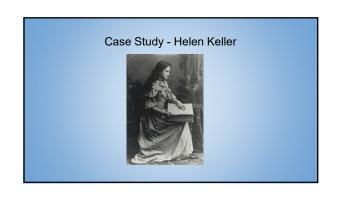
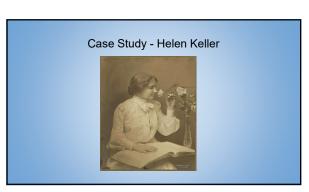


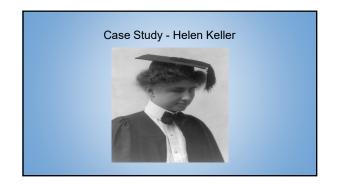
# SELF-AWARENESS

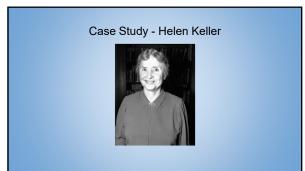
# Meaning: Knowing one's own Attitudes - Opinions Feelings - Emotions Motives - Purpose Strengths - Weaknesses











# SELF MANAGEMENT

# What is Self Management?

- Sounds like being your own boss?Not really,it means taking responsibility for one's own behavior and well being
- Self Management is about making a choice to do more than you need to, and it is a great skill to build for life

## Three key Self Management skills

- 1. Initiative
- 2. Organize yourself
- 3. Accountability

## Causes of Obsessional Ruminations (Case Study)

- 1. Forms of Recognition
- Promotion
   Family Time
- 4. Health
- 5. Working Sector
- 6. Bosses and Colleagues

#### Self-Management(Case Study)

Self - Therapy (Attentional Distraction Technique):



#### Self-Management (Case Study)

#### Outcomes:

Natural development of 1. Self-confidence

- Initiative
   Perseverance
- 4. Life satisfaction.



# SOCIAL AWARENESS

What is Social Awareness?

Social Awareness is the ability to know and feel the people around you and the ability to interact with them in the most efficient and proper manner.

The waiter who suggests something better from the menu...

- ...the salesperson who goes the extra mile...
- ...the supportive team leader...
- ...and the executive that remembers your name -
- ...each of these have one thing in common...

They excel in social awareness!

According to Daniel Goleman, an expert in this field, there are three competencies that you'll have to develop in order to

grow your social awareness skills.

- 1. Empathy
- 2. Organizational awareness
- 3. Service orientation

### How to build social awareness:

- 1. Develop self-awareness
- 2. Observe others
- 3. Cultivate mindfulness
- 4. Practice forgiveness

## Social Awareness Case Study

- What social awareness basically means.
  - Why I'm choosing the case study.
    - The Case Study.
    - What we can learn from this?



# RELATIONSHIP MANAGEMENT

#### What is Relationship Management?

- This is the ability to be self aware about your emotions as well as other people's emotions in order to manage relations properly.
- It is the bond that you develop with people over time.
- This skill is vital in resolving conflicts and negotiating successfully with others.



## Vital relation management tips:

- ❖Take feedback well.
- ❖Don't avoid the inevitable.
- ❖Maintain your natural style of speaking.

