Royal Bank Business Builder

Self-Awareness

Royal Bank of Scotland

Self-Awareness is the ability to understand and **manage your own emotions** and those of people around you.

Daniel Goleman

Notes

? Chapter 1 – Values

When thinking about your values, it's good to think about these simple steps to identify the things that are important to you first, before thinking about specific value. So start by asking yourself…

Identify the times when you were happiest

Identify the times when you were most proud

Identify the times when you were most fulfilled and satisfied

Now based on your experiences of happiness, pride, and fulfilment take some time to identify the values that most resonate with you using the Personal Values Card on the next page. Also add in any additional values that are important to you, prioritising the values that run through both your personal and professional life.

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Personal Values Card

Accuracy	Creativity	Humility	Purpose
Achievement	Dependability	Humour	Rationality
Adventure	Duty	Justice	Realism
Authority	Family	Knowledge	Responsibility
Autonomy	Forgiveness	Leisure	Risk
Caring	Friendship	Mastery	Safety
Challenge	Fun	Moderation	Self-Knowledge
Change	Generosity	Nonconformity	Service
Comfort	Genuineness	Openness	Simplicity
Compassion	Growth	Order	Stability
Contribution	Health	Passion	Tolerance
Cooperation	Helpfulness	Popularity	Tradition
Courtesy	Honesty	Power	Wealth

Top 5 Values

1.

2.

3.

4.

5.

Notes

Reflection

Who am I as a leader?

Who am I as an entrepreneur?

Who am I as a person?

What do I do to help others? Could I do more? Is helping others important to me?

What am I not doing? What am I missing?

What example do I offer? Do I offer inspiration?

How close am I to using my mind and capabilities to my fullest potential? Why am I not?

What is most important to me?

What are my strengths? Where are my areas for improvement?

How do others perceive me?

What are my values?

Notes

For each pair of statements choose the statement that you think most accurately expresses how other people see you.

Indicate your choice by drawing an X in the white box to the left of the statement that you have chosen, and when you have finished, add up the scores for each column (1-4) and see which of the social styles is you most dominant.

	1	2	3	4	Statements
1					More likely to lean backwards when stating opinions
					More likely to be erect or lean forwards when stating opinions
2					Less use of hands when talking
					More use of hands when talking
3					Demonstrates less energy
					Demonstrates more energy
4					More controlled body movement
					More flowing body movement
5					Less forceful gestures
					More forceful gestures
6					Less facial expressiveness
					More facial expressiveness
7					Softer-spoken
					Louder voice
8					Appears more serious
					Appears more fun-loving
9					More likely to ask questions
					More likely to make statements
10					Less inflection in voice
					More inflection in voice
11					Less apt to exert pressure for action
					More apt to exert pressure for action
12					Less apt to show feelings
					More apt to show feelings
13					More tentative when expressing opinions
					Less tentative when expressing opinions
14					More task oriented conversations
					More people oriented questions
15					Slower to resolve problem situations
					Quicker to resolve problem situations
16					More oriented towards facts and logic
					More oriented towards feelings and opinions
17					Slower paced
					Faster paced
18					Less likely to use small talk or tell anecdotes
					More likely to use small talk and tell anecdotes
					Totals

Column 1	Column 2	Column 3	Column 4
Amiable	Driver	Analytical	Expressive

Join the conversation
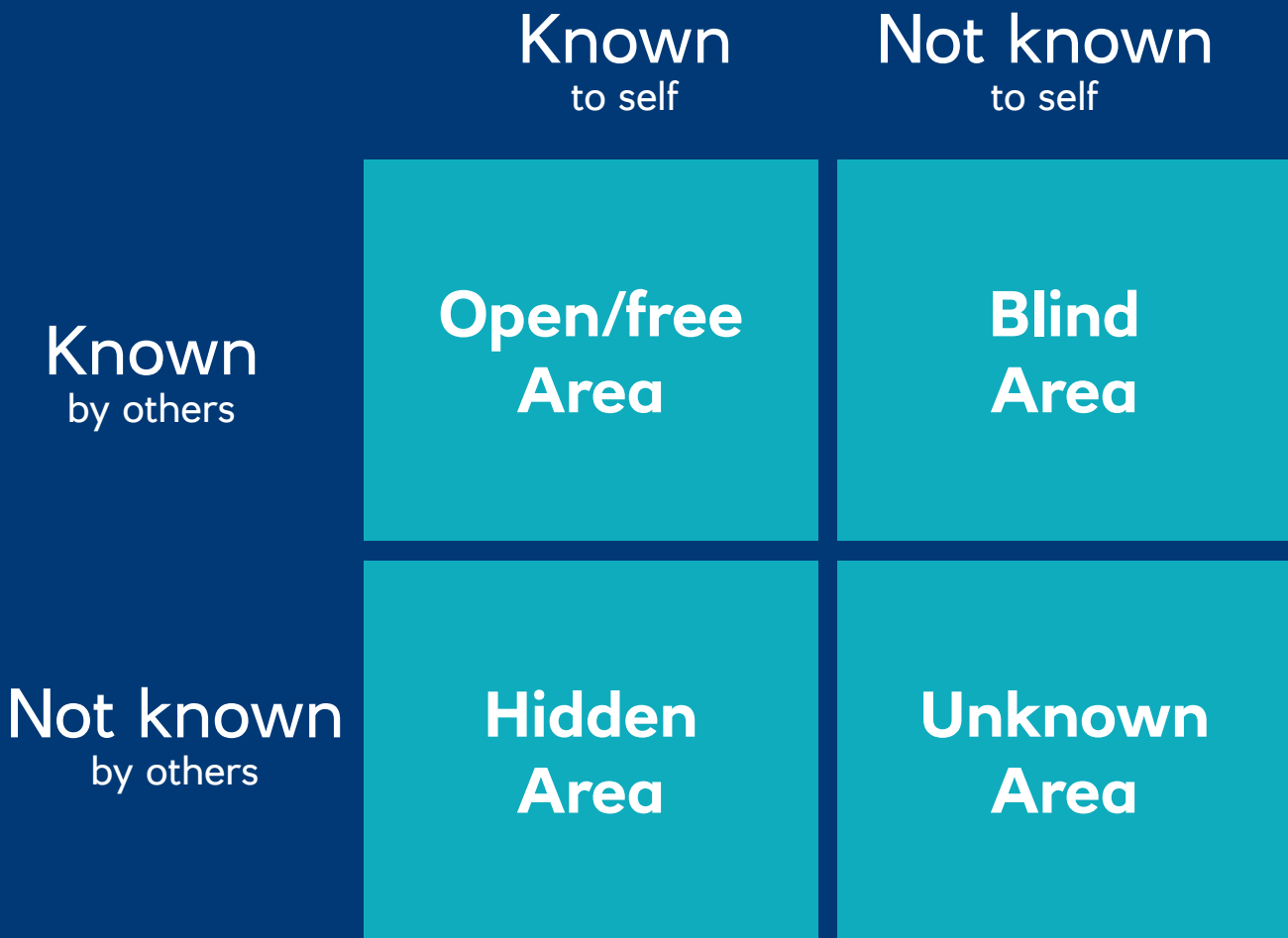**#PowerUp**

Amiable	Driver	Analytical	Expressive
• Place emphasis on relationships. Like getting to know people and building trust • Measure their personal worth by the responses they get from others • Like to support others by listening, being warm and accepting • Pushy or aggressive behaviour rapidly switches them off • Steady, agreeable and calm, like informality • Slow and relaxed in movement • Make decisions only after careful consideration • Want little change and seek security and appreciation • Need is to maintain and strengthen relationships • Anxiety that a wrong decision might expose them to criticism • Offices contain family or group photographs, personal items, informal and welcoming, as a visitor you will feel relaxed. No barriers, physically or in conversation	• Measure success in terms of tangible results • Work to shape their world in order to achieve their goals • Priority is task – and getting it done • Rely on control and dominance for security • Make judgements based on benefit/risk • Don't like emotional issues • Independent and strong willed • In pursuit of goals can be cool, calculating and competitive • Enjoy challenge, welcome authority. Impatient with slower paced people • Best working alone – not good team players • Entrepreneurial, preference for action, like to be in control	• Dislike change and personal attention • Measure achievement by precision and accuracy • Task is a priority, method and detail vital • Serious, orderly, persistent and cautious • Set high standards for themselves and others • Prefer to work alone and like organisational structures • Offices neat and tidy, work related charts and graphs on the walls, with 'to-do' lists and 'have-done' achievement momentoes	• Measure personal status by acknowledgement and recognition from others • Fast paced in manner, place emphasis on relationships • Seek person to person situations and like to join in • Like to be the centre of attention • See themselves as visionaries – Others might call it 'dreaming' • Enthusiastic and optimistic – Charismatic in leadership • Do not like detail, often disorganised, sometimes impractical, tend to jump to conclusions • Go for friendly open environments – Coffee tables and seats away from the desk are where yellows like to meet • Offices cluttered with pieces of paper. Personal achievement awards and photographs in evidence along with motivational slogans

Think about the insights that you have gained through this simple psychometric test on social styles and consider which aspects you could develop further or need to be aware of when communicating with others.

Also think about what other insight tools you could use to develop your self-awareness in other areas.

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Feedback - Johari Window

	Known to self	Not known to self
Known by others	**Open/free Area**	**Blind Area**
Not known by others	**Hidden Area**	**Unknown Area**

Notes

Actions

Take some time to think about what you have learnt within this module and write down three key actions to develop your self-awareness.

Remember to make them specific, put a deadline on them – and share them with your fellow entrepreneurs so they can hold you accountable.

1. Action One   **Complete by:**

2. Action Two   **Complete by:**

3. Action Three   **Complete by:**

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Well done, you have completed the Self-Awareness module!

Continue to develop your mindset through:

- Our library of digital modules on a whole range of topics.
- Join the online community to connect with other like-minded people.
- Sign up to one of our wrap around events across the UK.

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THANK YOU

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