

Human Resources Training and Individual Development

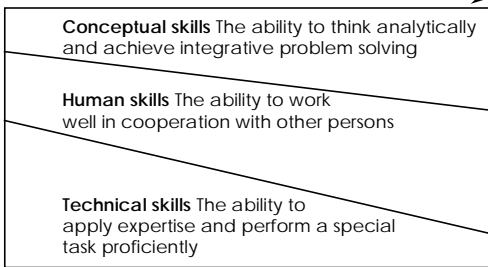
Personal Development
April 26, 2004

Why Personal Development in this Course?

- Goal is to obtain greater self-knowledge, and to suggest tools that can be used to make you a more effective manager, leader, and person
- Effectiveness at interacting with people (i.e., *people skills*)
- Manager's challenge: At the same time that a manager is held "accountable" by higher level superiors for work unit results, the manager is "dependent" on the efforts of others to make these results possible

People Skills and Careers

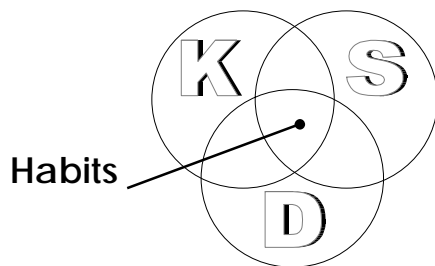
Lower management Middle management Top management →



Personal Development Tools

- **Assessment**
 - Life satisfaction, happiness, and stress
 - Career anchors
 - Personality
 - Leadership
- **Exercises**
 - Balancing you life
 - PDP assignment: assess your strengths and weaknesses and set goals for the future
- **Personal change reading**
 - Covey's 7 Habits book

What Does it Take to Change?



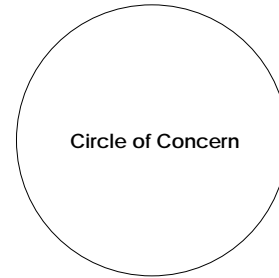
Covey's Seven Habits

- 1 Be Proactive
- 2 Begin with the End in Mind
- 3 Put First Things First
- 4 Think "Win-Win"
- 5 Seek First to Understand...Then to Be Understood
- 6 Synergize
- 7 Sharpen the Saw

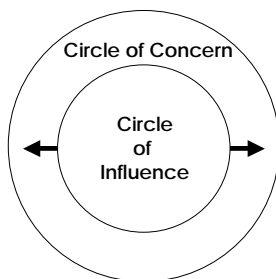
Between Stimulus and Response

- Self-awareness
- Imagination
- Conscience
- Independent will

No Concern



No Concern



Begin with the End in Mind

- Beethoven was told by a music teacher that he had no talent for music ("as a composer he is hopeless")
- Munich schoolmaster told 10-year old Einstein "you will never amount to much"
- Yale professor's response to Fred Smith term paper proposing reliable overnight delivery service: "...in order to earn better than a C, the idea must be feasible"

Retirement Party Visualization

At your retirement party, what would you like each of the people below to say about your life to that point? What kind of subordinate, boss, friend, or significant other would you like their words to reflect? What contributions, what achievements would you want them to remember?

Area of activity	Character	Contributions	Achievements
Boss			
Subordinates			
Friends			
Significant Other			

Time Management Matrix

	Urgent	Not Urgent
Important	I ACTIVITIES: • Crises • Pressing problems • Deadline-driven projects	II ACTIVITIES: • Prevention, PC activities • Relationship building • Recognizing opportunities • Planning, recreation
Not Important	III ACTIVITIES: • Interruptions, some calls • Some mail, some reports • Some meetings • Pressing matters • Popular activities	IV ACTIVITIES: • Trivia, busy work • Some mail • Some phone calls • Time wasters • Pleasant activities

Personal Management

Question 1: What one thing could you do (you aren't doing now) that if you did on a regular basis, would make a tremendous positive difference in your personal life?

Question 2: What one thing in your business or professional life would bring similar results?

Question 3: Why don't you do these things?

Public Victory: Habits 4-6

- **Think Win-Win (4)**
 - What is this habit?
 - Is win/win is the best framework to use in all circumstances?
- **Seek First to Understand...Then Be Understood (5)**
 - What is this habit?
 - Why is it important?
- **Synergize (6)**
 - What is this habit?
 - Why is it important?