

HDI COURSES IN THE PIPELINE*

8-Week Diploma Programs

Tuition : Rs. 20,000/- or US\$700 (same course costs US\$5,900 in the US)

Human Resources Management

Designed for personnel managers and human resources planners and administrators in the government (municipal, city or government), private organizations and parastatals as well as other interested graduates

Computer Management and Security

Designed for computer support managers in the government, parastatal and private enterprises

Performance Auditing

Designed for professionals who have senior responsibilities for evaluating and auditing managerial experience

Public Management Core

Designed for managers who need to update their knowledge in the fundamentals of management

Public Financial Management

Designed for managers and practitioners who have financial management responsibilities

4-Week Certificate Programs

Tuition : Rs. 10,000/- or US\$350 (same course costs US\$3,500 in the US)

Gender in Development Planning and Management

Designed for managers responsible for the preparation, appraisal, implementation and evaluation of development projects in which women are involved – both as participants and beneficiary groups

Procurement Management for Development Projects

Designed for public and private-sector senior officers who are directly involved in the decision-making for import procurement, logistics and implementation of development projects

Training Design and Management

Designed for faculty, professional staff and managers of national or regional administrative staff colleges, institutes of management and staff development units and INGOs

3-day Fast-track Programs

Tuition : Rs. 5,000/- or US\$150 (same course costs IRs. 15,000 in India)

Designed for those executives and/or interested graduates who are incurably enthusiast to sharpen their skills, but bitten by time bugs. Fast-track programs are full-time courses (include lunch and tea) in the following areas of specialization:

❖ Self-assessment and Career Planning ❖ Neuro Linguistic Programming (NLP) ❖ Strategic Planning and Development ❖ Time Management ❖ Human Resources Development ❖ Administration and Supervision ❖ Art of Delegation ❖ Tactical Investigations ❖ Leadership Skills ❖ Interpersonal Skills ❖ Public Speaking ❖ Value Communications Audit ❖ Workshop Design ❖ Microcomputers and Internet in Management ❖ Fundraising ❖ Action Design ❖ Volunteers Recruitment ❖ Grassroots Organizing and Community Mobilization ❖ Meeting Facilitation and many more

Classes commence when the number of trainees are 10 or more in each session of each course.



Human Development Institute

मानवीय विकास प्रतिष्ठान

offers

Short-Term Training Programs in Management



GLOBAL MISSION, LOCAL ACTION

Admissions, HDI
GPO Box 10422
Kuleswor Heights
Kathmandu, Nepal
Tel/Fax: 274579

PMC
FOR PUBLIC INTEREST ADVOCACY

Table of Contents

STATEMENT BY HDI HEAD.....	3
STATEMENT OF INSTITUTIONAL CAPABILITY.....	4
8-WEEK DIPLOMA PROGRAMS	
Diploma in Organizational Management and Planning.....	6
Diploma in Environmental Protection and Management.....	7
Diploma in Project Management for Sustainable Development....	8
Diploma in Education Management and Planning.....	9
APPLICATION FORM (PULL-OUT)	
CRITERIA AND REGISTRATION.....	10
HDI INTERNSHIPS.....	12
FACULTY AND STAFF LISTING.....	14
HDI COURSES IN THE PIPELINE.....	15

Guest Speakers

Kirti Nidhi Bista, Former Prime Minister of Nepal

Yadab Kant Silwal, Former SAARC Secretary-General and Foreign Secretary

Ram Hari Joshy, Member of Parliament and Former Minister

Administration

Subu Shrestha, Executive Director, Human Development Institute on behalf of Public Media Center

**This list is regularly updated as per our requirement. So, changes could take place without prior notice.*

Faculty

Sichendra Bista, PGDEE, Founder President, Global Initiatives for Sustainable Development and Humanitarian Action & Human Development Institute

Gorakshe Bahadur Nhuchhe Pradhan, Head, Human Development Institute and Founder of Nepal Administrative Staff College/HMG-Nepal and Former Finance Secretary

Dr. Tirtha Raj Khaniya, Vice-Chairman, Higher Secondary Education Council

Binod P. Bista, MBA, Former Deputy Permanent Representative to UN

Ram Krishna Regmi, MBA, Former RSS Chief Reporter and Professor of Economics at Tribhuvan University

Krishna Timilsina, BA, DNAJ, Advisor, BP Koirala Institute of Health Sciences

Sunil Silwal, MBA, Deputy Director, Management Training and Research Center (MTRC)

Baikuntha Aryal, MPA, Lecturer and Government Officer

Upendra Shrestha, MA, Program Officer, IUCN Nepal

Uddab Upadhyaya, MA, former Editor-in-Chief of Gorkhapatra

Kapil Kafle, BA, Editor, Aajako Samacharpatra

Tatwa P. Timsina, MS, Environment Specialist, Enviroconsult

Arun Ranjit, MBA, Consultant on Public Financial Accounting

Sunil Adhikari, LL. B., Senior Advocate, Supreme Court

Prakash Sayami, Veteran Film-maker and Director

Anupa Shrestha, Producer, Image Channel and Presenter, KATH 97.9 FM

Upendra Aryal, Executive Member, Nepal Forum of Environmental Journalists

Dear Friend:

Human Development Institute has designed short-term, real-time training programs at the post-graduate level in view of the growing need for operational management and planning skills for the executives and mid-career professionals who are facing new realities and of structural adjustment and glocalization. Such courses are being conducted for the first time in Nepal.

HDI programs have received overwhelming response and brought about a dynamic change in the trainees. We are confident that you, your subordinates and your line agencies would also immensely benefit from our programs.

Notably, the syllabi and program standards of the courses are at par with the IPSI, University of Connecticut, USA. However, please note that courses with similar modules cost some 10 times more costlier in India and 30 times more in the US.

There are four reasons why you would benefit by opting for the programs and services of our Institute:

- 1. The contents of the modular programs are developed and regularly evaluated to assure responsiveness to the rapidly changing needs of organizers in the developing world.*
- 2. Professional field visits, workshops, case exercises and visiting lecturers provide opportunities for practical application of theoretical components imparted in the class.*
- 3. It is an opportunity to share the real-time experiences of the GI, having a wide range of internationally-acclaimed activism at the micro, meso and macro level in the Third World context.*
- 4. Portion of the tuition goes to the humanitarian and development activities of Global Initiatives (GI) like Safe Water for the Poor movement or Multi-media in Education.*

May we invite you to visit our facilities at Kuleswor Height at your convenience? Welcoming you to HDI, and wishing you all the best for the future,

Yours sincerely



Sichendra Bista, Founder President
Human Development Institute

STATEMENT OF INSTITUTIONAL CAPABILITY

Human Development Institute (HDI)—formerly Joint HRD Research Unit— is a not-for-profit strategic alliance between the enormous human resources and development experiences of Global Initiatives for Sustainable Development and Humanitarian Action (GI), and management and advocacy potentials of Public Media Center (PMC).

The merger came into being for the joint academic research in human development and to impart short-term, postgraduate level trainings in operational management in the face of the new realities of structural adjustment and glocalization as envisioned by GI Founder Sichendra Bista — recipient of five international awards and several other honors, and nominated Personality of the Year-1998 by North Carolina-based American Biographical Institute. Last year, ABI recognized him as one among the "Five Thousand Most Influential Personalities of the World Hall of Fame" for his meritorious accomplishment in grassroots organizing and civic journalism as well as his multifarious experiences in environmental science, strategic management, communications, magic, photography, mountaineering etc.

The Institute conducts short-term management programs to impart organising strategies, structures and skills, planning, leadership, problem-solving capabilities, and produce well-trained manpower in operational management in the face of new realities and challenges of structural adjustment and glocalization. HDI trainees would have an irreplaceable opportunity to experience the life in developing countries through its socio-cultural support programs which is inclusive in every course.

Also, it provides custom-designed management trainings and customized management consultancy services on sub-contract basis.

For running academic programs, it acquired from PMC a superb resort-like 6-room office with a beautiful garden and lawn, a small-scale conference room, and a microcomputer lab on the quiet hilltop of Kuleswor New Settlement near Ring Road, just five minutes drive away from downtown Kathmandu.

Global Initiatives for Sustainable Development and Humanitarian Action (GI) is one among the very few organizations which has holistic, multidisciplinary, multisectorial and indigenous approaches to development and social change. Its organizational structure rises from the principles that drive the age-old, selfless, indigenous, but dying, community management and development model, *Guthi*.

from the HDI Head. The latter will further request the chief of the station of internship for necessary clearance. However, it would be under the discretion of HDI to approve or disapprove the proposal of activities.

5. In case of disapproval of the proposal, the disapproved team would be given *no more than 3 days'* time for remedial and/or new work in this connection.

6. No project or activity should be carried out without prior consent *in writing* from HDI Head and the chief of the concerned agency where the group is deputed.

7. After the completion of the internship, the trainees are required to report at HDI office immediately where they would be facilitated with a guideline and timeline to prepare and submit the dissertation/thesis.

HDI INTERNSHIPS

"Learn how to learn. Somebody handing you a book doesn't automatically foster learning. You want to learn with other people, ask questions, try out ideas, and have a way to test your ability. It usually takes more than a book."

– Bill Gates, CEO, Microsoft

HDI's internships are designed in perfect harmony with the Bill's opinion so that every HDI graduate is ornamented with a hands-on opportunity to put his ideas and belief in action. Our internship is the ideal model where a trainee could test her/his ability oneself.

The 2-week internship involves implementation of the skills amalgamated with the group's ideas and beliefs which have been accumulated and/or innovated during the preceeding 6 weeks of classes, discussions, guest lectures and workshops.

The internship is a process towards action which facilitates the faculty members to evaluate the performance and progress of the trainees during the HDI real-time training.

It also helps the trainees score to credit of bringing out a few publications which could add a few lines in her/his resume under 'publications' category.

Internship Rules and Regulations

1. The station of internship would be decided by the HDI Head in consultation with Faculty Members. No pre-notification would be issued to the trainees about the deputation so as to ensure fairness in evaluation. The decision of HDI Head would be *final*, and no questions would be asked.
2. All expenses during the internship should be borne by the candidates themselves. Internship costs differs from program to program (around Rs. 5,000/-). However, it involves organizing of a few workshops and other relevant events as well as all other necessary outside contacts to materialize the events independently by a group of trainees.
3. A gap of 2 weeks, following the 6 weeks of classes and workshops, would be allowed to networking among the group and planning the proposed activities during the internship.
4. All proposals should be submitted *in writing* a week prior to the commencement date of internship to HDI's Executive Director for approval

Its fields of operation include grassroots activism for social, environmental, economical, psychological, emotional and spiritual change, and campaigning for universal peace as enshrined in the UN Charter; training and advocacy for self-reliance, aid de-addiction and institutional consolidation; innovation and implementation of people-friendly development alternatives by upholding and exploiting local resources; and endeavors for the consolidation of free enterprise, people-centered democracy and pluralism. Overall, it works at micro, macro and meso levels for holistic human development. While selecting the areas of action, it identifies such sectors where GI volunteers can put their beliefs into action independently.

GI has been successfully using drinking water (domestic disinfection) to promote social change in developing world despite adept poverty, uncontrolled population and low literacy. It has, so far, helped more than 300,000 ensure safe water themselves under the Safe Water for the Poor movement. Its Multi-media in Education (ME)—based on the Active Childhood Philosophy (ACP)—has already changed the way more than 15,000 kids think, create, work and act as well as the conventional attitudes their elders perceive their proteges.

GI currently has a network of 3200 child welfare and educational institutions and a rostrum of its chapters worldwide plus a volunteer base of 16,000 individuals.

Public Media Center (PMC) is a public interest media agency, with specialization in image consultancy. It helps produce information, education and communication campaigns for nonprofit organizations like INGOs, NGOs, PVOs, charities, educational and governmental institutions, and private institutions working for social change.

PMC services include specialized media-related research, training, seminars and documentation, production (including editing and writing services) of corporate or institutional history, founder's biography, calendars, planners, bookmarks, catalogues, institutional profiles, brochures, commemorative issues, journals, bulletins. PMC, through its *PMCPress Service*, plays catalytic role between independent sector organizations and mass media. It also provides media-related consultancy.

In addition to providing translation and transcription services in 7 languages, PMC helps produce customized audiovisuals, web pages and interactive multimedia tools for advocacy.

Diploma in Organizational Management and Planning (DOMAP)

Who should attend?

This program is designed for the organizers and mid-level management or executive secretaries or office bearers (of small organizations) from government agencies, parastatal (NGO or INGO) and private enterprises as well as fresh graduates.

Where does it lead to?

The 8-week long program imparts the organising strategies, structures and skills, planning, leadership, problem-solving capabilities, and produce well-trained manpower in operational management in the face of new realities and challenges of structural adjustment and glocalization.

Speciality

The real-time program includes a class on microcomputer applications and Internet in addition to hands-on-experience, workshops, case exercises, visiting expert lecturers and professional field visits (if necessary), and a 2-week long compulsory full-time internship for sharpening learned skills thorough real time practice (see a separate chapter on HDI Internships).

Course Modules

Self-Assessment and Career Planning, Self-Optimization, Neuro Linguistic Programming (NLP), Principles of Organizing, Strategic Planning, Issue Selection, Strategy Development, Tactical Guide to Power, Organizing Models, Administration, Supervision, Recruitment, Time Management, Human Resources Development, Delegation, Tactical Investigation, Human Relations and Dynamic Psychology, Action Design, Fund-raising, Leadership Development, Media Playing, Public Speaking, Planning and Holding a Meeting, Workshop Design and leading, Partnership Building with Community, Microcomputers and Internet in Organizing

Duration

8 weeks (6weeks of of-the-work regular contact classes of 2 hours each, followed by a full-time internship of 2 weeks)

Dates and Timing

February 15-April 24/7-9AM
April 05-June12/7-9AM
May 17-July 24/7-9AM
July 12-September 18/7-9AM & 11AM-1PM
Aug. 23-Nov. 27/7-9AM
Nov. 15-Jan.29 '00/7-9AM

Tuition:

Rs. 20,000/- (Same program costs US\$5,900 in the US)

less than 10 (ten) in each session. Application form are available against the payment of Rs. 100/- or US\$5 (for foreign nationals) from the HDI premises or other HDI-authorized Form Collection Counter a

Registration Requirements

Formal registration will take place by the deadline specified for the each program. Under HDI regulations, no participant can be formally registered until program fees have been paid in full and in advance. Registration, as the program is competitive, is on the first-come-first-serve basis, and should be pre-booked and pre-paid. Restitution is not possible. Send the duly filled-in application form along with the tuition fee to the HDI Admissions.

Program Costs

The tuition covers instructional costs, all required materials and texts, transcripts and certificate. Required professional field visits and the other overhead expenses during the 2-week long full-time Internship are not included in the tuition fees and should be borne by the parties concerned. Classes are held at HDI premises.

A wide variety of public and private organizations provide funding for managers from developing countries to take part in the HDI training programs. Some receive financial support from their own governments and employing agencies or international organizations.

Stipend or sponsorship amount must be paid directly to the participants who will further forward the amount to HDI Admissions.

Foreign nationals have to pay the program cost as specified in US\$ amount or equivalent in the Nepalese currency. For 8-week, 4-week and Fast-Track programs, the tuition is US\$700, US\$350 and US\$150 respectively.

Normally, a financial sponsor will defray all the expenses of a participant in one of the HDI programs. HDI does not provide any financial support, scholarships or discounts.

However, foreign and outstation students are required to volunteer in the HDI-assigned institutions and activities as full-timers during the course period so as to garner cross-cultural experience and to interpret the skills from the real-time training into reality.

CRITERIA & REGISTRATION (READ CAREFULLY AND THOROUGHLY)

Program Standards

A diploma or certificate is awarded to all participant who successfully complete the HDI courses, subject to the following conditions:

1. Participants must punctually and regularly attend the classes, seminars, workshops, professional visits and internships. No more than two pre-notified and excused absences are acceptable during each program. Classes are held from Monday to Friday except on official holidays.
2. All assignments, tests and projects must be completed *in time* to the satisfaction of instructors and faculty advisors.
3. All courses are graded. Courses of 15 or more hours are generally graded on an A to F scale. Courses of less than 15 hours are graded on a pass/fail basis as S (satisfactory) or U (unsatisfactory). A participant with a D, F, U grading in any course cannot be awarded a diploma or certificate. However, if a participant initially obtains a D, F or U grading, (s)he will be given the opportunity to do remedial work, time permitting and with the instructor's consent, to achieve a higher grade.
4. In computing grade point averages, only the letter grades will be taken into account. A weighted average of B or better is required to complete a certificate or diploma programs.
5. A project utilizing concept and skills learned during the program is required form each participant seeking a diploma.

Selection Criteria and Requirements

Applications to HDI prorgans is competitive. Participants are expected to have at least a bachelor's degree in any discipline. In exceptional circumstances, this requirements may be waived for certificate and diploma programs, provided the organizations sponsoring candidates without bachelor's degrees are asked to certify *in writing* that the candidate has shown superior qualities of judgement and maturity in his or her career and is considered to be suitable for eventual promotion to a high-level management position and competent to complete a program equivalent to post-graduate level study.

Applicants must be fluent in writing, speaking and understanding English. However, the contents would be interpreted in plain Nepali wherever applicable. The course would be postponed if the number of participants registered are

Diploma in Environmental Protection and Management(DEPAM)

Who should attend?

This program is designed for the officials and engineers in the government (municipal, city and national government), private organizations, and NGOs who are involved in the development of environmental policies, monitoring and analysis of environmental conditions, and implementations of environmental protection programs as well as other interested graduates

Where does it lead to?

The 8-week long program imparts the knowledge and skills in the effective management of environmental protection programs, and produce well-trained manpower in applied environmetntal management in the face of new realities and challenges of structural adjustment and glocalization.

Speciality

The real-time program includes a class on microcomputer applications and Internet in addition to hands-on-experience, workshops, case exercises, visiting expert lecturers and professional field visits (if necessary), and a 2-week long compulsory full-time internship for sharpening learned skills thorough real time practice (see a separate chapter on HDI Internships).

Course Modules

Development of policies for environmental protection, Planning and Designing Environmental Programs, Monitoring Environmental Quality, Community-based Environmental Protection, Environmental, Impact Assessment, Microcomputers and, Internet in Environmental Managment, Politics of Environmental Protection, Water Pollution Control Technologies, Water Resources Management, Air Pollution, Wildlife Management, Internship

Duration

8 weeks (6weeks of of-the-work regular contact classes of 2 hours each, followed by a full-time internship of 2 weeks)

Dates and Timing

February 15-April 24/5-7PM

April 05-June12/5-7PM

May 17-July 24/5-7PM

July 12-September 18/ 2-4PM & 5-7PM

Aug. 23-Nov. 27/5-7PM

Nov. 15-Jan.29 '00/5-7PM

Tuition:

Rs. 20,000/- (Same program costs US\$5,900 in the US)

Diploma in Project Management for Sustainable Development (DIPROM)

Who should attend?

This program is designed for the managers and administrators responsible for the preparation, implementation and evaluation of development projects as well as other interested graduates

Where does it lead to?

The objective of the program is to impart the knowledge and skills for sustainable management of the development projects, and produce well-trained manpower in operational management in the face of new realities and challenges of structural adjustment and globalization.

Speciality

The real-time program includes a class on microcomputer applications and Internet in addition to hands-on-experience, workshops, case exercises, visiting expert lecturers and professional field visits (if necessary) to the running projects to interact and discuss various aspects of actual development projects, and a workshop during the 2-week long compulsory full-time internship for sharpening learned skills thorough real time practice (see a separate chapter on HDI Internships).

Course Modules

Project Cycle and Logical Framework, Development Planning, Cost-Benefit Analysis, Project Budgeting and Internal Control, Gender Issues in Project Management, Attributes of a Project Manager, Project Procurement, Project Evaluation, Project Monitoring and Control, International Finance, Microcomputer and Internet Applications in Project Management, Project Design and Preparation Workshop

Duration

8 weeks (6weeks of of-the-work regular contact classes of 2 hours each, followed by a full-time internship of 2 weeks)

Dates and Timing

February 15-April 24/7-9AM
April 05-June12/7-9AM
May 17-July 24/7-9AM
July 12-September 18/ 7-9AM & 11AM-1PM
Aug. 23-Nov. 27/7-9AM
Nov. 15-Jan.29 '00/7-9AM

Tuition:

Rs. 20,000/- (Same program costs US\$5,900 in the US)

8

Diploma in Education Management and Planning (DEMAP)

Who should attend?

This program is designed for the managers and technicians from education ministries, universities, training centers and other educational institutions as well as other interested graduates

Where does it lead to?

The objective of the program is to impart the knowledge and skills in the effective management of educational institutions, and produce well-trained manpower in applied environmental management in the face of new realities and challenges of structural adjustment and globalization.

Speciality

The real-time program includes a class on microcomputer applications and Internet in addition to hands-on-experience, workshops, case exercises, visiting expert lecturers and professional field visits (if necessary), and a 2-week long compulsory full-time internship for sharpening learned skills thorough real time practice (see a separate chapter on HDI Internships).

Course Modules

Education Planning, Foundations of Organizational Structures & Behavior, Microcomputers and Internet Applications in Education, Curriculum Development, Cost Effective Analysis, Economics of Education, Education Finance, Leadership Development, Supervisory Skills, Management of Teacher Training, Qualitative and Quantitative, Evaluation Techniques, Strategies for Increasing Organizational Effectiveness, Educational Psychology, Internship

Duration

8 weeks (6weeks of of-the-work regular contact classes of 2 hours each, followed by a full-time internship of 2 weeks)

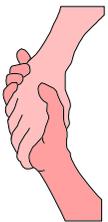
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February 15-April 24/5-7PM
April 05-June12/5-7PM
May 17-July 24/5-7PM
July 12-September 18/ 2-4PM & 5-7PM
Aug. 23-Nov. 27/5-7PM
Nov. 15-Jan.29 '00/5-7PM

Tuition:

Rs. 20,000/- (Same program costs US\$5,900 in the US)

9



Human Development Institute

मानव विकास प्रतिष्ठान

APPLICATION FORM

GPO Box 10422, Kuleswor, Kathmandu, Nepal. Tel: 274579 e-Mail: gis_repa@yahoo.com

Full Name _____

Organization _____

Title/Job duties _____

Address for Correspondence _____

Tel _____ (Res.) _____ (Off.) Fax _____

e-Mail _____

Please mention the program you are applying on the lines provided below (in all capitals)

BACKGROUND INFORMATION

Date of Birth (month/day/year) _____

Country of Citizenship _____

Place of Birth _____

Higest Educationa Qualification: Degree _____ Date Awarded _____

Institution _____

If you do not possess a universtiy degree, please attach a letter of recommendation from your employer or sponsor.

SPONSORSHIP

Please indicate the name of the agency and that will provide you with financial support:

Name of the Agency _____

Address for Correspondence _____

Tel _____ (Res.) _____ (Off.) Fax _____

Head of the Institution Mr./Ms./Dr. _____

Head of the Personnel Section Mr./Ms./Dr. _____

Your Immediate In-Charge Mr./Ms./Dr. _____

ATTACHMENT

While submitting this application, please attach the photocopies of the credentials supporting your claim about your citizenship, educational qualifications and date of birth in Gregorian Calendar as well as the tuition fee specified. Submit only to HDI Office.

SELF-EVALUATION FORM

This psychological test is to help us understand the area in which you can be most productive. There is no way you can "pass" or "fail", because this is not a test but a self-evaluation form. Below are 30 terms. By encircling the numbers 1 through 5, indicate HOW WELL THE TERM DESCRIBES YOU AS A PERSON. If you are not acquainted with any of the words please consult a dictionary. Be sure that you have encircled all queries below. Consult dictionary for strange words. Use the following as a guide:

5-Very 4-Ordinarily 3- Somewhat
2- Just a little 1-Not very

- | | | | | | |
|---------------------|---|---|---|---|---|
| 01. Calm | 1 | 2 | 3 | 4 | 5 |
| 02. Kindhearted | 1 | 2 | 3 | 4 | 5 |
| 03. Industrious | 1 | 2 | 3 | 4 | 5 |
| 04. Careful | 1 | 2 | 3 | 4 | 5 |
| 05. Agreeable | 1 | 2 | 3 | 4 | 5 |
| 06. Persuasive | 1 | 2 | 3 | 4 | 5 |
| 07. Demanding | 1 | 2 | 3 | 4 | 5 |
| 08. Talkative | 1 | 2 | 3 | 4 | 5 |
| 09. Modest | 1 | 2 | 3 | 4 | 5 |
| 10. Generous | 1 | 2 | 3 | 4 | 5 |
| 11. Spontaneous | 1 | 2 | 3 | 4 | 5 |
| 12. Soft-hearted | 1 | 2 | 3 | 4 | 5 |
| 13. Pleasant | 1 | 2 | 3 | 4 | 5 |
| 14. Spirited | 1 | 2 | 3 | 4 | 5 |
| 15. Attractive | 1 | 2 | 3 | 4 | 5 |
| 16. Fussy | 1 | 2 | 3 | 4 | 5 |
| 17. Compassionate | 1 | 2 | 3 | 4 | 5 |
| 18. Earnest | 1 | 2 | 3 | 4 | 5 |
| 19. Shy | 1 | 2 | 3 | 4 | 5 |
| 20. Daring | 1 | 2 | 3 | 4 | 5 |
| 21. Persistent | 1 | 2 | 3 | 4 | 5 |
| 22. Individualistic | 1 | 2 | 3 | 4 | 5 |
| 23. Selfish | 1 | 2 | 3 | 4 | 5 |
| 24. Compelling | 1 | 2 | 3 | 4 | 5 |
| 25. Good-natured | | | | 1 | 2 |
| 3 4 5 | | | | | |
| 26. Understanding | 1 | 2 | 3 | 4 | 5 |
| 27. Adaptable | 1 | 2 | 3 | 4 | 5 |
| 28. Aggressive | 1 | 2 | 3 | 4 | 5 |
| 29. Outgoing | 1 | 2 | 3 | 4 | 5 |
| 30. Controlling | 1 | 2 | 3 | 4 | 5 |