



HOW DO I UPDATE THE TRANSPOSITION ASSESSMENT WORKSHEET?

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- How to complete the PBC assessment?

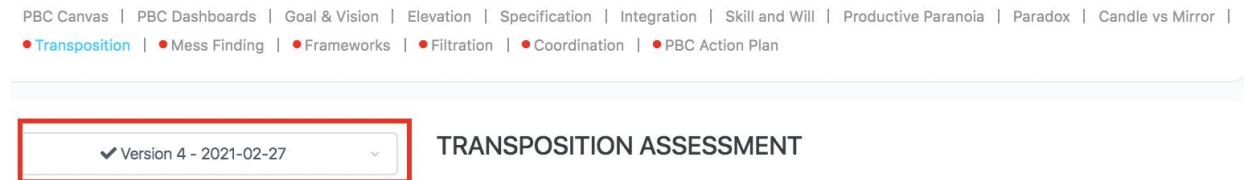
Navigate to the Transposition Assessment worksheet

- This should be the ninth worksheet updated for the PBC Assessment
- Navigate to the Transposition Assessment worksheet
 - In the PBC Assessment there is a menu at the top of the screen
 - Click on 'Transposition' to navigate to the worksheet



Select the PBC Assessment version to update

- On the left-hand side there is a drop-down menu for you to select the PBC Assessment version
 - Clicking on this will show all PBC Assessment versions



- From this list, select the current (active/open) PBC Assessment version

How Do I Update the Transposition Assessment Worksheet Guide

- You will be taken to the selected version

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror |

● [Transposition](#) | ● Mess Finding | ● Frameworks | ● Filtration | ● Coordination | ● PBC Action Plan

✓ Version 4 - 2021-02-27

TRANSPPOSITION ASSESSMENT

Name: * What to Achieve: *

Tiana Weasley Enter information

GOALS AND PURPOSE +

ALTERNATIVE APPLICATIONS OF SKILLS AND KNOWLEDGE +

TRANSPPOSITION SCORING +

SAVESUBMIT

- Version 1 is the first version of the PBC Assessment
- If this has not been closed/completed then there will only be 'Version 1' in the drop-down menu
- The highest version number is the current version
- If there is an option to '[Start a new version](#)' then all PBC Assessment versions are closed/completed and a new version needs to be started
 - This option only displays if there are no open PBC Assessments
 - None of the PBC Assessment versions displayed can be updated
- **Note:**
 - There can only be one active or current PBC Assessment open at any one time
 - All completed PBC Assessment versions can be viewed but cannot be updated
 - Only the current PBC Assessment version can be updated, as it has not been closed/completed

How Do I Update the Transposition Assessment Worksheet Guide

Sections in the worksheet

- There are three sections in the Transposition Assessment worksheet
- These are:
 - Goals and Purpose
 - Alternative Applications of Skills and Knowledge
 - Transposition Scoring

[PBC Canvas](#) | [PBC Dashboards](#) | [Goal & Vision](#) | [Elevation](#) | [Specification](#) | [Integration](#) | [Skill and Will](#) | [Productive Paranoia](#) | [Paradox](#) | [Candle vs Mirror](#) | [Transposition](#) | [Mess Finding](#) | [Frameworks](#) | [Filtration](#) | [Coordination](#) | [PBC Action Plan](#)

Version 4 - 2021-02-27

TRANSPOSITION ASSESSMENT

Name: *

What to Achieve: *

GOALS AND PURPOSE +

ALTERNATIVE APPLICATIONS OF SKILLS AND KNOWLEDGE +

TRANSPOSITION SCORING +

SAVE

SUBMIT

Order to complete the worksheet

- The easiest way to complete the worksheet is to complete each of the sections in order
- There may be some questions that require the answers from previous questions

How Do I Update the Transposition Assessment Worksheet Guide

Mandatory questions

- Questions with a red asterisk (*) are mandatory and must be answered for the worksheet to be submitted and validated successfully
 - All worksheets need to be submitted and validated to complete and end an assessment
 - This is required to start a new PBC Assessment
- For the Transposition Assessment worksheet the following questions are mandatory:
 - Q1, Q2, Q3, Q4, Q5 and Q6

Answering the questions for each section

- To answer questions in each section, expand the section
 - Clicking on the '+' symbol for the section expands it
 - Once expanded clicking on the '-' symbol for the section contracts it
- When the section is expanded answer all questions
- Each section in the Assessment worksheet is covered below

How Do I Update the Transposition Assessment Worksheet Guide

1. Goals and Purpose section

- There are no questions in this section
- It contains the:
 - Top Goals - which are copied from the 'Goals and Vision' worksheet
 - Elevated Purpose - which is copied from the 'Elevation Assessment' worksheet
 - Specified Purpose - which is copied from the 'Specification Assessment' worksheet

The screenshot shows a digital form titled "GOALS AND PURPOSE". Below the title is a question: "What are your top 3 goals:". There are three input boxes labeled "Goal 1", "Goal 2", and "Goal 3". Below these is a section for "Elevated purpose:" with a large text area. At the bottom is a section for "Specified purpose:" with another large text area.

- There is nothing to update in this section
- However, before this worksheet can be submitted the Goals and Vision, Elevation Assessment and Specification Assessment worksheets all need to be updated

How Do I Update the Transposition Assessment Worksheet Guide

2. Alternative Applications of Skills and Knowledge section

- There is one question in this section
 - All questions in this section are mandatory

ALTERNATIVE APPLICATIONS OF SKILLS AND KNOWLEDGE		
1. Outline how you can apply your knowledge and skills to achieve your elevated and specified purpose and the goals you want to accomplish by applying them in different contexts: *		
Application in the context of your:	How you can apply your knowledge, skills & abilities	Benefits this would provide & how it could help you achieve your goals
1. Personal life		
2. Professional life in your current company, organisation or business		
3. Professional life in a different company, organisation or business (in the same industry)		
4. Professional life in a different industry		

Question #	Answer The Question By
1	Enter the answer by typing your response in the text box spaces provided (in columns 2 and 3)

- **Q1:** outline how else you can apply your capabilities to achieve your purpose and goals
 - To answer the question, in:
 - **Column 1:** no information required to be entered - these are different contexts in which can apply your capabilities
 - **Column 2:** explain how you can apply your capabilities in the context noted in column 1
 - **Column 3:** describe the benefits this would provide and how it could help you achieve your goals and purpose
 - A **minimum** of **one** answer is required for this question (i.e. one row) however you can provide an answer for all four rows if you like
 - A **maximum** of **four** answers can be included for this question (i.e. four rows)

How Do I Update the Transposition Assessment Worksheet Guide

ALTERNATIVE APPLICATIONS OF SKILLS AND KNOWLEDGE

1. Outline how you can apply your knowledge and skills to achieve your elevated and specified purpose and the goals you want to accomplish by applying them in different contexts: *

Application in the context of your:	How you can apply your knowledge, skills & abilities	Benefits this would provide & how it could help you achieve your goals
1. Personal life	Enter information	Enter information
2. Professional life in your current company, organisation or business		
3. Professional life in a different company, organisation or business (in the same industry)	Enter information	Enter information
4. Professional life in a different industry		

How Do I Update the Transposition Assessment Worksheet Guide

3. Transposition Scoring section

- There are five questions in this section

TRANSPPOSITION SCORING		
Question	Answer	Score
2. How often do you consider how you can apply your skills and knowledge to different areas of your personal life to execute your purpose? *	Select one <input type="text"/>	<input type="text"/>
3. How often do you consider how you can apply your skills and knowledge to different areas of your professional life to execute your purpose? *	Select one <input type="text"/>	<input type="text"/>
4. How curious are you about how you could utilise your skills and knowledge in different ways (as a percentage)? *	Select one <input type="text"/>	<input type="text"/>
5. Do you look to find inspiration outside of yourself in terms of how you could apply your skills and knowledge differently? *	Select one <input type="text"/>	<input type="text"/>
6. Do you look to find inspiration outside of yourself in terms of what other skills and knowledge you would like to acquire or develop? *	Select one <input type="text"/>	<input type="text"/>
		Total Score: <input type="text"/>
		Average Score: <input type="text"/>
		Percentage Score: <input type="text"/> %

Question #	Answer The Question By
2	Using the drop-down menu provided - the score automatically updates
3	Using the drop-down menu provided - the score automatically updates
4	Using the drop-down menu provided - the score automatically updates
5	Using the drop-down menu provided - the score automatically updates
6	Using the drop-down menu provided - the score automatically updates

- After answering each question, the score for that question displays
- Once all questions are answered, the final overall scores for the Assessment worksheet calculate
- These are the:
 - Total Score
 - Average Score
 - Percentage Score

How Do I Update the Transposition Assessment Worksheet Guide

- The Percentage Score is reflected in the PBC Assessment Canvas and also the Dashboard for Transposition

TRANSPPOSITION SCORING		
Question	Answer	Score
2. How often do you consider how you can apply your skills and knowledge to different areas of your personal life to execute your purpose? *	Half-Yearly	3
3. How often do you consider how you can apply your skills and knowledge to different areas of your professional life to execute your purpose? *	Yearly	2
4. How curious are you about how you could utilise your skills and knowledge in different ways (as a percentage)? *	>40-60%	3
5. Do you look to find inspiration outside of yourself in terms of how you could apply your skills and knowledge differently? *	Sometimes	3
6. Do you look to find inspiration outside of yourself in terms of what other skills and knowledge you would like to acquire or develop? *	Sometimes	3
	Total Score:	14.00
	Average Score:	2.80
	Percentage Score:	56.00 %

How Do I Update the Transposition Assessment Worksheet Guide

Saving the worksheet

- If you don't have time to complete the worksheet in full, once you've entered your answers, select the 'Save' button
 - This will ensure your work is saved and does not need to re-entered
 - After selecting 'Save' a success message displays

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror |

• **Transposition** | • Mess Finding | • Frameworks | • Filtration | • Coordination | • PBC Action Plan

Answers for the Transposition have been saved successfully.

✓ Version 4 - 2021-02-27

TRANSPPOSITION ASSESSMENT

Name: *

What to Achieve: *

GOALS AND PURPOSE +

ALTERNATIVE APPLICATIONS OF SKILLS AND KNOWLEDGE +

TRANSPPOSITION SCORING +

SAVE

SUBMIT

- However, the 'Save' button does not validate the completeness of the worksheet or verify it has been completed
 - This is indicated by the name of the worksheet in the menu still appearing with a red dot next to it
- To do this, and to complete the worksheet, it needs to be submitted by selecting the 'Submit' button
- You can update the worksheet as often as required and then save it
- Amendments and updates can be made until the PBC Assessment has been finalised
 - This can only be done in the [PBC Action Plan](#) worksheet
 - And is usually done at the end of the assessment period (i.e. end of the quarter)

How Do I Update the Transposition Assessment Worksheet Guide

Submitting the worksheet

- After all questions in the worksheet have been answered, select the 'Submit' button
 - This validates all questions have been answered and saves the worksheet
 - If all questions are answered, a success message displays and the name of the worksheet no longer has a red dot next to it in the menu

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | **Transposition** | Mess Finding | Frameworks | Filtration | Coordination | PBC Action Plan

Answers for the Transposition have been submitted successfully.

Version 4 - 2021-02-27

TRANSPOSITION ASSESSMENT

Name: *
Tiana Weasley

What to Achieve: *
Enter information

GOALS AND PURPOSE +

ALTERNATIVE APPLICATIONS OF SKILLS AND KNOWLEDGE +

TRANSPOSITION SCORING +

SAVE

SUBMIT

- You can update the worksheet as often as required, even after it has been submitted, and then resubmit the worksheet
- Amendments and updates can be made, and the worksheet resubmitted, until the PBC Assessment has been finalised
 - This can only be done in the [PBC Action Plan](#) worksheet
 - And is usually done at the end of the assessment period (i.e. end of the quarter)
- To finalise and end the assessment, so a new assessment can be started, all worksheets need to be fully completed and submitted by selecting the 'Submit' button for **every** worksheet
 - You will know if any worksheets need to be submitted as the name of the worksheet will display with a red dot next to it in the menu

How Do I Update the Transposition Assessment Worksheet Guide

How to complete the PBC assessment?

- There is a recommended sequence to complete the PBC Assessment worksheets
- This is outlined in the '[Complete the PBC Assessment](#)' How Do I Guide
- For more information on saving or submitting worksheets, starting or ending an assessment and updating every worksheet, refer to the following How Do I Guides:
 - '[Save Worksheets in the PBC Assessment](#)'
 - '[Submit Worksheets in the PBC Assessment](#)'
 - '[Start a New PBC Assessment](#)'
 - '[Update the Goals and Vision Worksheet](#)'
 - '[Update the Elevation Assessment Worksheet](#)'
 - '[Update the Specification Assessment Worksheet](#)'
 - '[Update the Integration Assessment Worksheet](#)'
 - '[Update the Skill and Will Assessment Worksheet](#)'
 - '[Update the Productive Paranoia Assessment Worksheet](#)'
 - '[Update the Paradox Assessment Worksheet](#)'
 - '[Update the Candle versus Mirror Assessment Worksheet](#)'
 - '[Update the Mess Finding Assessment Worksheet](#)'
 - '[Update the Frameworks Assessment Worksheet](#)'
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 - '[Update the Coordination Assessment Worksheet](#)'
 - '[Update the PBC Action Plan Worksheet](#)'