The **Sales Competencies Questionnaire (SCQ)** measures competencies that influence performance throughout the sales process, including developing customer relationships, understanding customer needs, communicating effectively, influencing decisions, managing opportunities and achieving results.

ChatGPT provides an additional way to explore these reports. It can help participants and practitioners identify patterns across competencies, explain how different strengths interact, relate the findings to different sales environments and generate practical development strategies.

Sales competency assessments identify strengths and development opportunities rather than guaranteeing sales success. Their findings should therefore be interpreted alongside the participant's experience, sales role, market, customers and organizational context.

6.2 Principles for Interpreting Sales Competency Assessments

Sales effectiveness depends on multiple competencies

Successful selling depends on the interaction of several competencies rather than any single strength.

For example, excellent communication alone may not lead to successful sales without effective planning, resilience, commercial awareness and customer focus.

Interpretation should therefore consider the profile as a whole rather than individual competencies in isolation.

Competencies develop through experience

Sales competencies are not fixed characteristics. Coaching, feedback, deliberate practice and experience can all improve sales effectiveness.

The emphasis should therefore be on learning and development rather than judgment.

Strengths may become less effective when overused

Many sales strengths require balance.

For example:

- confidence may become overconfidence
- persistence may become excessive pressure
- relationship building may reduce focus on closing
- attention to detail may slow decision-making
- enthusiasm may lead to talking more than listening

When interpreting the report, consider both the potential benefits and the possible challenges associated with stronger competencies.

The sales context matters

The competencies required for success vary according to the sales role.

Different competencies may be particularly important in:

- business development
- account management
- retail sales
- consultative selling
- key account management
- technical sales
- strategic sales leadership

Interpretation should always consider the participant's role and selling environment.

Sales assessments support development

Sales competency assessments identify opportunities for learning and improvement. They should not be interpreted as guarantees of future sales performance or used as the sole basis for employment decisions.

ChatGPT should support constructive discussion and development rather than predict future success.

6.3 Preparing a Sales Competency Report for Analysis

Before using ChatGPT to explore a sales competency assessment report:

1. Use the complete report

Upload the complete report, including the competency descriptions, scale definitions and explanatory notes. These provide the context needed for ChatGPT to interpret the findings accurately.

2. Clarify the purpose of the analysis

Decide what you want the analysis to achieve.

For example, you may wish to:

- understand sales strengths
- identify development priorities
- prepare for coaching
- improve sales performance
- support career development
- create a practical development plan

3. Provide relevant context

Provide a brief description of the participant's role where this will help ChatGPT relate the findings to workplace situations.

Useful context may include:

- sales role
- products or services
- business-to-business or business-to-consumer sales
- level of experience
- sales objectives
- current sales challenges
- development goals

Include only the information needed to understand the assessment findings.



Copy-and-Paste Prompt

The participant works in business-to-business software sales and is responsible for developing new business while managing several strategic customer accounts. Please consider the assessment findings in relation to consultative selling, relationship management and business development.

4. Set clear expectations for the analysis

Ask ChatGPT to:

- use only the information contained in the report and the context provided
- interpret the competency definitions using the report
- explain how the competencies interact
- relate the findings to the participant's sales role
- distinguish report findings from possible interpretations
- avoid unsupported assumptions
- avoid making recruitment or promotion recommendations



Copy-and-Paste Prompt

I have attached a MySkillsProfile Sales Competency Assessment report. Use only the information contained in the report and the context provided. Identify the participant's principal sales strengths and development priorities, explain how the competencies interact, relate the findings to sales performance, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Providing relevant context helps ChatGPT relate the assessment findings to the participant's sales role while ensuring that the interpretation remains grounded in the evidence contained in the report.

6.4 Guidance for Assessment Participants

A sales competency assessment helps you understand the knowledge, skills and behaviors that contribute to effective sales performance. The report identifies strengths that you can build on and competencies that may benefit from further development. It does not predict future sales success.

ChatGPT can help you explore these findings, understand how different competencies interact and identify practical ways of improving sales performance.



Copy-and-Paste Prompt

I have attached my MySkillsProfile Sales Competency Assessment report. Use only the information contained in the report and the context provided. Summarize my principal sales strengths and development priorities, explain how the competencies interact, identify how they may influence my effectiveness throughout the sales process, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Understanding your sales profile

You might ask ChatGPT:

- What are the main themes emerging from my report?
- Which competencies appear to be my greatest strengths?
- Which competencies would have the greatest impact if I developed them further?
- How do the different competencies interact?
- Which findings are supported most strongly by the report?

Applying the findings

You might also ask:

- Which stages of the sales process are most likely to suit my strengths?
- Which sales situations may be more challenging?
- How could I strengthen my customer relationships?
- Which behaviors would most improve my sales effectiveness?
- How can I build on my existing strengths?

The purpose of the assessment is not to label someone as a successful or unsuccessful salesperson, but to increase self-awareness and identify practical opportunities for improving sales performance.

6.5 Guidance for Sales Managers, Coaches and HR Professionals

Sales competency assessments provide a valuable foundation for coaching, performance development and career planning. ChatGPT can help practitioners organize information, identify patterns and prepare structured coaching discussions. Responsibility for interpreting the assessment and supporting the participant always remains with the practitioner.



Copy-and-Paste Prompt

Analyze the attached MySkillsProfile Sales Competency Assessment report. Use only the information contained in the report and the context provided. Identify the participant's principal sales strengths and development priorities, explain how the competencies interact, relate the findings to sales performance, suggest questions to support a constructive coaching discussion, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

Preparing for the coaching discussion

ChatGPT can help practitioners prepare by exploring questions such as:

- What are the principal themes emerging from the report?
- Which strengths should be recognized first?
- Which competencies deserve the greatest attention?
- Which strengths could support further development?
- Which findings would benefit from additional evidence or discussion?

Relating the findings to the sales role

Sales competency assessments are most valuable when interpreted in relation to the participant's responsibilities and sales environment.

Useful questions include:

- Which competencies are particularly important for success in this sales role?
- Which stages of the sales process are likely to present the greatest challenges?
- Which behaviors would have the greatest impact on sales performance?
- Which existing strengths could support further development?
- Which development priorities are most relevant to the participant's objectives?

ChatGPT should relate the assessment findings to the participant's role without assuming that stronger competencies automatically lead to greater sales success.

6.6 Using ChatGPT with the Sales Competencies Questionnaire (SCQ)

Purpose

The **Sales Competencies Questionnaire (SCQ)** measures the competencies associated with successful sales performance throughout the sales process. It helps identify strengths that support effective selling and opportunities for targeted development.

Points to Consider

When analyzing an SCQ report, ChatGPT should:

- identify strengths across the competency framework
- explain how different competencies interact
- relate the findings to the participant's sales role and selling environment
- distinguish report findings from possible interpretations
- identify practical development priorities supported by the evidence

Copy-and-Paste Prompt

Analyze this Sales Competencies Questionnaire report. Use only the information contained in the report. Identify the participant's strongest sales competencies, explain how the competencies interact, discuss how they may influence different stages of the sales process, suggest practical development priorities, distinguish report findings from possible interpretations, and avoid unsupported assumptions.

6.7 Creating a Sales Development Plan

The greatest value of a sales competency assessment lies in using the findings to improve sales performance. Development plans are most effective when they focus on a small number of priorities that are supported by clear evidence and relevant to the participant's role and objectives.

Copy-and-Paste Prompt

Using the strongest patterns identified in this MySkillsProfile Sales Competency Assessment report, develop a practical sales development plan. Identify two or three priority areas, explain the evidence supporting each one, describe the sales behaviors to strengthen or develop, recommend practical sales activities and coaching opportunities, identify appropriate sources of feedback and support, and suggest how progress could be reviewed. Build on the participant's existing strengths wherever appropriate.

An effective development plan should:

- focus on one or two priorities rather than every competency
- build on existing strengths
- describe observable sales behaviors
- include practical opportunities to apply new skills
- identify appropriate coaching and feedback
- specify how progress will be reviewed

Sales performance improves through deliberate practice, coaching, feedback and experience. Development plans should therefore emphasize regular application and review rather than one-off training activities.

6.8 Checking the Analysis

Before relying on ChatGPT's interpretation, compare it carefully with the original report. The report remains the primary source of evidence, and any AI-generated analysis should accurately reflect its findings.

Check that ChatGPT has:

- used the correct sales competency assessment
- interpreted the competency definitions using the report
- considered how the competencies interact
- related the findings appropriately to the participant's sales role
- distinguished report findings from possible interpretations
- avoided unsupported assumptions
- avoided making recruitment or promotion recommendations

If ChatGPT's interpretation differs from the report, the report should take precedence.



Copy-and-Paste Prompt

Review your analysis against the attached MySkillsProfile Sales Competency Assessment report. Confirm that each important conclusion is supported by evidence contained in the report. Identify any conclusions that are interpretations rather than report findings, correct any inaccuracies, and indicate where additional information or discussion would improve the interpretation.

6.9 Key Points to Remember

- Sales competency assessments measure the knowledge, skills and behaviors associated with effective sales performance.
- Sales effectiveness depends on the interaction of multiple competencies rather than any single strength.
- Sales competencies can be strengthened through coaching, deliberate practice and experience.
- Strong competencies may become less effective when overused or applied inflexibly.
- The participant's sales role, market and organizational context should always be considered when interpreting the findings.
- ChatGPT can help identify patterns, explain relationships, support coaching discussions and generate practical development plans, but it does not replace the assessment report or professional judgment.

- Important conclusions should always be checked against the original MySkillsProfile report before being used to support coaching, performance management or employment decisions.

7. Sport Mental Skills Assessments

7.1 Introduction

MySkillsProfile sport mental skills assessments provide structured, evidence-based insights into the psychological skills that influence sporting performance. Alongside physical ability, technical skill and tactical knowledge, mental skills play an important role in helping athletes prepare effectively, perform consistently and respond positively to pressure and setbacks.

The **Sport Personality Questionnaire (SPQ20)** measures 20 mental skills organized into four areas:

- **Work Ethic**
- **Confidence**
- **Sportsmanship**
- **Aggressiveness**

ChatGPT provides an additional way to explore these reports. It can help athletes, coaches and sport practitioners identify patterns across mental skills, explain how different strengths interact, relate the findings to training and competition, and generate practical mental-skills development strategies.

Sport mental skills assessments identify strengths and development opportunities rather than predicting future performance. Their findings should therefore be interpreted alongside coaching observations, performance evidence, the athlete's experience and the demands of the sport.

7.2 Principles for Interpreting Sport Mental Skills

Mental skills are trainable

Mental skills are not fixed qualities. Many can be strengthened through purposeful practice, coaching, feedback and competitive experience.

Development should therefore focus on practical improvement rather than attaching permanent labels to the athlete.

Performance depends on sporting context

The importance of a mental skill varies according to:

- the sport
- the athlete's position, discipline or event
- individual or team competition

- competitive level
- age and experience
- stage of the season
- current training demands
- coaching style

Interpretation should always consider the sporting context rather than the assessment findings in isolation.

High scores are not always advantages

A high score may represent an important mental strength but may become less effective when overused.

For example:

- determination may become unwillingness to rest or adapt
- confidence may become complacency
- competitiveness may create unnecessary tension
- independence may reduce willingness to accept coaching
- aggressiveness may lead to poor discipline
- persistence may make it difficult to abandon an ineffective strategy
- emotional control may prevent an athlete from acknowledging concerns

Interpretation should therefore consider both the potential benefits and possible challenges associated with stronger mental skills.

Lower scores are opportunities for development

Lower scores do not indicate permanent limitations. They may identify mental skills that are less well developed or used less consistently.

Their significance should always be considered alongside:

- the athlete's experience
- coaching observations
- performance evidence
- current circumstances
- the demands of the sport

The emphasis should be on identifying practical opportunities for development rather than explaining why a score is low.

Sport mental skills are not mental health

The SPQ20 assesses sport mental skills. It is not a clinical assessment and should not be used to diagnose anxiety, depression or other mental health conditions.

ChatGPT should not make clinical interpretations or infer mental health conditions from an SPQ20 report.

7.3 Preparing an SPQ20 Report for Analysis

Before using ChatGPT to explore an SPQ20 report:

1. Use the complete report

Upload the complete report, including the descriptions of the mental skills, scale definitions and explanatory notes. These provide the context needed for ChatGPT to interpret the findings accurately.

2. Clarify the purpose of the analysis

Decide what you want the analysis to achieve.

For example, you may wish to:

- understand mental strengths and development priorities
- prepare for a coaching discussion
- explore factors influencing performance
- improve confidence, concentration or consistency
- create a practical mental skills development plan

3. Provide relevant context

Provide a brief description of the athlete's sporting environment where this will help ChatGPT relate the findings to training and competition.

Useful context may include:

- the sport
- position, discipline or event
- competitive level
- individual or team sport
- an important performance demand
- a recurring training or competition challenge
- the purpose of the coaching discussion

Include only the information needed to understand the assessment findings.



Copy-and-Paste Prompt

The athlete competes in an individual precision sport at regional level. Training performances are generally consistent, but concentration and confidence sometimes decline during important competitions. Please consider the assessment findings in relation to these circumstances and identify practical strategies that could help improve competitive performance.

4. Set clear expectations for the analysis

Ask ChatGPT to:

- use only the information contained in the report and the context provided
- interpret the mental skills using the definitions in the report
- explain how different mental skills interact during training and competition
- distinguish report findings from possible interpretations
- avoid unsupported assumptions
- avoid clinical or diagnostic interpretations



Copy-and-Paste Prompt

I have attached a MySkillsProfile SPQ20 Sport Mental Skills Assessment report. Use only the information contained in the report and the context provided. Identify the athlete's principal mental strengths and development priorities, explain how the mental skills interact during training and competition, suggest practical performance-development strategies, distinguish report findings from possible interpretations, and avoid unsupported assumptions or clinical interpretations.

7.4 Guidance for Athletes

An SPQ20 assessment helps you understand the mental skills that influence how you prepare, compete and respond to the demands of your sport. The report identifies strengths that you can build on and mental skills that may benefit from further development. It does not predict future performance or define your potential as an athlete.

ChatGPT can help you explore these findings, understand how different mental skills interact and identify practical ways of improving training and competition performance.



Copy-and-Paste Prompt

I have attached my MySkillsProfile SPQ20 Sport Mental Skills Assessment report. Use only the information contained in the report and the context provided. Summarize my principal mental strengths and development priorities, explain how the different mental skills interact, identify how they may influence my training and competition performance, distinguish report findings from possible interpretations, and avoid unsupported assumptions or clinical interpretations.

Understanding your mental skills profile

You might ask ChatGPT:

- What are the main themes emerging from my report?
- Which mental skills appear to be my greatest strengths?
- Which skills would have the greatest impact if I developed them further?
- How do the different mental skills interact?
- Which findings are supported most strongly by the report?

Applying the findings to training

You might also ask:

- How might this profile influence the way I train?
- Which mental skills should I practice during training?
- How can training better prepare me for competition?
- What routines could improve my preparation and concentration?
- How can I make better use of feedback from my coach?

Applying the findings to competition

Useful questions include:

- Which findings are most likely to influence my performance under pressure?
- How might I respond after making a mistake?
- What could disrupt my concentration?
- How can I maintain confidence during difficult periods?
- Which existing strengths could help me recover more quickly from setbacks?

The purpose of the assessment is not to label athletes as mentally strong or mentally weak, but to increase self-awareness and identify practical opportunities to improve performance.

7.5 Guidance for Coaches and Sport Practitioners

Sport mental skills assessments provide a valuable foundation for coaching and performance development. ChatGPT can help coaches and sport practitioners organize information, identify patterns and prepare structured feedback discussions. Responsibility for interpreting the assessment and supporting the athlete always remains with the coach or practitioner.



Copy-and-Paste Prompt

Analyze the attached MySkillsProfile SPQ20 Sport Mental Skills Assessment report. Use only the information contained in the report and the context provided. Identify the athlete's principal mental strengths and development priorities, explain how the mental skills interact, relate the findings to training and competition, suggest questions to support a constructive coaching discussion, distinguish report findings from possible interpretations, and avoid unsupported assumptions or clinical interpretations.

Preparing for the coaching discussion

ChatGPT can help practitioners prepare by exploring questions such as:

- Which strengths should be recognized first?
- Which mental skills are most relevant to the athlete's sport or position?
- Which development priorities are supported most strongly by the evidence?
- Which findings should be interpreted cautiously?
- Which strengths may become less effective when overused?

Relating the findings to the sporting context

Sport mental skills should always be interpreted alongside the demands of the athlete's sport and competitive environment.

Useful questions include:

- Which mental skills are most important for success in this sport?
- Which competition situations are likely to present the greatest challenges?
- How might these mental skills influence training, preparation and recovery?
- Which existing strengths could support further development?
- Which priorities are most relevant to the athlete's current objectives?

ChatGPT should relate the assessment findings to the sporting context without assuming that higher scores always lead to better performance.

Supporting constructive discussion

Effective coaching discussions encourage reflection, exploration and practical action.

Helpful questions include:

- Which findings are consistent with the athlete's own experience?
- Which findings were unexpected?
- What examples from training or competition support these observations?
- What additional evidence would improve understanding?
- Which one or two priorities are likely to have the greatest impact on performance?

The aim is to help athletes understand how mental skills influence performance and identify practical opportunities for continued development.

7.6 Using ChatGPT with the SPQ20

The SPQ20 groups twenty mental skills into four broad areas. Although each area can be interpreted separately, the greatest insight usually comes from understanding how they work together during training and competition.

Work Ethic

Purpose

Work Ethic concerns the mental skills that support preparation, persistence, organization, commitment and continuous improvement.

Points to Consider

When analyzing Work Ethic, ChatGPT should:

- identify strengths that support consistent preparation and sustained effort
- recognize that strong commitment may become less effective if it leads to excessive training or inadequate recovery
- relate the findings to the athlete's training demands
- suggest practical development activities where appropriate



Copy-and-Paste Prompt

Analyze the Work Ethic findings in this SPQ20 report. Explain how they may influence preparation, persistence and training quality, identify potential strengths and possible risks if these qualities are overused, and suggest practical training activities to support development.

Confidence

Purpose

Confidence concerns the athlete's belief in their ability to perform effectively during training and competition.

Points to Consider

When analyzing Confidence, ChatGPT should:

- consider how confidence may vary under pressure
- identify factors likely to strengthen or weaken confidence
- distinguish stable confidence from confidence that depends heavily on recent results
- suggest practical routines for building more consistent confidence



Copy-and-Paste Prompt

Analyze the Confidence findings in this SPQ20 report. Explain how confidence may influence preparation, performance and recovery after mistakes, identify factors likely to strengthen or weaken confidence, and suggest practical routines for building stable performance confidence.

Sportsmanship

Purpose

Sportsmanship concerns attitudes and behaviors associated with respect, responsibility, cooperation and conduct in sport.

Points to Consider

When analyzing Sportsmanship, ChatGPT should:

- relate the findings to teamwork and sporting behavior

- recognize that competitiveness and respect should complement one another
- avoid making moral judgments
- suggest practical approaches to strengthening positive sporting behaviors where appropriate



Copy-and-Paste Prompt

Analyze the Sportsmanship findings in this SPQ20 report. Explain how they may influence teamwork, relationships, responsibility and conduct during competition, and suggest practical ways of strengthening positive sporting behaviors.

Aggressiveness

Purpose

Aggressiveness should be interpreted as competitive assertiveness and intensity rather than hostility or violence.

Points to Consider

When analyzing Aggressiveness, ChatGPT should:

- relate the findings to the demands of the athlete's sport and position
- identify situations where competitive intensity may support performance
- recognize the importance of maintaining control under pressure
- avoid interpreting aggressiveness as hostility or deliberate harm



Copy-and-Paste Prompt

Analyze the Aggressiveness findings in this SPQ20 report as competitive assertiveness and intensity. Relate the findings to the demands of the athlete's sport or position, identify potential strengths and risks, and suggest practical strategies for maintaining effective control during competition.

Exploring Relationships Between Mental Skills

The four areas should not be interpreted independently. Mental skills often reinforce, balance or sometimes conflict with one another.

Points to Consider

ChatGPT should:

- identify important relationships between the four areas
- explain how different mental skills may reinforce one another
- recognize where one strength may balance another
- present conclusions as possibilities to explore rather than established facts



Copy-and-Paste Prompt

Identify the most important relationships between the mental skills in this SPQ20 report. Explain how they may reinforce, balance or sometimes conflict with one another during training and competition. Present the relationships as possibilities to explore rather than established conclusions.

7.7 Creating a Mental Skills Development Plan

The greatest value of an SPQ20 assessment lies in using the findings to improve performance in training and competition. Development plans are most effective when they focus on a small number of priorities that are supported by clear evidence and relevant to the athlete's sport and current objectives.



Copy-and-Paste Prompt

Using the strongest patterns identified in this MySkillsProfile SPQ20 Sport Mental Skills Assessment report, develop a practical mental skills development plan. Identify two or three priority areas, explain the evidence supporting each one, describe the mental skills to strengthen or develop, recommend practical training activities and competition routines, identify appropriate coaching support, and suggest how progress could be reviewed. Build on the athlete's existing strengths wherever appropriate.

An effective development plan should:

- focus on one or two priorities rather than every mental skill
- build on existing strengths
- describe observable behaviors
- include practical training activities
- incorporate opportunities to practice skills during competition
- identify appropriate coaching support
- specify how progress will be reviewed

Mental skills develop through regular practice, reflection and feedback. Development plans should therefore emphasize consistent application rather than one-off interventions.

Developing Performance Routines

Assessment findings can also be used to create practical routines that support consistent performance.

Pre-Competition Routine

A pre-competition routine helps athletes prepare mentally as well as physically. It should be simple, consistent and appropriate to the demands of the sport.



Copy-and-Paste Prompt

Using the findings in this SPQ20 report and the sporting context provided, create a practical pre-competition routine. Include preparation before the event, warm-up, attentional cues, confidence reminders, strategies for managing nerves and a clear focus for the opening stages of performance.

A routine might include:

- equipment and practical preparation
- sleep and recovery planning
- process goals
- breathing or attentional exercises
- confidence reminders
- visualization
- warm-up cues
- strategies for managing nerves
- a first-action focus

The routine should be practiced regularly during training before being used in important competition.

In-Competition Reset Routine

A reset routine helps athletes recover quickly after mistakes, setbacks or interruptions.



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Create a brief in-competition reset routine for this athlete based on the SPQ20 findings. The routine should take no more than 20 seconds and include a physical cue, a controlled breath, a constructive cue word or instruction, and a clear focus on the next controllable action.

A reset routine may include:

- acknowledging the mistake without analyzing it immediately
- taking a slow, controlled breath
- releasing physical tension
- using a short cue word or instruction
- refocusing on the next controllable action

The routine should be practiced regularly until it becomes automatic during competition.

Reviewing Performance

Post-performance reviews help athletes learn from both successful and less successful performances.



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Create a concise post-performance review based on this athlete's mental skills development priorities. Include what went well, what disrupted performance, how effectively the athlete used their routines, what was learned and one practical adjustment for the next training session or competition.

Useful review questions include:

- What did I do well mentally?
- When was my concentration strongest?
- What disrupted my focus?
- How effectively did I manage pressure?
- How did I respond after mistakes?
- Did I follow my planned routines?
- What evidence supports my judgment?
- What is one adjustment for my next performance?

Performance reviews should remain concise, objective and constructive. Excessive analysis immediately after mistakes may reduce confidence and slow recovery.

7.8 Checking the Analysis

Before relying on ChatGPT's interpretation, compare it carefully with the original report. The report remains the primary source of evidence, and any AI-generated analysis should accurately reflect its findings.

Check that ChatGPT has:

- used the correct SPQ20 assessment
- interpreted the mental skills using the definitions provided in the report
- considered the demands of the athlete's sport and position
- recognized that mental skills can be developed
- avoided assuming that high scores are always advantageous
- avoided treating lower scores as permanent limitations
- distinguished mental skills from mental health
- interpreted aggressiveness as competitive assertiveness rather than hostility
- distinguished report findings from possible interpretations
- avoided unsupported assumptions
- avoided clinical or diagnostic interpretations
- avoided making selection recommendations

If ChatGPT's interpretation differs from the report, the report should take precedence.



Copy-and-Paste Prompt

Review your analysis against the attached MySkillsProfile SPQ20 Sport Mental Skills Assessment report. Confirm that each important conclusion is supported by evidence contained in the report. Correct any inaccuracies involving the mental skill definitions, score interpretation or sporting context. Identify any conclusions that are interpretations rather than report findings, remove any clinical claims or selection recommendations, and indicate where additional information would improve the interpretation.

7.9 Key Points to Remember

- Mental skills contribute to performance alongside physical, technical and tactical preparation.
- Mental skills can be strengthened through deliberate practice, coaching and experience.
- The importance of each mental skill depends on the athlete's sport, position and competitive environment.
- High scores may become less effective when overused or applied inflexibly.
- Lower scores identify opportunities for development rather than permanent limitations.
- The SPQ20 assesses sport mental skills and should not be interpreted as a mental health assessment.

- Aggressiveness should be interpreted as competitive assertiveness and intensity rather than hostility or violence.
- ChatGPT can help explain relationships between mental skills, generate practical routines and support performance development, but it does not replace the assessment report or the judgment of coaches and qualified practitioners.
- Important conclusions should always be checked against the original MySkillsProfile report before being used to support coaching or performance decisions.

8. From Analysis to Action

8.1 Introduction

The purpose of analyzing a MySkillsProfile feedback report is not simply to produce a longer description of the participant. Its value lies in helping participants and practitioners understand the assessment findings, explore possible interpretations and decide what practical action, if any, should follow.

Throughout this guide, ChatGPT has been presented as a tool for exploring assessment reports rather than replacing them. It can help users identify patterns, generate questions, relate findings to workplace or sporting situations and develop practical ideas for improvement.

ChatGPT can assist by:

- summarizing complex information
- identifying recurring themes and relationships
- suggesting alternative interpretations
- generating questions for discussion
- relating findings to a particular role or sporting context
- identifying practical development opportunities
- helping structure realistic action plans

Its responses should always be regarded as drafts for human review rather than final conclusions. ChatGPT does not know the participant's complete circumstances and cannot determine whether an interpretation accurately reflects their behavior. The assessment report, the participant's experience, relevant observations and professional judgment remain the primary sources of evidence.

The greatest value of an assessment lies not in producing a more detailed interpretation, but in helping people decide what to do next.

8.2 Bringing the Findings Together

Assessment reports often contain a large amount of information, including numerical scores, written descriptions and development suggestions. Attempting to act on every finding at once is unlikely to be effective.

The first step is to identify the themes that are most strongly supported by the evidence.

These may include:

- strengths that appear consistently across the report
- characteristics or competencies that reinforce one another
- strengths that may become less effective when overused

- development priorities that are likely to have the greatest practical impact
- possible blind spots
- differences between self-perception and the perceptions of others
- mental skills that may influence performance under pressure
- findings that would benefit from additional evidence or discussion



Copy-and-Paste Prompt

Bring together the most important findings in this report. Identify three recognized strengths, two possible development priorities and any important relationships or tensions between the findings. Distinguish report findings from possible interpretations, explain which conclusions are strongly supported by the evidence, and identify where additional evidence or discussion would improve the interpretation.

The summary should then be compared carefully with the original report.

Ask yourself:

- Has ChatGPT identified the findings that matter most?
- Has it overlooked any qualifications or cautions in the report?
- Has it placed too much emphasis on extreme scores?
- Has it presented a possible interpretation as an established fact?
- Does the summary reflect the participant's role, objectives or sporting context?
- Is there sufficient evidence to justify the proposed priorities?

A good summary highlights the most important findings without oversimplifying the report or overlooking uncertainty where it exists.

8.3 Discussing the Findings

Assessment feedback is most valuable when it leads to a constructive conversation. Depending on the assessment, this discussion may involve:

- a participant and an HR professional
- an employee and manager
- a leader and a 360-degree feedback facilitator
- a client and coach
- an athlete and coach
- an athlete and sport psychologist
- another appropriately qualified practitioner

The purpose of the discussion is to explore the assessment findings rather than persuade the participant that every interpretation is correct.

Questions for the participant

Useful questions include:

- Which findings feel most accurate?
- Which findings are surprising?
- Which conclusions do you question?
- What examples support or challenge the findings?
- In which situations is this characteristic or competency most evident?
- When does it become more or less effective?
- How might other people experience this behavior?
- Which strengths could you use more deliberately?
- Which area would be most valuable to develop?
- What support would help you succeed?

Questions for the practitioner

Practitioners may find the following questions helpful:

- Which findings are supported most strongly by the evidence?
- Which interpretations remain tentative?
- What additional evidence is available?
- Are there plausible alternative explanations?
- Has the participant had an opportunity to challenge the interpretation?
- Is the discussion balanced between strengths and development?
- Are organizational, cultural or situational factors relevant?
- Is the proposed development priority within the participant's influence?

A structured feedback discussion

A constructive discussion can often be organized around six stages:

1. **Clarify the purpose.** Confirm why the assessment was completed and how the findings will be used.
2. **Invite the participant's response.** Ask what stood out and whether any findings were unexpected.
3. **Explore recognized strengths.** Identify capabilities and behaviors that can be used more deliberately.
4. **Examine development priorities.** Consider the evidence, context and possible alternative interpretations.
5. **Agree priorities.** Select one or two areas that are likely to make the greatest practical difference.
6. **Decide next steps.** Agree practical actions, sources of support, evidence of progress and a review date.

ChatGPT can help prepare and structure this discussion, but responsibility for interpreting the assessment and agreeing development priorities remains with the participant and practitioner.

8.4 Creating an Action Plan

Understanding an assessment report is only the first step. The greatest value comes from translating the findings into practical action.

Effective development plans are usually simple, focused and realistic. Rather than attempting to improve every aspect of performance, it is generally more productive to build on recognized strengths while addressing one or two well-supported development priorities.

Build on existing strengths

Development is often most successful when it begins with strengths rather than weaknesses. Existing strengths provide a foundation for improving other behaviors and increasing overall effectiveness.

For example:

- a strong communicator may use that strength to become a more effective coach or leader
- a well-organized individual may apply their planning skills to improve delegation or time management
- an athlete with excellent work ethic may use consistent practice to strengthen confidence under pressure

Ask yourself:

- Which strengths could I use more deliberately?
- How could these strengths support my development priorities?
- Which strengths are most relevant to my current role or sporting context?



Copy-and-Paste Prompt

Review this assessment report and identify the participant's strongest capabilities. Explain how these strengths could be used to support their development priorities, distinguish report findings from possible interpretations, and suggest practical ways of building on existing strengths.

Creating an Effective Action Plan

Development plans should focus on behaviors rather than broad ambitions.

For each development priority, identify:

- the behavior you want to strengthen or change
- why it is important
- the evidence supporting this priority
- practical actions to take
- opportunities to practice the behavior
- sources of feedback and support
- how progress will be reviewed

The most effective plans are specific, achievable and directly related to the participant's role, responsibilities or sporting context.



Copy-and-Paste Prompt

Using the findings in this assessment report, develop a practical action plan. Identify two or three development priorities, explain the evidence supporting each one, describe the behaviors to strengthen or develop, recommend practical activities and opportunities to apply the new behaviors, identify appropriate sources of feedback and support, and suggest how progress could be reviewed. Build on the participant's existing strengths wherever appropriate.

A Simple Development Planning Template

Many people find it helpful to organize their plans using a simple structure.

Priority	Describe the behavior to strengthen or develop.
Why is it important?	Explain why this priority matters and what evidence supports it.
Actions	Identify practical activities, learning opportunities and workplace or sporting experiences.
Support	Identify people, coaching, resources or feedback that will help.
Success Measures	Decide how progress will be recognized or measured.
Review Date	Agree when progress will be reviewed and the plan updated.

A simple plan that is reviewed regularly is usually more effective than an ambitious plan that is never implemented.

Reviewing Progress

Development is an ongoing process rather than a one-time event. Regular review helps participants recognize progress, identify obstacles and adjust their plans when circumstances change.

Useful review questions include:

- What progress have I made since creating my action plan?
- Which behaviors have improved?
- What evidence demonstrates this progress?
- Which actions have been most effective?
- What challenges have I encountered?
- What should I continue, change or stop doing?
- What should I focus on next?



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Review the progress made against this development plan. Summarize the evidence of improvement, identify any remaining development priorities, suggest adjustments to the action plan where appropriate, and recommend the next practical steps. Distinguish observed progress from possible interpretations.

Development planning is most effective when it becomes part of a continuous cycle of learning, application, feedback and review rather than a one-off exercise.

8.5 Checking the AI-Generated Analysis

Before acting on an AI-generated interpretation, compare it carefully with the original assessment report. The report remains the primary source of evidence, and any analysis should accurately reflect its findings.

Check the Report

Confirm that ChatGPT has:

- used the correct assessment or feedback report
- interpreted the definitions and scales provided in the report
- based its conclusions on the report rather than assumptions
- recognized any qualifications or cautions included in the report

Check the Interpretation

Confirm that ChatGPT has:

- distinguished report findings from possible interpretations
- identified recurring themes rather than isolated findings
- avoided unsupported assumptions
- acknowledged where additional evidence or discussion would improve the interpretation
- presented conclusions with an appropriate level of confidence

Check Responsible Use

Confirm that ChatGPT has:

- protected confidential and personal information
- avoided clinical or diagnostic interpretations
- avoided making recruitment, promotion, selection or disciplinary recommendations unless explicitly appropriate for the assessment and context
- respected the intended purpose of the assessment



Copy-and-Paste Prompt

Review your analysis against the attached MySkillsProfile assessment report. Confirm that each important conclusion is supported by evidence contained in the report. Identify any conclusions that are interpretations rather than report findings, correct any inaccuracies, and indicate where additional evidence or discussion would improve the interpretation.

If ChatGPT's interpretation differs from the report, the report should take precedence.

8.6 When Professional Support Is Needed

Most assessment reports can be explored successfully by participants using this guide together with ChatGPT. However, some situations benefit from discussion with an appropriately qualified practitioner.

Professional support may be particularly valuable when:

- important decisions depend on the interpretation of the assessment
- the findings appear inconsistent or difficult to understand
- the report identifies complex or conflicting patterns
- significant differences exist between self-perception and the views of others
- sensitive workplace or interpersonal issues emerge during discussion
- coaching or leadership development is part of a broader organizational program

Professional discussion provides opportunities to:

- explore alternative interpretations
- consider organizational or sporting context
- examine additional evidence
- challenge assumptions
- agree realistic development priorities
- translate assessment findings into practical action

ChatGPT can support these conversations by helping participants prepare questions, organize information and generate ideas. It should not replace the expertise, judgment or ethical responsibilities of qualified practitioners.

8.7 Conclusion

Assessment reports provide structured, evidence-based information about personality, emotional intelligence, leadership, sales competencies, workplace behavior and sport mental skills. They help participants understand how their characteristics, competencies and behaviors may influence performance and identify opportunities for learning and development.

Throughout this guide, ChatGPT has been presented as a tool for exploring these reports rather than replacing them. When used thoughtfully, it can help participants and practitioners:

- summarize complex findings
- identify recurring themes and relationships
- explore alternative interpretations
- generate questions for discussion
- relate findings to workplace or sporting situations
- create realistic development plans
- review progress over time

Its greatest value lies in supporting thoughtful reflection rather than providing definitive answers. AI-generated responses should always be considered alongside the original assessment report, relevant evidence, professional judgment and the participant's own experience.

The most effective use of ChatGPT follows a simple process:

1. Understand the assessment findings.
2. Explore the patterns and relationships.
3. Discuss the findings in context.
4. Agree practical development priorities.
5. Create and implement an action plan.
6. Review progress and refine the plan over time.

Used in this way, ChatGPT can help transform assessment reports from static documents into practical tools for learning, coaching and development.

The assessment report provides the evidence. ChatGPT helps explore that evidence. People remain responsible for interpretation, discussion and decision-making.