

## MyTalentBuilder | Quick Start (v2.0)

Here you will find a 'Quick start' guide to help you find your way around the MyTalentBuilder platform and get started discovering your talents.

---

### Content

1. Registering and logging in .....	2
2. Talent Test.....	3
3. Leverage Skills Test.....	4
4. 360° Test.....	5
5. My Summary of Talents .....	7
6. Results 360° .....	8
7. Saving and printing your talent report .....	9
8. Ordering access codes.....	10
9. Questions or help needed? .....	11

## 1. Registering and logging in

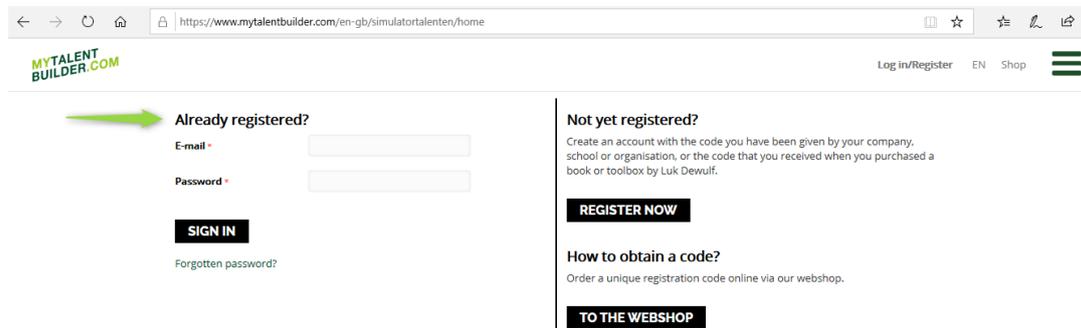
Register on [www.mytalentbuilder.com](http://www.mytalentbuilder.com) with the unique code you find in the front of your book or with the code you received through your company, organization or school. Click on “Discover your talent” in the menu and then on “Register now” to register.

Enter your unique code in **step 1**.

In **step 2** you enter the requested details (e-mail address, password, name) and click on “Register” to complete your registration.

You are now registered on the MyTalentBuilder platform and ready to explore your talents.

From now on you can log on to the site with the e-mail address and password you chose when you registered.



If you have any problems registering or logging on to the site, please contact us at [info@lannoo-campus.be](mailto:info@lannoo-campus.be).

## 2. Talent Test

You are now ready to discover your talents. Click on “Discover your talent” to go to the talent tests.

Discover your talent in 3 steps

- 1 **What are my talents?**  
 You can recognize talents by very specific behavioural patterns. Therefore, we first present you with a behavioural pattern and then we ask you to indicate in how far you can identify with it. You are first presented with 39 items. Based on them you will get a first indication of what your talents are.

[TO TALENT TEST](#)
- 2 **What if I exaggerate my talent?**  
 When stressed or under great pressure we tend to exaggerate our talent, to go over the top. Our ability to employ our talent productively will be reduced. It is important to recognize when this happens. The items in this list of questions determine when you are exaggerating your talents. After that we will advise you on empowering skills. Those are the skills that enable you to employ your talent more effectively.

[TO LEVERAGE SKILLS TEST](#)
- 3 **How do others experience my exaggerated behaviour?**  
 When you are under pressure and you exaggerate your talents, this can have an impact on other people in your environment. With this 360° test, you can now invite people to fill in a short questionnaire, based on your talents. They must indicate the extent to which they recognize a certain type of behaviour in you and if they are sometimes inconvenienced or troubled by it. Afterwards, you will receive a summary with concrete tips, which will allow you to take any necessary corrective action on the basis of feedback from others.

[INVITE OTHERS](#)

The first test will give you more insight into what your talents are. Click on “To Talent Test” to start this test.

You can recognize talents by very specific behavioral patterns. Therefore, we first present you with a behavioral pattern and then we ask you to indicate in how far you can identify with it.

**Talent Test**  
Rate the items below

		<small>Not applicable to me</small>		<small>Very much applicable to me</small>		
1	I arrive at ideas and solutions by talking to others, and then I get immediate, intuitive split-second insights.	1	2	3	4	5
2	With new and complex problems I need time to myself to mentally put all the jigsaw pieces together, before I can formulate an opinion.	1	2	3	4	5
3	I think a lot about everything that happens to me, I relive it and try to find fitting words from within.	1	2	3	4	5
4	I immensely enjoy it when my brain is fed by new and interesting information or by reading a good book.	1	2	3	4	5
5	I look for logic or structure in a complex mass of data, and it gives me satisfaction when I find it.	1	2	3	4	5

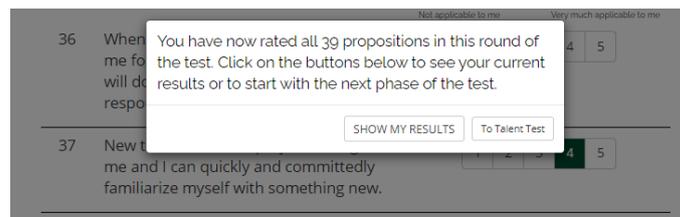
Page 1 of 8 NEXT

You have now completed

# 0%

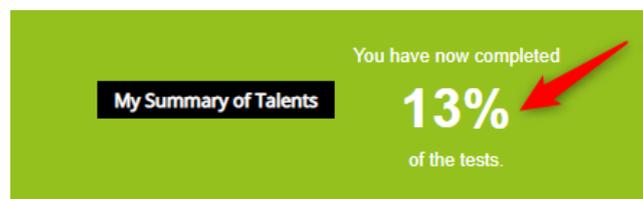
of the tests.

You are first presented with 39 items. Based on these items you will get a first indication of what your talents are. Click on “Show my result” (see also 5. My Summary of Talents) to have a look at this first indication.



You can refine your result by starting another round of the Talent Test and assessing additional statements. To do so, click on “To Talent Test”. However, you do not have to do that right away. You can always return to the Talent Test later. It is also possible to proceed immediately to the second test, the “Leverage Skills Test” (see 3. Leverage Skills Test).

**Tip:** For a reliable representation of your talents, we recommend that you complete at least 50% of the tests.



### 3. Leverage Skills Test

If you have completed the Talent Test, you can proceed to the Leverage Skills Test.

When stressed or under great pressure we tend to exaggerate our talent, to go overboard. Our ability to employ our talent productively will be reduced. It is important to recognize when this happens. The items in this list of questions determine when you are exaggerating your talents.

You will be shown 39 propositions to get a clear insight in when you are exaggerating your talents. When you have assessed all the statements, you can find a first indication of the extent to which you are at risk of exaggerating your talent in My Summary of Talents. Click on “Show my results” (see further 5. My Summary of Talents) to do so.

You can refine your result by starting another round of the Leverage Skills Test and assessing additional statements. To do so, click on “To Leverage Skills Test”. You however do not have to do that right away. It’s always possible to return to the Test later.

**Tip:** For a reliable representation of your talents, we recommend that you complete at least 50% of the test.

## 4. 360° Test

After the Leverage Skills Test you can proceed to the 360° Test.

When you are under pressure and you exaggerate your talents, this can have an impact on other people in your environment too. With this 360° Test, you can now invite people to fill in a short questionnaire, based on your talents. They must indicate the extent to which they recognize a certain type of behavior in you and if they are sometimes inconvenienced or troubled by it. Click on “Invite others” on the “Discover your talent” page or on “360° Test” via “My Summary of Talents” to send them an invitation.

Enter the e-mail address and name of a colleague, friend or family member and indicate his or her working language. The tool offers a standard message that you can send to your reviewer, but it is also possible to customize or personalize the message. Then click on "Send invitation". You can now invite someone else.

**Tip:** Ask your assessors whether the e-mail has found them well and did not end up with their spam.

### Invite others

Invite colleagues, friends, family or other people from your environment to complete a short test. On the basis of your talents and leverage skills, they will each be given a series of questions to indicate how they experience your behaviour. In this way, you will get greater insight into the effect that your talents have on others, which will allow you to take any necessary corrective action on the basis of our concrete tips.

Email address

Name

Language

Subject

Dear **first name of invitee**,

Via [www.mylentbuilder.com](http://www.mylentbuilder.com) I was able to discover which talents I possess and how strong they are. I also learnt which talents I sometimes exaggerate. In order to gain greater insight into my talent profile, I would like to put a number of questions to people from my immediate environment. On the basis of the results, I will receive concrete tips that I can use to take any corrective action that may be necessary.

The test only takes a few minutes to complete and the answers you give will remain anonymous. Thank you in advance for your cooperation!

With attached questions

Keep this text as default text for all my invitations.

Now it is up to your evaluators to complete your talent profile. They do this by clicking on the link in the email they received, ticking the privacy and cookie policy and then pressing "Start".

Welcome to MyTalentBuilder

Hallo,

Thank you for helping me complete my talent profile!

In a few moments, you will be given a list of statements. The idea is that you should indicate to what extent you have experienced the behaviour indicated in each statement in my behaviour and whether or not you regard this as something I need to work on in the future.

Click on "Start" to start the test.

Your answers will be kept strictly confidential and anonymous.

Privacy & cookies

They then move on to indicating the extent to which they recognize a certain type of behavior in you.

Do you recognize this in me and does it bother you? 1 / 30

I am distant and tell others little about myself.

Your experience :

- I do not recognise this behaviour in you.
- I do recognize this behaviour in you, but am seldom troubled by it.
- I do recognize this behaviour in you and it would be good to work at improving it.

You can find the results of the 360° Test in "Results 360°", next to "My Summary of Talents" (see further 6. Results 360°).

## 5. My Summary of Talents

In your Summary of Talents you will find an indication of what your talents are based on the results of the Talent Test. A personal score is calculated for each individual talent.

The green Talent bar indicates to what extent that talent applies to you. The higher the score, the more compatible the talent is with you.

The screenshot shows the 'My Summary of Talents' page. On the left, there is a 'List of your talents' section with four items: IGNITION KEY, ERROR EAGLE, WORDSMITH, and KNOWLEDGE SPONGE. Each item has a 'Talent' score (green bar) and an 'Exaggerate' score (orange/red bar). The 'IGNITION KEY' talent is selected, and its details are shown in the main content area. The details include a 'Talent description' with a score of 5.00 and a 'CONTEXT (work environment)' section. On the right, there is a summary of completed tests, showing '26%' of the tests completed, and several buttons for further actions like 'Continue Talent Test', 'Continue Leverage Skills Test', '360° Test', 'Print/save detailed report', and 'Print/save summary report'. A 'START NEW TEST' button is also visible at the bottom right.

Select a talent on the left to see on the right how you scored for that talent in the Talent Test (the higher, the better) and to read more about the description of your talent and the working environment in which your talent can best develop.

If you have also completed the Leverage Skills Test, you will get an indication of the extent to which you are in control of your talent or are at risk of exaggerating it. The Exaggerate bar indicates this. The lower the score, the lower the chance that you exaggerate and the more leverage skills you have developed. A green bar means that you have your talent well under control. If the bar is red, you are at greater risk of exaggerating it.

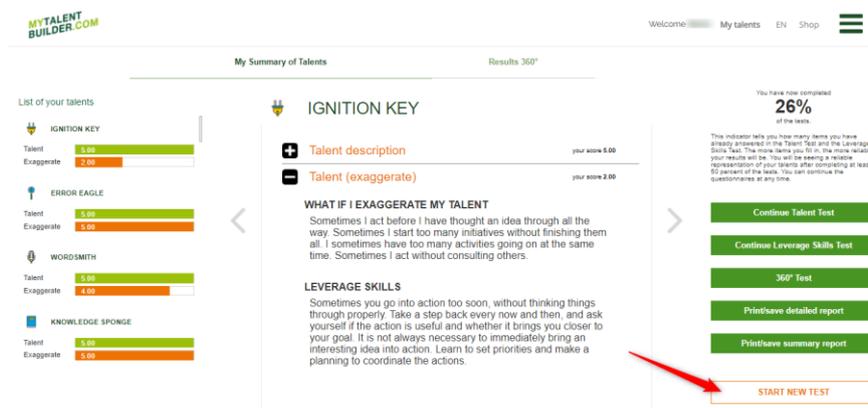
Compare your Talent score with your Exaggerate score and learn what you can improve to further develop your talents.

Click on "Talent (exaggerate)" below to read more about what happens when you exaggerate your talent and which leverage skills can be used to control and use it more effectively.

This screenshot shows the 'My Summary of Talents' page with the 'Talent (exaggerate)' section for the 'IGNITION KEY' talent selected. The 'Talent description' shows a score of 5.00, and the 'Talent (exaggerate)' section shows a score of 2.00. The 'WHAT IF I EXAGGERATE MY TALENT' section provides a detailed description of the talent and its potential for exaggeration. The 'LEVERAGE SKILLS' section provides a list of skills that can be used to control and use the talent more effectively. The right side of the page shows a summary of completed tests, including '26%' of the tests completed, and buttons for further actions like 'Continue Talent Test', 'Continue Leverage Skills Test', '360° Test', 'Print/save detailed report', and 'Print/save summary report'. A 'START NEW TEST' button is also visible at the bottom right.

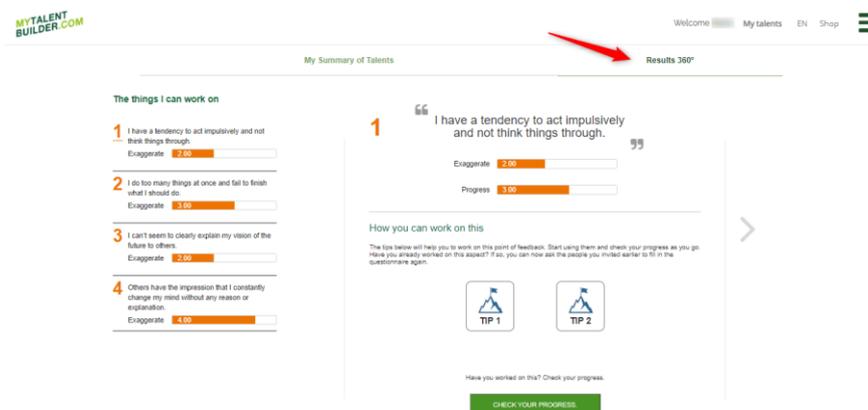
If you want to completely redo the tests, you must reset your current tests.

Click on the “Start new test” button at the bottom of the “My talents” page and confirm that you want to delete your current test results. You can now redo the Talent Test and the Leverage Skills Test. The 360° Test will also be reset.



## 6. Results 360°

Press “Results 360°” next to “My Summary of Talents” to consult the results of the 360° Test.



In “Results 360°” you will find an indication of where your colleagues, friends or family see room for improvement. These weak spots can be found on the left. The Exaggerate bars indicate the extent to which you exaggerate a certain behavior according to your assessors.

Click on a weak spot on the left and press “Tip 1” and “Tip 2” to see what you can do to work on them. After you have worked on your skills, you can present the 360° Test to your assessors again to see if you have made progress.

MYTALENT BUILDER.COM Welcome My talents EN Shop

My Summary of Talents Results 360°

**The things I can work on**

- I have a tendency to act impulsively and not think things through. Exaggerate 2.00
- I do too many things at once and fail to finish what I should do. Exaggerate 2.00
- I can't seem to clearly explain my vision of the future to others. Exaggerate 2.00
- Others have the impression that I constantly change my mind without any reason or explanation. Exaggerate 4.00

1 " I have a tendency to act impulsively and not think things through. "

Exaggerate 2.00

Progress Check you progress here

How you can work on this

The tips below will help you to work on this point of feedback. Start using them and check your progress as you go. Have you already worked on this aspect? If yes, you can now see the people you checked earlier to fit in the questionnaire again.

TIP 1 TIP 2

Have you worked on this? Check your progress.

CHECK YOUR PROGRESS

You can also check your own progress by clicking on "Check your progress". You will then be forwarded to a short Leverage test. Once you have completed this short test, a grade for your progress is calculated which can be found in the Progress bar.

MYTALENT BUILDER.COM Welcome My talents EN Shop

My Summary of Talents Results 360°

**The things I can work on**

- I have a tendency to act impulsively and not think things through. Exaggerate 2.00
- I do too many things at once and fail to finish what I should do. Exaggerate 2.00
- I can't seem to clearly explain my vision of the future to others. Exaggerate 2.00
- Others have the impression that I constantly change my mind without any reason or explanation. Exaggerate 4.00

1 " I have a tendency to act impulsively and not think things through. "

Exaggerate 2.00

Progress 2.00

How you can work on this > Leverage test

Question 1 or Item 1 Sometimes I get involved in too many activities at the same time.

1 2 3 4 5

## 7. Saving and printing your talent report

After having completed the Talent Test and the Leverage Skills Test, you can print or save your personal talent report via "My Summary of Talents". It contains your 15 most prominent talents and the talents that are less applicable to you. This personal talent report comes in two versions: a detailed and a summarized one. Click on "Print/save detailed report" or on "Print/save summary report" to do so.

MYTALENT BUILDER.COM Welcome My talents EN Shop

My Summary of Talents Results 360°

List of your talents

- IGNITION KEY: Talent 5.00, Exaggerate 2.00
- ERROR EAGLE: Talent 5.00, Exaggerate 5.00
- WORDSMITH: Talent 5.00, Exaggerate 4.00
- KNOWLEDGE SPONGE: Talent 5.00, Exaggerate 5.00

**IGNITION KEY**

Talent description your score 5.00

Talent (exaggerate) your score 2.00

**WHAT IF I EXAGGERATE MY TALENT**

Sometimes I act before I have thought an idea through all the way. Sometimes I start too many initiatives without finishing them all. I sometimes have too many activities going on at the same time. Sometimes I act without consulting others.

**LEVERAGE SKILLS**

Sometimes you go into action too soon, without thinking things through properly. Take a step back every now and then, and ask yourself if the action is useful and whether it brings you closer to your goal. It is not always necessary to immediately bring an interesting idea into action. Learn to set priorities and make a planning to coordinate the actions.

You have now completed **26%** of the tests.

This indicator tells you how many items you have already completed in the Talent Test and the Leverage Skills Test. The more items you fill in, the more reliable your results will be. You will be seeing a relative representation of your talents after completing at least 20 percent of the tests. You can continue the questionnaires at any time.

Continue Talent Test

Continue Leverage Skills Test

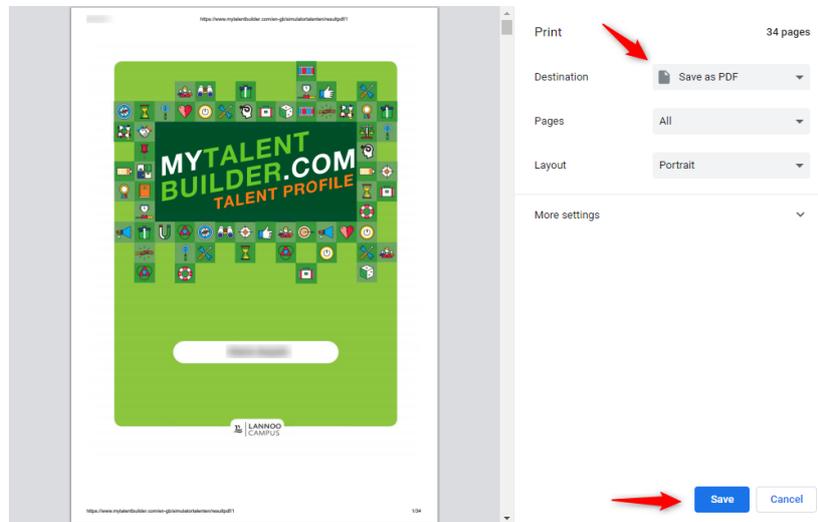
360° Test

Print/save detailed report

Print/save summary report

START NEW TEST

To save your talent profile, select “Save as PDF” as the destination and click “Save”.



The results of your 360° Test remain available in “Results 360”.

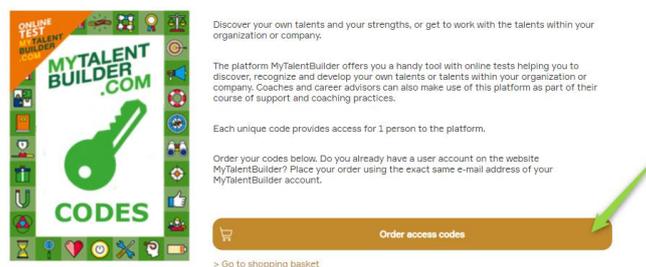
## 8. Ordering access codes

Above (1. Registering and logging in) it was already explained how you have to use your unique access code to register. If you want to make the MyTalentBuilder platform available to others within your company, organization or school, you need to order codes. Each unique code provides access for one person to the platform.

If you want to order ten codes or less, please visit the MyTalentBuilder shop (<https://www.lannoo-campus.be/en/mytalentbuilder-shop>). If you require more than 10 access codes, please [contact us](#) for a tailored estimate.

Welcome to MyTalentBuilder shop

Order your access codes for MyTalentBuilder



Do you already have a user account on the website? Place your order using the exact same e-mail address of your MyTalentBuilder account.

If you are new to MyTalentBuilder, you will receive a confirmation e-mail shortly after purchasing your access codes, allowing you to register and log in to the platform (see 1. Registering and logging in).

You can easily find the list of codes that you purchased via “My codes” in the site menu.



If you also want access to the talent tests, redeem a unique access code in your own user account. Provide the other codes to your colleagues or employees so that they can unlock their access to the platform.

## 9. Questions or help needed?

If you have any questions, comments or suggestions about Mytalentbuilder.com, please feel free to contact us at [info@lannocampus.be](mailto:info@lannocampus.be).