



“TALKING ABOUT YOURSELF”

PERSONAL & PROFESSIONAL DEVELOPMENT





Takeaways

- Greater understanding of self and others
- Understanding GROWTH model of goal setting
- Develop at least one goal around an issue
- Reflection Time
- Relaxing Time
- 5 Takeaways



GROUP AGREEMENTS

- Giving others 'air time'
- Maintaining Confidentiality
- Respecting others' opinions
- Giving it a go
- Allowing others 'the right to pass' on any issue
- Reflecting on material as you progress
- Applying what you learn



MADE BETTER



TELL THE STORY

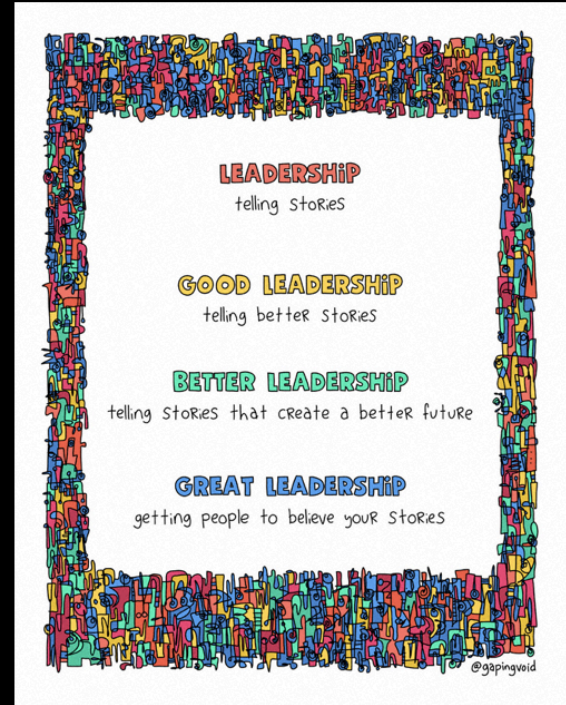
TELL IT IN YOUR OWN VOICE

All voices are different

Going to start by telling my story



- H** Honesty – “stories need data”
- A** Authenticity – “share the voice”
- I** Integrity – “trustworthy”
- L** Love – “believe in people”





The Story – MOC and Me!

Why it is important to tell the story

If you don't someone else will

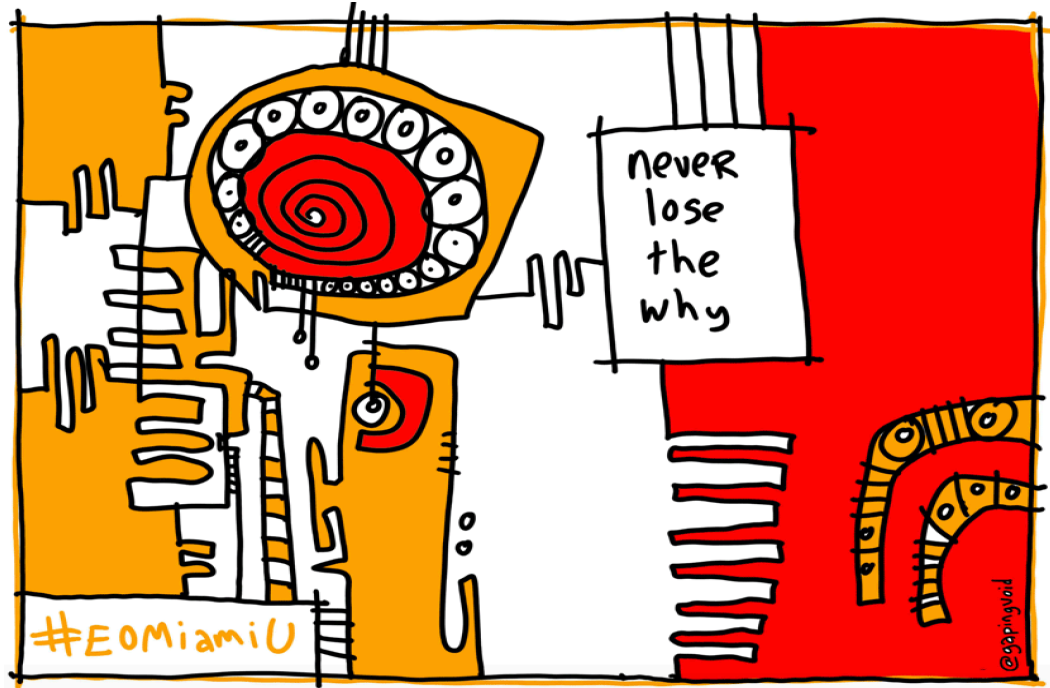
What is your professional story?

www.makelearningbetter.com



DEMOGRAPHY IS NOT DESTINY

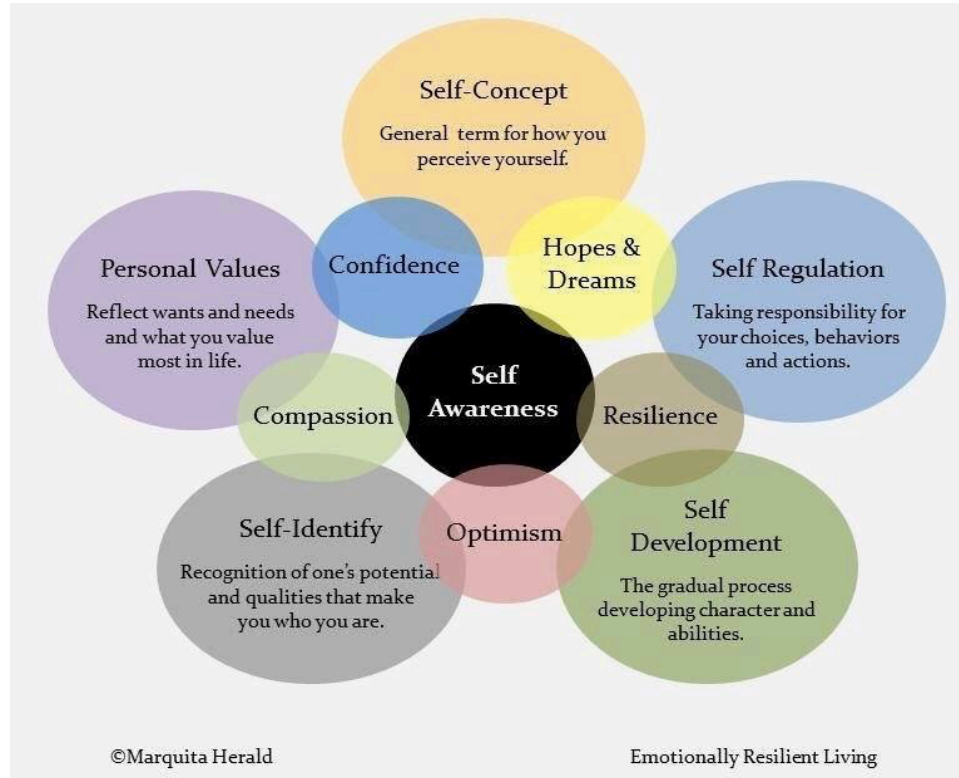
JULIA GILLARD - 2009





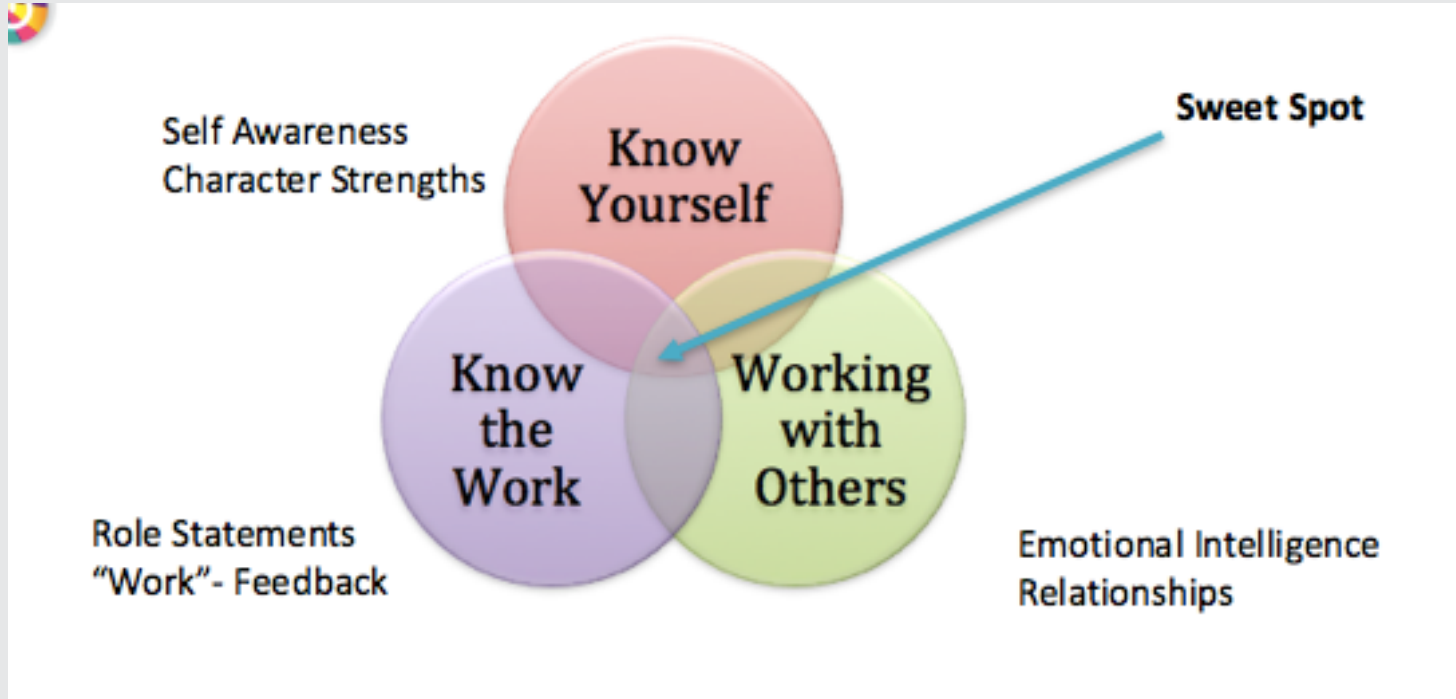


NEVER LOSE THE WHY?





“Success at Work”





@gapingvoid

Sweet spot keeps moving

Business keeps changing or the important bits at different moments do

Personnel change – their needs change – herding “cats”

You change as do your needs

Need to “tell the story” in all areas



SELF AWARENESS

Rachael Robertson (Extreme Leadership) believes that self awareness is the number one quality that resonates with all successful leaders.

There are considered 4 ways to build your self-awareness:

Reflection: look back and play forward, importance of journaling

Advice: get frank and fearless feedback

Mentoring/Coaching: a professional relationship with someone respected

Psychometric assessment: as long as the information is clearly explained and you understand what the tool is measuring and how to use the information.



SELF AWARENESS

Myer Briggs Indicator

Kiersey Personality Profiler

TalentQ- DECD

On-line tests





ORGANIZATIONS

In poorly performing companies, employees are 79% more likely to have low self-awareness and have 20% more 'blind spots'



LEADERS

High self-awareness is the strongest predictor of leadership success

Sources

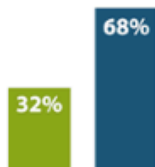
<https://www.forbes.com/sites/kevintolson/2014/03/11/features-on-self-awareness-research-reveals-the-bottom-line-of-leadership-development/#00326862d111>
http://www.greynoise.com/resources/pdf/9120892019620Executive%20Study%20GPN%20Commentary%20Article_Final.pdf
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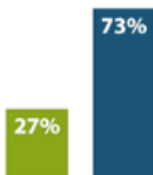


TEAMS

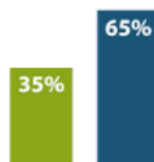
Teams with high self-awareness make **better quality decisions**



Coordination is key, with all team members working in harmony to get things done.



Conflicts are resolved quickly, in a way that satisfies all parties involved.



■ High self-awareness teams

■ Low self-awareness teams



Teams with low self-awareness cut their chances of team success in half



Undertake My Personality on-line test

<http://www.my-personality-test.com>

It takes 10 minutes maximum

Try and be as honest as possible.

The test as a free one is not the most comprehensive but it is a good starting point for discussions.



ISTJ

Introverted sensor thinker judger

ISTP

Introverted sensor thinker perceiver

INTP

Introverted intuiitor thinker perceiver

ESTP

Extraverted sensor thinker perceiver

ISFP

Introverted sensor feeler perceiver

ISFJ

Introverted sensor feeler judger

INTJ

Introverted intuiitor thinker judger

ESTJ

Extraverted sensor thinker judger

INFP

Introverted intuiitor feeler perceiver

INFJ

Introverted intuiitor feeler judger

ESFP

Extraverted sensor feeler perceiver

ENFP

Extraverted intuiitor feeler perceiver

ESFJ

Extraverted sensor feeler judger

ENTP

Extraverted intuiitor thinker perceiver

ENTJ

Extraverted intuiitor thinker judger

ENFJ

Extraverted intuiitor feeler judger



EMOTIONAL INTELLIGENCE is the other key



Emotional intelligence is the ability to recognise, understand and manage emotions in ourselves and others.

Emotional Intelligence is divided into the four clusters of Self-Awareness, Self-Management, Social Awareness and Relationship Management.

Often been referred to very broadly as “people skills”

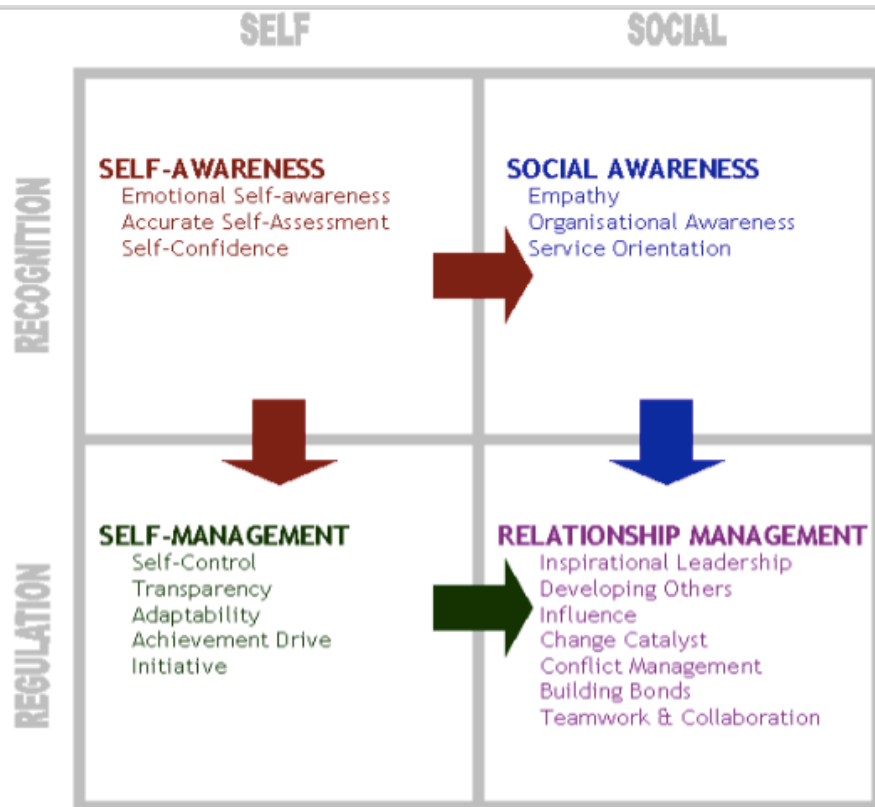


Figure 1. Goleman's Emotional Intelligence Model (2002)



Emotional Intelligence (EQ) Stats



90%

*of top performers
have high EQ*



EQ is responsible for

58%

*of your job
performance*





Self - awareness

- Keep a journal
- Identify stress factors
- Slow down
- **emotional self-awareness, where you are able to read and understand your emotions**
- **accurate self-assessment, where you understand strengths & weaknesses;**
- **self-confidence, where you have a positive and strong sense of one's self-worth.**



Self Management

- Question why are you doing your job
- Know where you stand
- Be optimistic
- Self-control, which is keeping disruptive emotions and impulses under control;
- Transparency, which is maintaining standards of honesty and integrity,
- Managing yourself & responsibilities;
- Adaptability, which is the flexibility in adapting to changing situations
- Achievement orientation, which is the guiding drive
- Initiative, which is the readiness to seize opportunities and act.



Social Awareness

- Learn conflict resolution
- Improve your communication skills
- Learn how to praise others
- Empathy, which is understanding others and taking an active interest in their concerns;
- Organisational awareness, which is the ability to read the currents of organisational life, build decision networks and navigate politics;
- Service orientation, which is recognising and meeting student needs.



Relationship Management

- Give and take feedback
- Improve listening skills
- Develop leadership & teamwork skills

Visionary leadership, which is inspiring and guiding groups and individuals;

Developing others, which is the propensity to strengthen and support the abilities of others

Influence, which is the ability to exercise a wide range of persuasive strategies with integrity, and also includes listening

Change catalyst, which is the proficiency in initiating new ideas and leading people in a new direction;

Conflict management, which is resolving disagreements and collaboratively developing resolutions;

Teamwork and collaboration, which is the promotion of cooperation and building of teams.



Growing Emotional Intelligence:

Growing your EI competencies is not easy or quick, as it takes perseverance in the process of critical self-reflection, commitment to improvement and of course behavioural practice.

Transformational Learning

When you grow your Emotional Intelligence, it is called transformational learning, as this growth comes from using critical self-reflection.

So, what is critical self-reflection?

Effective critical self-reflection requires you to question yourself and the assumptions you make on an ongoing basis.



The mætrix EI Test Results

(MEIT Version 1.0)

Questionnaire Date Fri Nov 4 09:08:36 2016

The following numerical scores are calculated from your answers to the EI questionnaire. If you have answered honestly and accurately, your scores, out of 10 for each quadrant, will reflect your capability level within each of the EI quadrants. (You might want to print out this result; if you do not, you will have to retake the test if you want these scores later since they are not saved anywhere.) To gain a picture of what each of the EI quadrants covers, read the short descriptions below, or on this website at www.maetrix.com.au/ei.asp.

You have answered 39 questions out of 40. For best results, you should answer all the questions that apply.

Self-Awareness	Self-Management	Social-Awareness	Relationship Management
9	9	7	8

For more information about interpreting your MEIT scores, click [here](#). For more information about Emotional Intelligence and how to use it for your personal growth, please contact, [Malcolm Lazenby](#)

Please remember that this Sampler is NOT scientifically validated. We cannot guarantee the accuracy of the results of this EI analysis.

EI Quadrant Descriptors

Self-Awareness.

Description. The core of Emotional Intelligence is self-awareness. Self-awareness is comprised of three competencies; emotional self-awareness, where you are able to read and understand your emotions as well as recognise their impact on work performance and relationships; accurate self-assessment, where you are able to give a realistic evaluation of your strengths and limitations; and self-confidence, where you have a positive and strong sense of one's self-worth. The starting point and key in these areas is the ability to be critically self-reflective.

Self-Management

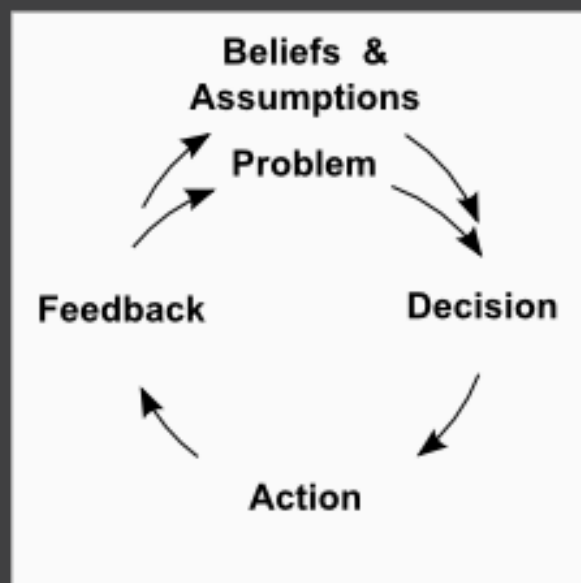
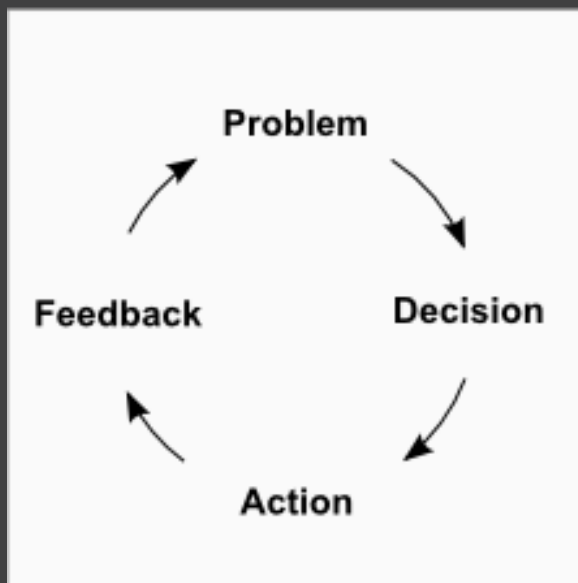
Description. Self-management is comprised of five competencies; Self-control, which is keeping disruptive emotions and impulses under control; transparency, which is maintaining standards of honesty and integrity, managing yourself and responsibilities; and adaptability, which is the flexibility in adapting to changing situations and overcoming obstacles; achievement orientation, which is the guiding drive to meet an internal standard of excellence; and initiative, which is the readiness to seize opportunities and act.

Social Awareness

Description. Social Awareness is comprised of three competencies; empathy, which is understanding others and taking an active interest in their concerns; organisational awareness, which is the ability to read the currents of organisational life, build decision networks and navigate politics; and service orientation, which is recognising and meeting customers needs. The adaptable, success-oriented type.

Relationship Management

Description. The Social cluster of Relationship Management is comprised of seven competencies; visionary leadership, which is inspiring and guiding groups and individuals; developing others, which is the propensity to strengthen and support the abilities of others through feedback and guidance; influence, which is the ability to exercise a wide range of persuasive strategies with integrity, and also includes listening and sending clear, convincing and well-tuned messages; change catalyst, which is the proficiency in initiating new ideas and leading people in a new direction; conflict management, which is resolving disagreements and collaboratively developing resolutions; building bonds, which is building and maintaining relationships with others; and teamwork and collaboration, which is the promotion of cooperation and building of teams.





The reflective journal is a common focus tool used to build self-awareness as

The journal is double loop learning

The cathartic action of hand writing and how that has been an important part of her leadership learning.

The process is to write down a situation and how you managed it.

If you managed it badly then you write how you could have managed the situation better.

It is also very useful to write about your own behaviour in the situation.



Empathy

Put yourself in someone
else's position

Pay attention to body language

Respond to feelings







Effective Listening

Active Listening Attitudes

- Being “present” mindset
- Avoid ‘me too’
- Remembering that you think faster than people can speak
- Listening for content and feelings

Active Listening Behaviours

- Eye contact
- Open Posture
- Minimal encouragers
- Probing/clarifying questions or responses



To effectively communicate,
we must realize that we are
all different in the way we
perceive the world and use this
understanding as a guide to our
communication with others.

- Tony Robbins



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I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.

Maya Angelou

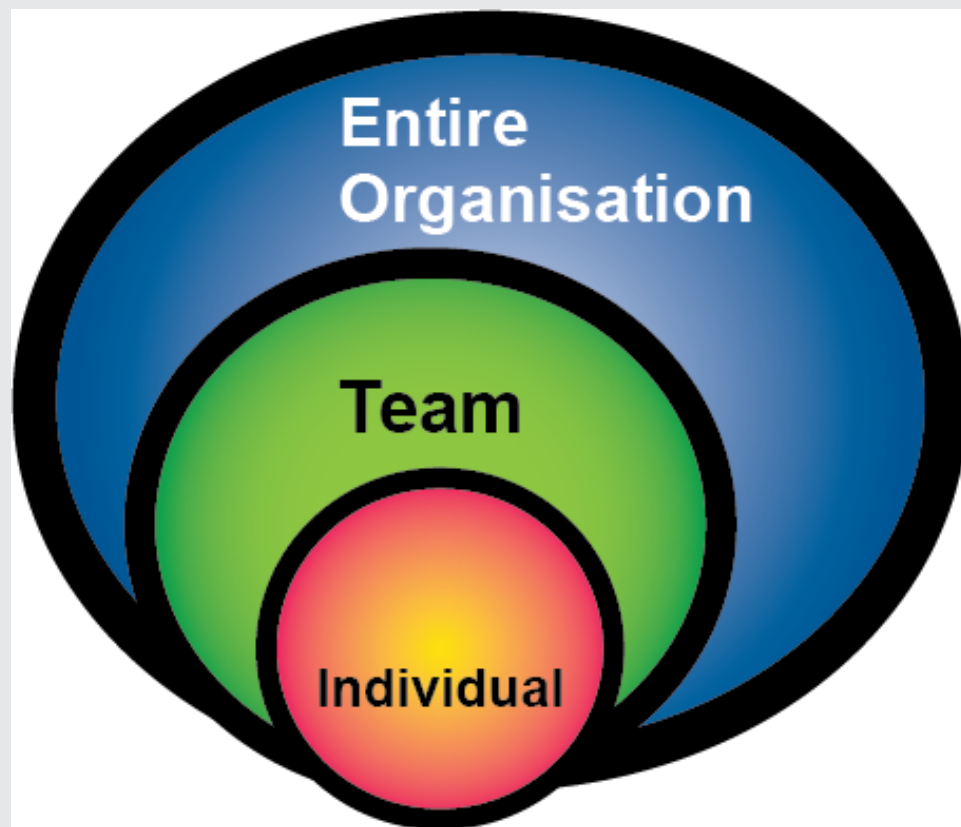




"Wellbeing is not just the absence of disease or illness. It is a complex combination of a person's physical, mental, emotional and social health factors. Wellbeing is strongly linked to happiness and life satisfaction. Wellbeing could be described as how you feel about yourself and your life"

Better Health Channel, Victoria State Government







Personal Wellbeing

As an individual what do you do to support your own wellbeing at work?

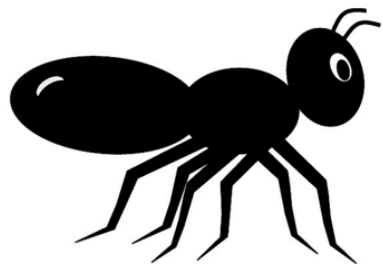
As an individual what do you do that may hinder your wellbeing at work?



Thoughts matter!

Ants

(Automatic negative thoughts)



+

Spiral thinking



<http://www.amenclinics.com/blog/gain-control-over-negative-self-talk/>



SOME IDEAS



“Silver Bullets” via Travis Bradberry

- Stress under Control
- Sleep Hygiene
- Caffeine



Tiny Habits

- Small change
- Trigger
- Congratulate your self



Writing

- To Do Lists- prioritising
- Reflection- what went well what could you do better
- Set Up next day
- Gratitude Journal
- Prescribed Worry



Breathing

The following is a technique that can be done anywhere, anytime. *Take three breaths right into your belly – expand not only your chest but breathe right into your belly until it expands.* This is integral for self-regulation (and supports all especially those whose emotions are heightened).

When we are feeling anxious and the flight or fight stress response is triggered, our breathing becomes irregular and shallow. Deep breathing into the belly, on the other hand, physiologically switches off the flight-or-fight response. This will decrease your heart rate, metabolic rate and blood sugar levels, relieve muscle tension and stress – and give you an *instant sense of calm.*



Mindfulness



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