**Training Assignment #1**

I will try to explain each topic in detail. When I say “his”, this should be thought of as either his or her.

**(A) Personality Traits**

Identifying one's personality traits is important in determining things such as the best type of work for a person, and what a person can or cannot accomplish.

I like to think of myself as a person who will do a thorough job with whatever is set before me, and I love to solve problems and make life easier for people through computer applications. As for me, I like to conduct investigation, perform research, and basically "get all my ducks in a row" before taking action. I feel that I am inquisitive and detail oriented when it comes to getting something completed. That being said, I generally tend to ask a lot of questions.

**(B) Following Rules & Procedures (R&P)**

R&P should always be documented and should be the central focus for organizations. Documents related to R&P should always be accessible by either manager or employee. Human Resources is probably the department most likely to have R&P. I do believe that with R&P, you should always see the company's mission statement and its core values. R&P sets the ground rules for what can and cannot be done. For example, it is always essential nowadays to include in R&P the conduct of employees towards other employees.

**(C) Poise Under Pressure**

Maintaining poise under pressure is an essential requirement for all company personnel and is needed to execute the necessary work tasks so that the company will fulfill its mission and accomplish its objectives and goals. Poise under pressure can be thought of as a surgeon performing his job. The surgeon cannot have any internal or external undue influences or obligations and needs to stay focused while performing the task until accomplished. The same can be applied to company managers or employees. A company person who cannot perform a task that requires poise and pressure at any time should have the opportunity to express, as soon as possible, his concern to colleague or manager. If deemed necessary, the colleague or manager may then address the concern, step in to accomplish the task, or find a suitable person to accomplish the task.

**(D) Optimism**

According to Oxford Languages, optimism is "hopefulness and confidence about the future or the successful outcome of something". I like to think of optimism as the feelings that individuals have while performing tasks or getting projects completed. Managers should always radiate optimism, which will in turn flow down to employees. Optimism promotes getting work done, and when there is more optimism, more projects get completed. The problem with pessimism is that it can interfere with individuals by introducing negative thoughts at certain frequencies during execution of work. The negative thoughts can also have varied durations of time when they occur. The point to emphasize here is that when pessimism occurs, it can create work stoppages or affect quality of work. Management can instill optimism into employees through various methods that may include recognition through awards, financial incentives, and/or company gatherings. On the immediate side, when a quality work effort is accomplished, at least a compliment instills optimism. Also, whenever possible, the goal or objective of the work to be done should be expressed to those doing the work, and from time to time, management can express to the worker different items that relate to the goal. In this way, I do believe this can prevent the entrance of pessimism. Management can also promote optimism by asking workers how their work is going for them.

**(E) Calm vs. Excitable**

Related to work, I do associate calm with excluding emotions and external influences. In being calm, a person will also not be prone to expressing unwanted opinions or outbursts. While I do believe that it is should be necessary for a person to express his thoughts or opinions, there is a time and a place for that. Essentially, a person should exhibit calm while performing work tasks or while attending meetings.

Excitable can be positive or negative. Excitable can be a positive quality during internal meetings where ideas are discussed as it promotes the flow of ideas. Excitable can be a negative during certain business meetings, especially where contracts may be signed. If a person exhibits being excitable during a negotiation, responding too readily or blurting out opinions may bring negativity into the process.

Outbursts of emotion at a workplace, in various forms, are one example of being excitable in a negative way. Shouting from a person is an example of being excitable. Outbursts can be detrimental to completing either tasks or projects. Especially in a workplace with other people present, shouting or loud voice can be distracting from other workers' attentions.

One way of maintaining calm during work is to write down the external influence as a to-do item, so that it can be addressed later.

Being excitable is good to have at certain times, such as informal gatherings, parties or sporting events.

In summary, calm is a positive quality to maintain most of the time. Excitable is also a good quality to have, but not all the time.

**(F) Feeling-Focus vs. Fact-Focused**

I do believe that when a person has Feeling-Focus, that person is attached to whatever the subject is and will have a more emotional attachment to that subject. With that being said, a person with Feeling-Focus will exhibit stronger opinion and/or emotional sentiment. You can see Feeling-Focus more times in our world nowadays than Fact-Focused. Examples of Feeling-Focus in people can be seen in politicians on the campaign trail, or with speakers at religious gatherings. When a person has Feeling-Focus, that person may speak with more excitement and make more direct statements about subjects, because the person believes in that subject and has an opinion.

When a person is Fact-Focused, the speaking delivery of that person can still have emotion, but it could be less than the person with Feeling-Focus. Often the person with Fact-Focused may allude to where the fact is, so statements may have a preparatory clause, and then the fact. Here is an example of that kind of speech: "According to a Gallup poll, it was found that the majority of people do more impulse buying around the holidays".

With regards to companies, the leaders of the company should have a mix of Feeling-Focus vs. Fact-Focus. A successful company desires to have leaders who know the marketplace, which would be based in fact, and who also have a vision for the future, which may be more based on feeling.