



Fit for the Future - Reality Check

Self-evaluation test for international assistants

Sehr geehrte Leserin, sehr geehrter Leser,

wir freuen uns, dass Sie sich für unser Whitepaper interessieren.

Im Nachfolgenden erhalten Sie wertvolle Einblicke, Tipps oder Handlungsempfehlungen. Diese sollen Sie in Ihrem Job praxisnah unterstützen und Ihnen die Möglichkeit geben, sich persönlich weiterzuentwickeln.

Sie erfahren aktuelle Trends und Impulse direkt von unseren Experten aus der Praxis. Mit unserem Angebot an verschiedenen Weiterbildungen können Sie das Thema vertiefen.

Viel Spaß beim Lesen!

Freundliche Grüße



Karina Riechers
Konferenzmanagerin Führung & Assistenz
FORUM · Institut für Management GmbH

About the author



Karin van der Auwera

In a richly international career, Karin has lived, worked and studied through-out Europe and the USA. For almost 20 years, she has supported world-leading corporations in the pharmaceutical, retail and management institute industries. People-driven, innovative and dynamic, Karin's expertise ranges from improving intercultural understanding, developing successful communication strategies, supporting global teams, to enhancing your international time management and presentation skills.

Fit for the Future

Reality Check

Self-evaluation test for assistants working in international teams

Are you ready for the dynamic, rapidly changing and complex business world we are facing?
How are you coping with current and future challenges?
This test will clarify which of your skills will be your biggest assets for the new now and for the future.



My future skill set

Try to answer as spontaneously as possible having everyday situations in mind.

A. Flexibility & Spontaneity

1. I find it easy to adapt to new situations AGREE DISAGREE
2. Fast changing priorities in business are no problem AGREE DISAGREE
3. I support company policy in times of change AGREE DISAGREE
4. I'm well balanced between moving too slowly or too fast AGREE DISAGREE
5. If new things come up, I let go of the old ones AGREE DISAGREE
6. It doesn't bother me, if things get hectic or a bit chaotic AGREE DISAGREE
7. I love to use new technology, software, virtual tools, ... AGREE DISAGREE
8. If things are unclear, I can usually trust my instincts AGREE DISAGREE
9. I find creative solutions for unexpected problems AGREE DISAGREE
10. I dare to take fast & spontaneous decisions, if necessary AGREE DISAGREE

B. People handling

1. I like cooperating with new contacts AGREE DISAGREE
2. I effortlessly fine-tune my approach to different mindsets AGREE DISAGREE
3. I'm good at motivating colleagues – here and abroad AGREE DISAGREE
4. I'm a great communicator AGREE DISAGREE
5. I'm an excellent networker AGREE DISAGREE
6. I create a positive spin in inter-team communication AGREE DISAGREE
7. I manage to initiate a solution-focused atmosphere AGREE DISAGREE
8. I get information from all areas in the company AGREE DISAGREE
9. I can handle moody people without taking it personally AGREE DISAGREE
10. If people keep pulling me down, I draw a line AGREE DISAGREE

C. Handling Diversity and Complexity

1. Diversity is primarily a fun factor for me AGREE DISAGREE
2. I'm eager to try out new approaches AGREE DISAGREE
3. I easily adapt to different styles of working AGREE DISAGREE
4. Speaking English at work doesn't trouble me AGREE DISAGREE
5. I handle flat and top down hierarchies smoothly AGREE DISAGREE
6. I adapt my communication style to different mentalities AGREE DISAGREE
7. I have a positive and friendly personality AGREE DISAGREE
8. I'm focused on people, not just my to-do list AGREE DISAGREE
9. I can put up with ambiguous situations quite well AGREE DISAGREE
10. Challenging times are great to develop and grow AGREE DISAGREE
11. I like analyzing situations but can also be pragmatic AGREE DISAGREE

D. Self-Management

1. I don't let uncertainty worry me too much AGREE DISAGREE
2. I don't take it personally if people are stressed out AGREE DISAGREE
3. I'm constantly increasing my skill set AGREE DISAGREE
4. I usually stay calm when tension runs high AGREE DISAGREE
5. I have developed a growing tolerance for mistakes AGREE DISAGREE
6. I always celebrate my successes AGREE DISAGREE
7. I'm constantly enhancing my self-awareness AGREE DISAGREE
8. I take enough breaks AGREE DISAGREE
9. I can relax and have great methods to reenergize AGREE DISAGREE
10. My values are a beacon guiding me through tough times AGREE DISAGREE

E. Visibility and Image Management

1. I make sure that my work load is visible AGREE DISAGREE
2. I highlight my performance regularly and smoothly AGREE DISAGREE
3. I accept compliments gracefully AGREE DISAGREE
4. I identify and grasp opportunities as they arise AGREE DISAGREE
5. I speak up and fight for what I need to get my work done AGREE DISAGREE
6. I don't make myself small, nor do I allow others to do so AGREE DISAGREE
7. I watch out for tasks that boost my job profile AGREE DISAGREE
8. I update my qualification regularly AGREE DISAGREE
9. I define and communicate my career goals AGREE DISAGREE
10. I have a professional profile on Xing and/or LinkedIn AGREE DISAGREE

MY FUTURE SKILL SET

How high do you score for success?

Count all the questions in each section that you answered with a degree of agreement:

Section A	Flexibility & Spontaneity	My score: _____
Section B	People Handling	My score: _____
Section C	Complexity & Diversity	My score: _____
Section D	Self-management in VUCA times	My score: _____
Section E	Visibility & Image Management	My score: _____

Identify the areas of your highest score and all sections where you scored 7 and more:

This is your profile of skills and strengths which will support you in mastering the challenging times in global business! Congratulations! Enjoy your assets!



Now have a look at the lowest score:

If you'd like to improve your skill set for the future, this is a great area to start. Have a look at the questions: Some of these topics will be easier to change than others. Which one would be the easiest? This would be a perfect topic to address first.

This is my first step to get ready for the new now and the future: _____

FORUM Institut's workshops for assistants in multinational teams address the essential issues covered by this test with special focus on top tools for global success. Let's internationalize your image and strengthen your position within the team. Up-grade your intercultural expertise and boost your skill set for the new now and for the future.

Passende Weiterbildungen finden Sie hier:

Business English & Intercultural

Stärken Sie sich mit interkulturellen Kompetenzen, verbessern Sie Ihr Kommunikationsspektrum, entdecken Sie neue Wege für Ihre Aufgaben und sorgen Sie für Ihren Erfolg im internationalen Business. [Jetzt informieren!](#)

e-Learning – Klicken und Lernen

Das FORUM Institut bietet mit hochwertigen e-Learning-Programmen eine flexible Weiterbildungsform. Entscheiden Sie selbst, wann und wo Sie lernen. [Jetzt testen.](#)

Online-Seminare Assistenz und Sachbearbeiter

Bei den Online Veranstaltungen des FORUM Instituts können Sie live teilnehmen. Profitieren Sie von unseren Experten und nutzen Sie das Potenzial moderner digitaler Weiterbildung. [Jetzt informieren!](#)

Inhouse-Seminare – Maßgeschneiderte Lösungen

Alle unsere Seminare eignen sich auch hervorragend als [Inhouse-Training](#).
Jetzt individuelles [Angebot anfordern](#).