

Unit: I: PROFESSIONAL COMMUNICATION

Self Appraisal

Introduction: The **self-appraisal** (also known as a **self-evaluation** or a **self-assessment**) is your opportunity to reflect on the things you did well, and the things you didn't do so well - but learned from this past year.

Self Introspection

Definition

Introspection is when you think about your emotions, motivations, thoughts, and behaviors. It's also a great way to develop a higher awareness of not only yourself and how you tick, but also how you perceive the world around you. Everyone is introspective in day-to-day life without even realizing it. *Introspection* is more or less looking inside. It means to reflect upon one's own thoughts, feelings and the actuation of these feelings. In other words, it is a conscious cross examination of oneself. Its more or less a self evaluation or soulsearching.

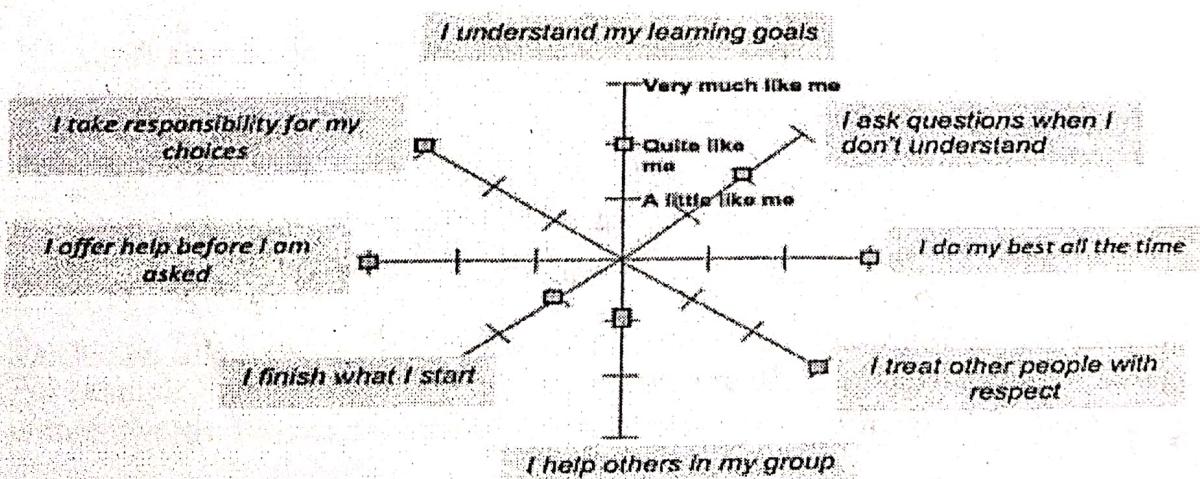
How It's Done

Introspection is frequently used in the counseling process. During counseling, clients are encouraged by their therapists to examine their own beliefs, feelings, thoughts, and behaviors to find out who they are and how or why they are reacting to what they're going through.

Student self-assessment

Students could complete six-monthly self-assessments that are related to their important learning goals. They could develop criteria with the teacher and then assess themselves at two time points using a tool such as the one below. These assessments could also be shared with parents during student-led conferences, through portfolios or through inserting them into written reports.

Things that help me learn



Examples of Introspection

The ability to look at the real world results of your thought processes and behavior. For example, an individual who notices that they often complain and that people appear to find this boring.

Knowledge of Performance: The ability to judge your mental and emotional performance independently of real world results. Knowledge of performance is associated with being able to see positive performance despite failure and negative performance despite success

Useful Flaws

Motivated Reasoning: Motivated reasoning is the use of logic to support arguments for what you want.

Cognitive Biases: Spotting your own cognitive biases and working to overcome them.

Self-Deception: The ability to detect and foil attempts to deceive yourself. For example, a gambler who recognizes that a good luck omen is not actually going to improve their chances of winning.

✓ Emotion: Emotions are mental states that color your thoughts. Introspection involves understanding your emotions and how they are impacting your thoughts and behavior.

✓ Prediction: Being able to predict how future events will influence your thoughts and emotions.

✓ Body: Developing an understanding of your own body. For example, noticing that one food appears to give you energy while other makes you feel sluggish.

✓ Memory: Understanding your memory including factors such as reliability and rosy retrospection.

✓ Behavior: Being able to see your own behavior as a rational and independent third party would see it. For example, noticing that you came off as unfriendly towards someone.

✓ Nepsis: A state of being awake, alert and watchful of your own behavior in order to prevent poor behavior.

✓ Character: The ability to understand your mental and moral qualities that distinguish you as a person. For example, an individual who recognizes they have a quick temper who takes care to control such tendencies.

✓ Existential Intelligence: Developing an understanding of your self and its place in the universe. For example, meditating by silencing your internal monologue to experience your consciousness without words. Existential intelligence is also known as spiritual intelligence.

✓ Introspective Illusion: A common cognitive bias whereby people overestimate how well they know themselves. For example, an individual may predict with certainty how they will feel in a particular situation but then experience something different.

/ **Self-Awareness:** A state of highly developed introspective knowledge whereby you understand your character, thought processes, behavior and emotions reasonably well.

/ **Self-Realization :** A state of understanding your potential and purpose as a person and taking brave steps to realize this potential.

Self Retrospection

It means to reflect upon one's own thoughts, feelings and the actuation of these feelings. In other words, it is a conscious cross examination of oneself. It's more or less a self evaluation or soul searching. *Retrospection* means to recall any incident, action or thought that is bygone or past. Or rather its a reconsideration of something that happened in the past.

B.Introducing self & others:

There are many different ways to introduce yourself and other people in English. Here are some common phrases and expressions often used:

Introducing yourself

Hello. My name is ...

Hi. I'm ...

Nice to meet you. I'm ...

Pleased to meet you. I'm ...

It's a pleasure to see you. I'm...

May I introduce myself? I'm...

How do you do? My name is...

Let me introduce myself. I'm ...

I'd like to introduce myself. I'm ...

Introducing others:

John, I'd like to introduce you to Mary.

John, please meet Mary.

John, I'd like you to meet Mary.

John, have you met Mary?

John, let me introduce you to Mary.

John, this is Mary. Mary, this is John.

Useful responses when introducing yourself or other people:

Nice to meet you.

I'm pleased to meet you.

It's a pleasure to meet you.

Glad to meet you.

How do you do?

Introducing oneself Example:

Good morning mam/sir.

It's my pleasure to introduce my self..well, I'm Rehana born and raised in Anantapur.
I have done my schooling in Little flower Montessori English Medium High School with 77%

,then i did my plus 12 from S.S.B.N junior college with 77.7% and now i'm pursuing my final year B.tech from Anantha Lakshmi Institute of Technology and Sciences Anantapur with an aggregate of 78.33%

My strengths are my attitude that i like to take challenges that I CAN do it,my way of thinking that i take both success and failure in a balanced manner..
I don't like to say weakness but i like to say scope for improvement that is i won't leave any ask in completely believe in myself and my hard work and i want perfection in everything.

My short term goal is i want a such a platform where i can grow my career along with the organization growth like yours and

My Long term goal is i want to be one of the reason for the success of the organization and i want to see your organization as a bench mark to other organizations.

My ethic is "i never neglect an opportunity for my improvement".

that's all about me sir....thank you for giving me such a wonderful opportunity.

GOAL SETTING

As human beings we all have needs. Goals depend upon needs. Needs can be physiological, psychological or spiritual. These are motives for why people want to earn money or achieve success in life.

1. Your feelings are often linked to your motives. Eg of feelings: pride, lust, anger, joy, fear, frustration, anxiety, hope, hatred, love, contempt, enjoyment, loneliness, excitement etc.
2. Your values reflect your beliefs. They are based on your religious, humanistic or moral ideas. Eg. The importance you attach to questions of honesty, truthfulness, kindness, justice, cruelty to animals, conserving the planet, righteousness, social equality, etc reflect your values and ethics.
3. "Ability" means talent eg, of manual dexterity, numerical literacy, and analytical ability, writing talent, or getting along with people.

Your feelings and values and ability determine how you are likely to behave, react or responding your interactions with people and your environment.

Goal Setting is a process of deciding what you want to accomplish and devising a plan to achieve the result you desire. It is a powerful process for personal planning and time management. Goal setting is not a big rock but a series of small milestones which can be achieved with effective planning. Goals may be professional or personal. It is a technique used by all top level businessmen, companies, sportsmen and achievers in all fields.

Goal setting is a three parts process

1. Decide what you want to achieve?
2. Create a plan
3. Work at accomplishing your plan(goals).

Goals are Long term eg becoming a CEO of your own company and Short term eg breaking this into smaller and smaller requirements and targets.

FIVE YEAR GOAL: Become a deputy manger

ONE YEAR GOAL: Participate in the projects and responsibilities that the current DM is handling or heading

SIX MONTH GOAL: finish PMP or SIGMA Certifications

ONE MONTH GOAL: talk to the current MD to determine what skills are needed to do the job.
ONE WEEK GOAL: Book a meeting with the MD

SMART GOALS
S: SPECIFIC
M: MEASURABLE
A: ATTAINABLE
R: REALISTIC
T: TIME BOUND

GOAL: I want to start a business to take care of my pocket money Eg of SMART GOAL:

Specific: I will sell hand made greeting cards through amazon.in

Measurable: I will be ready to take my first order within four weeks and I will aim to sell a minimum of 5 cards per week.

Attainable: I will set up with amazon first. Then I will build a website inventory of 30 cards to sell. I will promote my business and build customer relationship through reviews, and online networking.

Relevant: this is allowing me to benefit from my favourite hobby

Time bound: Where am I? ----- Where do I have to be and When?

GOOD CAREER PLANNING

1. Have a short term and a long term perspective
2. While making a career choice consider all factors
3. Money is not the only criterion
4. Select a job that will enable you to grow and build an all round personality
5. It should make you happy and give you satisfaction
6. Consider your qualifications and other skills and resources

SWOT Analysis

What is a SWOT Analysis?

SWOT Analysis, also known as the **SWOT matrix**, is an acronym for:

- **Strengths:** positive characteristics that give an advantage in it's being;
- **Weaknesses:** critical characteristics that give an disadvantage in it's being;
- **Opportunities:** a set of circumstances that makes it possible to do something in advantage;
- **Threats:** a set of circumstances that could have an negative influence on the desired goal.

WHAT IS A SWOT ANALYSIS AND WHY SHOULD YOU USE ONE?

- SWOT stands for: **Strength, Weakness, Opportunity, Threat.** A SWOT analysis guides you to identify your organization's strengths and weaknesses (S-W), as well

as broader opportunities and threats (O-T). Developing a fuller awareness of the situation helps with both strategic planning and decision-making.

WHEN DO YOU USE SWOT?

A SWOT analysis can offer helpful perspectives at any stage of an effort. You might use it to:

- Explore possibilities for new efforts or solutions to problems.
- Make decisions about the best path for your initiative. Identifying your opportunities for success in context of threats to success can clarify directions and choices.
- Determine where change is possible. If you are at a juncture or turning point, an inventory of your strengths and weaknesses can reveal priorities as well as possibilities.
- Adjust and refine plans mid-course. A new opportunity might open wider avenues, while a new threat could close a path that once existed.

SWOT also offers a simple way of communicating about your initiative or program and an excellent way to organize information you've gathered from studies or surveys.

WHAT ARE THE ELEMENTS OF A SWOT ANALYSIS?

A SWOT analysis focuses on Strengths, Weaknesses, Opportunities, and Threats.

Strengths

In a SWOT analysis, strengths describe the core competencies of a business, strategic factors that may make a certain project more likely to succeed and areas where the business may have advantages over other similar businesses. For example, if an established cereal company plans to launch a new product, brand recognition might be listed as a strength. Businesses that are aware of their strengths are better able to improve and exploit them to their advantage.

Weaknesses

Weaknesses are things that can make a certain project less likely to succeed and areas where a company is particularly lacking. For instance, a brand new company might be unknown to most consumers; low brand recognition and lack of customer loyalty could be weaknesses. Once weaknesses are identified, a business takes steps to lessen the impact or turn them into strengths.

Opportunities

Opportunities are things that have the potential to increase profits, productivity or benefit a business in some other way. Opportunities include things like changes in government regulations that make it easier for a business to make profit, unfulfilled consumer need, new markets and new technology. Recognizing and taking advantage of opportunities are important aspects of running a successful business.

Threats

Threats are the final element of a SWOT analysis; they have the potential to harm a business. For instance, if you run the only pizza shop in town, the possibility that a new competitor will open a shop and take some of your business is a threat. Unfavorable changes to laws, higher taxes and changes in consumer preferences other possible threats. Identifying a threat helps the business manager to limit its impact.

Strengths

- Well educated - master degree
- Proficient English
- Patient and careful
- Team worker
- Extensive reading
- Quick learner

Weaknesses

- Not experienced in SEO field.
- Easily distracted
- Often procrastinate
- Disorganized
- Not creative enough

Personal SWOT Analysis

Opportunities

- English speech platforms like TED.
- Lots of chances to communicate with native speakers in after-sales service.
- English learning clubs.

Threats

- People with better webpage design skills do better than me.
- Not a good team leader.
- Used to work for small company which doesn't offer professional training.