Self Quiz

1. Self-efficacy
2. Locus of Control
3. Self Concept
4. Attitude
5. Trade Off
6. Self Image
7. Goal
8. Learning Style
9. Mirror Words
10. Intrinsic rewards
11. Priorities
12. Values
13. Extrinsic
14. Professionalism
15. Human relations
16. Long term goal
17. Projection
18. Personality
19. Personal Brand
20. Short Term Goals
21. Smart
22. Life Plan

Think Like a Boss

1. How would you deal with an employee who displays poor self-efficacy?  
    Its important for employees’ work to go noticed, I feel it is equally important for their lack of work or under performance to go noticed as well. If an employee was suddenly under preforming, I would approach them first as a leader and friend. I know generally a boss is a boss and friends are friends but it’s important for people to know they aren’t alone, and help is there if they need it. Picking up on nonverbal ques are important during the first time you speak with the employee. If the employee seems dismissive or uninterested in the help reiterate what is expected of them as an employee. If the employee is simply disinserted in their work, review with them what time off options they have. If the employee is new, the first warning I feel would be plenty after which taking more serious action such as letting them go would be appropriate.
2. How would recognizing different learning styles help you be a better boss?  
   As a boss meeting in groups is unavoidable, they are important way to get a team up to speed on each other’s work or the all the staff on the same page. Knowing the employees learning styles will benefit pairing groups as well as the best ways to present information. Mix and matching learning styles can be beneficial as some people may be able to collect information and disperse it in a more intimate way when meeting in large groups.
3. Why is it important that an employer ensure that employees set personal and career goals?  
   A cubicle or formal office setting can be a void for aspirations and creativity. The career goals and personal goals will both help employees maintain a drive. The drive being not only a desire to come into the office and be present. This drive is also what can push them to work hard and be proud to put their name on today’s work.

Activities

1.1

|  |  |
| --- | --- |
| 1 Confident | 3 Inquisitive |
| 2 Humble | 4 Personable |

The steps necessary for me are to be more outgoing, and actually give myself the opportunity for people to develop and image of me and my personal brand.

1.2

|  |  |
| --- | --- |
| Positive | Negative |
| I really enjoy learning and being able to share my knowledge with others. College and being to pick what I learn and when I spend time on a given subject. | I’ve never enjoyed the traditional school setting; I much prefer project based and visual learning. |

1.3

|  |  |  |
| --- | --- | --- |
| **Personal** | **Education** | **Career** |
| Specific: Buy a House, Measurable: Have 30k dollars saved,  Achievable: Save 33% of my income,  Relevant: To me and what I want for myself,  Time Based: By my 31st birthday | Specific: Get my Bachelors Degree,  Measurable: Complete my last two semesters , Achievable: Do well in each course,  Relevant: To a goal I set myself years ago,  Time Based: December 2021 | Specific: Own my own business ,  Measurable: Side business exceeds the amount of money being earned at my fulltime job,  Achievable: Make a website for my first customer, Relevant: To me and what I want out of life,  Time Based: By my 30th birthday. |