

# PERSONAL DEVELOPMENT

- 
- 1) WHAT IS SELF?
  - 2) SELF MANAGEMENT SKILLS
  - 3) WHAT IS SELF AWARENESS?
  - 4) JOHARI WINDOW
  - 5) SELF DISCLOSURE



# WHAT IS SELF?

- An individual's typical character or behavior - Merriam Webster Dictionary
- It is the understanding or determination of one's own nature or basic qualities.
- Your consciousness of your own identity.
- Defining ourselves is a life long process, one that is ever changing. We learn more, see more and experience more as we grow, and in doing so, we should always be defining ourselves.



# CLASS ACTIVITY # 1:

Describe your **self** with the help of letters in your name, such as:

F= Fun/forgetful

A= Ambitious

R= Rational

O= Obedient

O= Observer

Q= Quick



# SELF MANAGEMENT

- Being able to manage your own emotions and be flexible in a range of complex and demanding situations.
- Self-management is a psychological term used to describe the process of achieving personal autonomy.





# SELF MANAGEMENT SKILLS

- Ability to choose,
- or make a decision
- Adventuresome
- Honesty
- Alertness
- Integrity
- Assertiveness
- Initiative,
- Loyalty
- Attention to details
- Authenticity
- Optimism
- Aware

- Open-minded
- Patience
- Performing well under stress
- Polite& Punctual
- Reliability
- Resourcefulness, Risk taking
- Self-confidence, Self-control
- Self-reliance ,Self-respect
- Sense of humor, Sincerity
- Spontaneity ,Tactfulness Versatility



# SELF-AWARENESS:

**Self-Awareness** is having a clear perception of your personality, including strengths, weaknesses, thoughts, beliefs, motivation, and emotions.

Self-Awareness allows you to understand other people, how they perceive you, your attitude and your responses to them in the moment.





# THE ENIGMA(DIFFICULT TO UNDERSTAND) OF SELF-AWARENESS

- Seeking self knowledge is a prerequisite for personal growth.
- However, we avoid seeking information about ourselves because it may make us feel inferior.

# DEVELOPING SELF-AWARENESS:

## **5** pillars of SELF AWARENESS

E.Q.  
Emotional  
Intelligence

CoreSelf-  
Evaluation

Values

Learning  
Style

AttitudeTowa  
rdChange



# EMOTIONAL INTELLIGENCE

RECOGNISE AND DIAGNOSE  
YOUR OWN EMOTIONS

CONTROL YOUR EMOTIONS

RECOGNISE AND DIAGNOSE THE  
EMOTIONS DISPLAYED BY OTHERS.



# CORE SELF EVALUATION

*SELF ESTEEM:*

EXTENT to which PEOPLE see  
THEMSELVES as SUCCESSFUL,  
CAPABLE and WORTHY.



# VALUES

What people tend to value in their decisions  
either in any case like goal settings, likes and  
dislikes and beliefs of them.



# LEARNING STYLE

An individual's inclination to PERCEIVE, INTERPRET and RESPOND to information in any certain way.

**Concrete Experiences:** BEING INVOLVED IN A NEW EXPERIENCE

**Reflective Observations:** WATCHING OTHERS OR DEVELOPING OBSERVATIONS ABOUT ONE'S OWN EXPERIENCE

**Abstract Conceptualization:** CREATING THEORIES TO EXPLAIN OBSERVATIONS

**Active Experimentations:** USING THEORIES TO SOLVE PROBLEMS, MAKE DECISIONS

# 4 TYPES OF LEARNERS

All students have learning styles that explain how they best retain and process information. Everyone uses a combination of learning styles, but most have a preference.<sup>1</sup> Developing lesson plans that reach all types of learners helps teachers better address the needs of their students.

**The VARK model, a frequently used method for understanding learning styles, breaks down learners into four types:<sup>2</sup>**

## VISUAL

- Process information using charts & graphs
- Need images to explain concepts & ideas
- Prefer graphic elements over words



## AUDITORY

- Learn best when information is spoken
- Prefer lectures & discussions
- Process information by talking through things



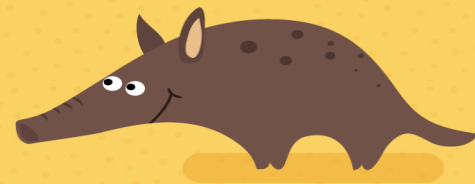
## READ/WRITE

- Prefer to receive written words
- Enjoy reading and writing assignments
- Process information by writing notes



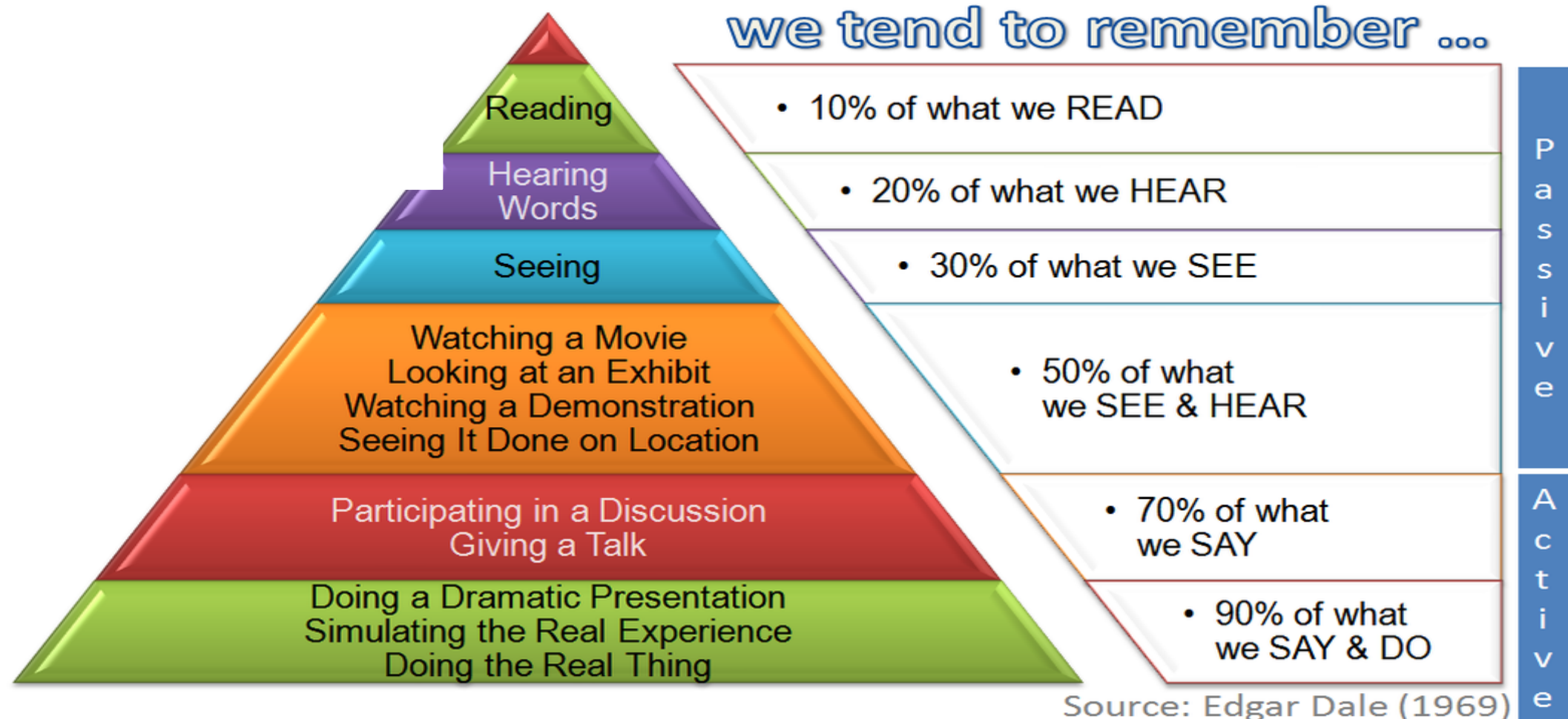
## KINESTHETIC

- Learn best through tactile processes
- Prefer to create concrete personal experiences
- Process information by recreating & practicing



# The Cone of Learning

After 2 weeks,  
we tend to remember ...







# ATTITUDE TOWARDS CHANGE

IT IS IMPORTANT TO UNDERSTAND ONE'S TOLERANCE IN ANY SITUATION THAT ARE AMBIGUOUS, UNSTRUCTURED, INCOMPLETE AND CHANGING.



# DEVELOPING SELF-AWARENESS:

**Developing self-awareness involves developing an understanding of one's**

- ☒ Emotional intelligence
- ☒ values
- ☒ learning style
- ☒ attitude towards change
- ☒ Self esteem

**As well as the understanding of:**

- ☒ Aptitude for specific career fields
- ☒ Natural academic ability (athletics, mathematics, English, etc.)
- ☒ Personality traits (introvert, extrovert, sensitive, judgmental, etc.)
- ☒ Religious beliefs
- ☒ Political viewpoints



# WHY TO BECOME SELF AWARE?

“When you don't know yourself as well as you should, you can't capitalize fully on your strengths or minimize your weaknesses.”



# WHAT DOES SELF-AWARENESS HAVE TO DO WITH MANAGEMENT?

Managers who develop **greater self-awareness** are better able to

- ☒ Manage themselves,
- ☒ Others (especially diverse others), and
- ☒ A variety of situations in organizations (conflict, communications, trust, etc...).
- ☒ Are calmer, have more empathy (the ability to understand and share the feelings of another) and
- ☒ Are able to think through challenges much better.



# JOHARI WINDOW

- The Johari Window is a communication model that can be used to improve understanding between individuals.
- Developed by Joseph Luft and Harry Ingham (the word “Johari” comes from **J**oseph Luft and **H**arry Ingham).
- Individuals can build trust between themselves by disclosing information about themselves.
- They can learn about themselves and come to terms with personal issues with the help of feedback from others

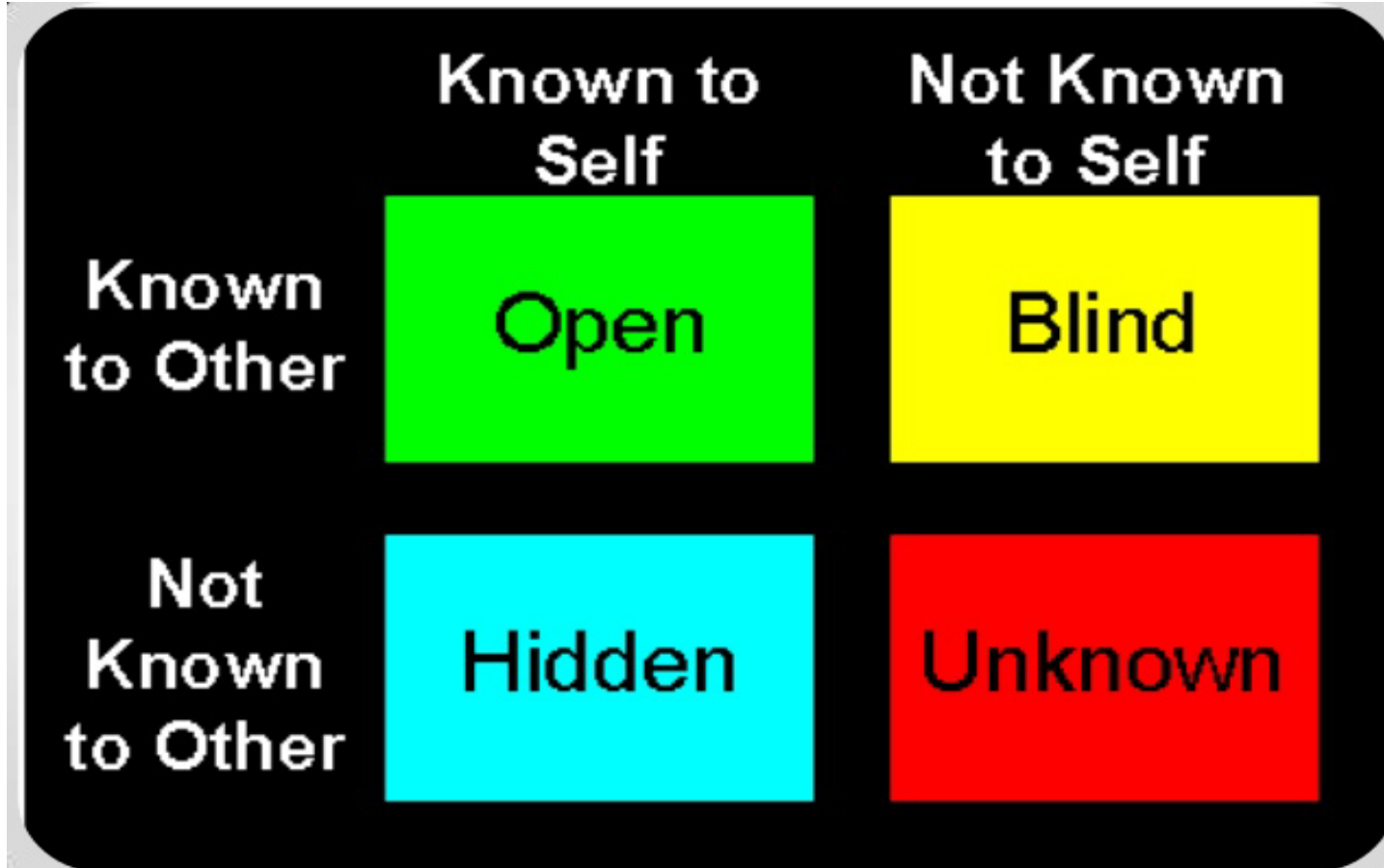


# HOW DOES IT WORK?

Using the Johari model, each person is represented by their own four-quadrant, or four-pane, window.

Each of these contains and represents personal information - feelings, motivation - about the person, and shows whether the information is known or not known by themselves or other people.

# THE JOHARI WINDOW BY JOSEPH LUFT AND HARRY INGHAM



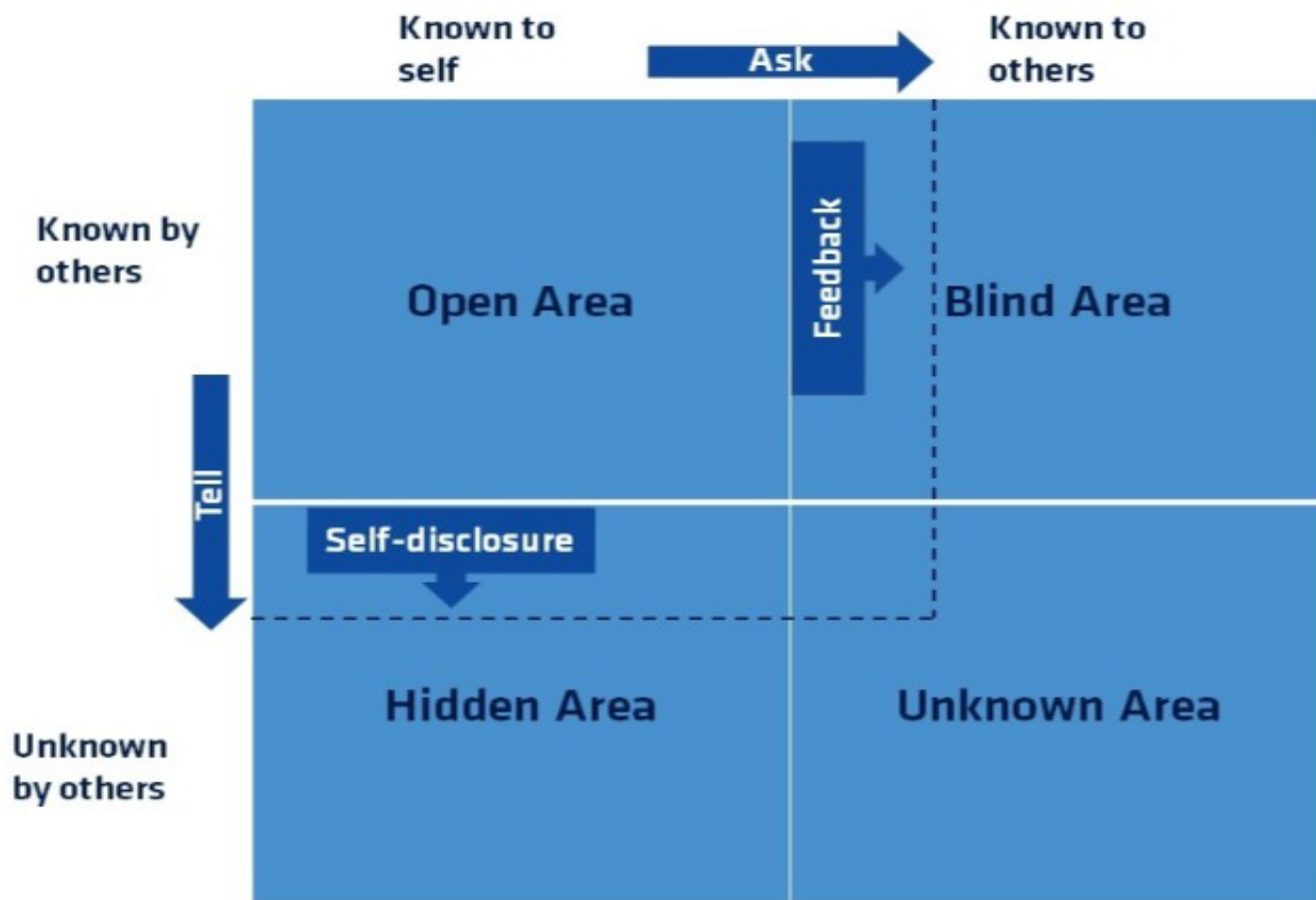


# OUR FOUR SELVES JOHARI WINDOW

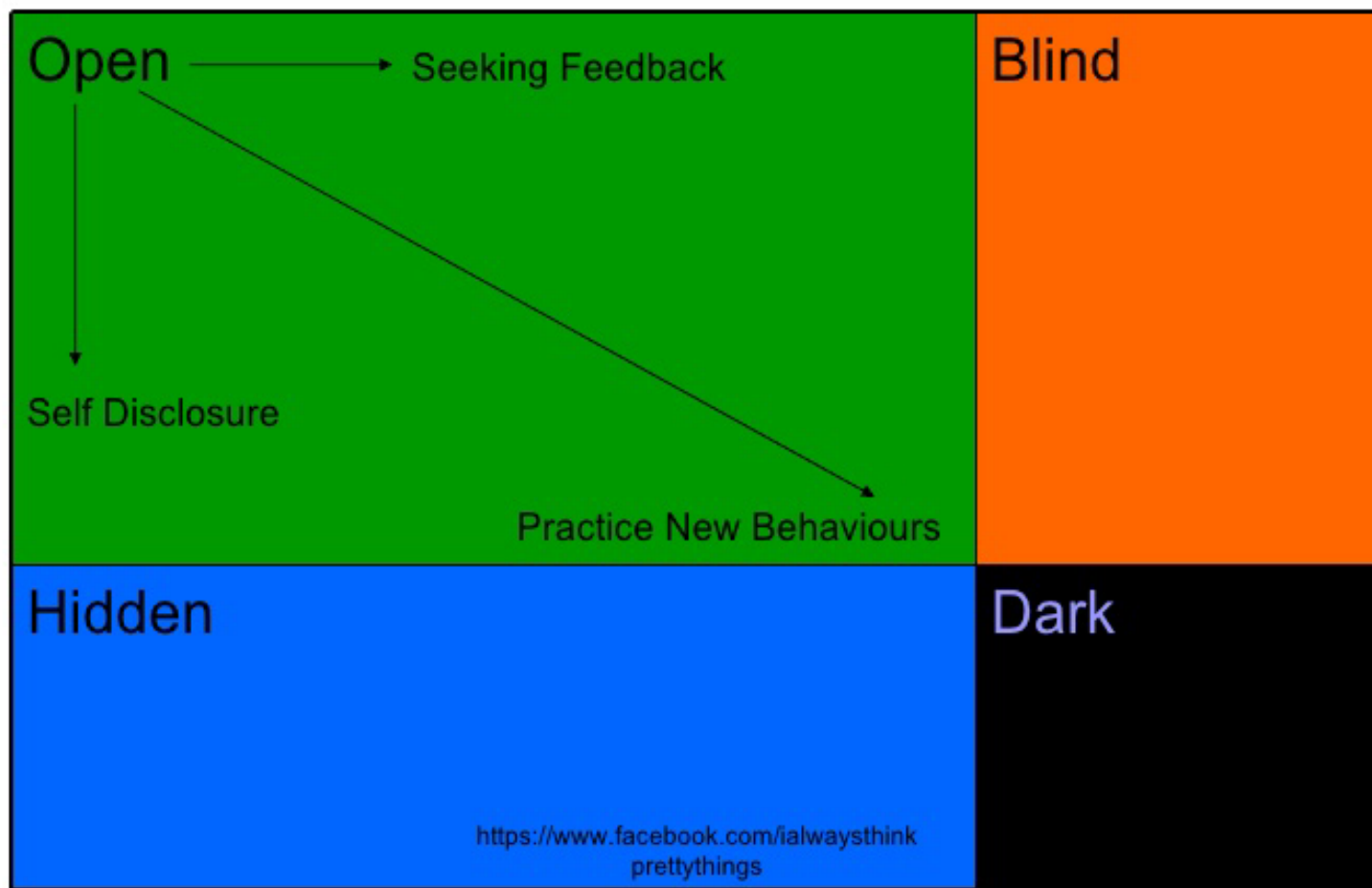
1. **The Open Self** represents all the information, behaviors, attitudes, feeling, desires, motivations and ideas that you and others know. Communication depends on the degree to which you open yourself to others and to yourself.
2. **The blind Self** represents all the things about yourself that others know but of which you are ignorant.
3. **The hidden self**: information known only to self; and
4. **The unknown self**: information known to neither self nor others.



The aim is to maximize the Open area



# How to widen the OPEN corner





# KEY POINTS OF JOHARI WINDOW

- In most cases, the aim in groups should be to develop the Open Area for every person.
- Working in this area with others usually allows for enhanced individual and team effectiveness and productivity.
- The Open Area is the 'space' where good communications and cooperation occur, free from confusion, conflict and misunderstanding.



## CLASS ACTIVITY # 3:

Keeping the Hidden area of Johari window in your mind, list down some idiosyncrasies, erratic behavior, erratic hobby, qualities, talents, strengths, hobbies, weaknesses, anger triggers or anything of yours which is not known by others.



# PERSONALITY

**Personality**: The relatively enduring traits that makes an individual unique.

Some of our personality may be attributed to biology and genetics

However, people can make changes to their personality if they are determined

## **The Big Five Dimensions of Personality**

1. Extraversion
2. Agreeableness
3. Conscientiousness
4. Neuroticism
5. Openness

# THE BIG 5:





# BIG 5 CONTD.

**Extraversion:** This trait includes characteristics such as

- excitability,
- sociability,
- talkativeness,
- Assertiveness (Confident) and high amounts of emotional expressiveness.

**Agreeableness:** This personality dimension includes attributes such as

- trust,
- Altruism(Selflessness)
- kindness,
- affection, and other prosocial (Voluntary) behaviors.



# BIG 5 CONTD.

**Conscientiousness:** Common features of this dimension include high levels of

- thoughtfulness, with
- good impulse control and
- goal-directed behaviors.
- organized and mindful of details.

**Neuroticism/Emotional stability:** Individuals high in this trait tend to experience

- emotional stability,
- less anxiety,
- less moodiness,
- less irritability, and sadness.

**Openness to experience:** This trait features characteristics such as

- imagination and insight,
- broad range of interests,
- adventurism





# HOW TO INCREASE SELF AWARENESS?

## To increase self-awareness,

- ask yourself about yourself,
- listen to others,
- actively seek information about yourself,
- see your different selves, and
- Pay attention to what is going on in your life inwardly and outwardly
- Accept the idea that nothing is wrong with being different from others
- Spend time with yourself



# SELF-DISCLOSURE

- Self-disclosure is revealing information about yourself to others, information that is normally hidden.
- Self-disclosure is influenced by a variety of factors:
  - who you are,
  - your culture,
  - your gender,
  - your listeners, and your topic.



## **Among the rewards of self-disclosure are:**

- self-knowledge,
- ability to cope,
- communication effectiveness,
- meaningfulness of relationships, and physiological health.

## **Among the dangers are**

- personal risks,
- relational risks, professional risks, and
- the fact that communication is irreversible; once something is said, you can't take it back.



## **In responding to the disclosures of others:**

- listen effectively,
- support and reinforce the discloser,
- keep disclosures confidential, and
- don't use disclosures as weapons.
- In some situations you'll want to resist self-disclosing by being determined not to be pushed into it, being assertive and direct, or being indirect.