

J.P.Morgan

TechGrounds – J.P. Morgan Soft Skills Workshop

23rd of April 2024

Introduction to the Team



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State of Resonance

“The first step towards getting somewhere is to decide that you are not going to stay where you are.”
- John Pierpont Morgan



Agenda

- Opening remarks & introduction round
- Building blocks of confidence
 - Building your brand → How do you make sure others know your brand and you remain true to your values?
 - Preparing for interviews → Views and best practices from JPM colleagues
- Exercise – What's your story?
- Closure

Ground rules



Pre-workshop exercise:

Perfect day – Your values in action

Self- Evaluation

- How was it to do this exercise?
- What effects did this exercise have?
- Did this exercise motivate or inspire you? If so, how?

Workshop – share your results

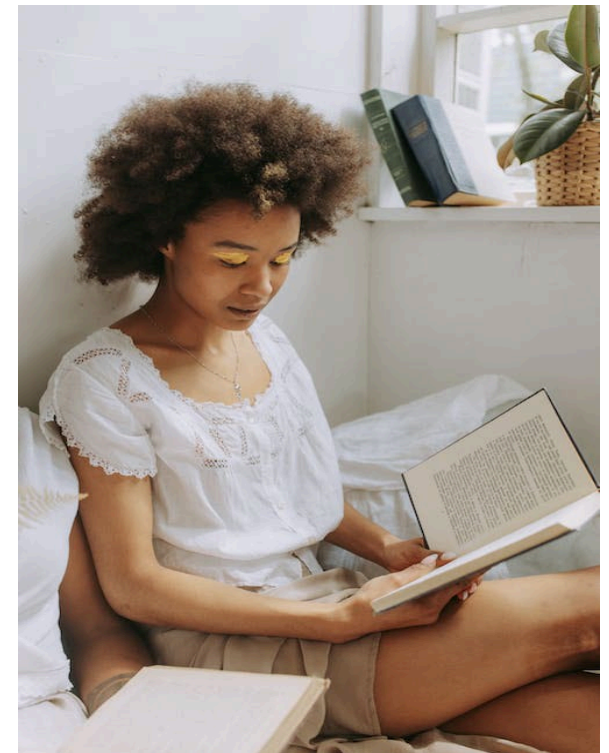
- Once you have identified what your personal values are, then you can ask yourself these questions:
- How am I honoring my values?
- How am I dishonoring my values?
- How might I do or be something in a way that honors my values?

This exercise uncovers your authentic values-in-action. You will need a pen and paper and some time for yourself.

1. Visualize your perfect day: a day when you feel alive, when you are in your full power, living your fullest potential. Be specific. This might not be a time when you are lying on a beach, it could be a day of crisis or challenge, when you are stepping up and feeling a sense of achievement. Write it down.
2. Get interested in the detail of this image. Where are you? What are you doing? What can you see, hear, touch, taste and smell? What are you wearing? Are you alone or are you with another person, or more than one? What is important to you about that relationship? How do you feel?
3. Mine your visualization by asking what is important to you about it. For instance, is it because you are making a difference in some way? Are you feeling energized because you feel a strong connection to someone? Write down a list of the values you uncover. The examples given here are intended to help but resist the urge to pick them without starting with your peak experience.
4. Cluster your list into three to five core or compound values; for instance, my core value of Growth includes Courage, Learning and Creativity. Put your list of core values where you can see them every day, for instance on your desk or a screensaver. You can also anchor them with an object or picture that reminds you of them.
5. Consciously tune up living your values by choosing one and honoring it for a day. For instance, for Appreciation, you could start a meeting by offering it to people. With practice, consciously living your values will become second nature.



Perfect day – Your values in action





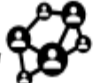





“Your brand is a reflection of who you are and what you believe, which is expressed by what you do and how you do it”



Building Your Brand

<p>WHO are YOU </p> <ul style="list-style-type: none"> • Personality • Professional history • Culture, interests • Values 	<p>What YOU Do </p> <ul style="list-style-type: none"> • What features of values does your audience value? • What relevant skills/services do you 	<p>What you Promise </p> <p>What benefits do your clients/stakeholders enjoy when working with you?</p> <p style="text-align: center;"> </p>	<p>Why YOU </p> <p>What is the distinct element that makes you different?</p>	<p>Who are your Key Stakeholders/ Relationships </p> <ul style="list-style-type: none"> • Who do you work with on a daily basis? • Who do you ask for help? • Who do you share your successes with?
<p>Why are you Credible </p> <ul style="list-style-type: none"> • Track record • Endorsements • Intellectual Property 				

Confidently present – Prepare for your Interviews

Bring your authentic self

Know yourself well/Reflect

- Study the job posting first. search for the skills they are looking for and be able to explain how your past experiences enabled you to get those skills & will be useful in the job
- What do you enjoy doing? What do you hate doing?
- What are your values when it comes to cooperating with others?
- What are your strengths and weaknesses?
 - Be able to list at least 3

General housekeeping

- Be on time
- Dress appropriately
- Be honest about things you don't know
- Let the other finish the sentence before you speak
- ALWAYS prepare questions for the interviewer

Company questions to prepare

- What are general trends in the sector? What are the competitors of the company you are applying to?
- Who are you having the interview with? What is his/her position and background?
- Why do you want to work for this company? Why this division? Why this specific role?

APPLY THE 'STAR' INTERVIEW FORMAT

1. **Situation** – describe the situation you had to deal with
2. **Task** – the task you were given to do
3. **Action** – the action you took
4. **Result** – what happened as a result, what did you learn

Exercise 4 – Tell your life story

How many times have you been asked **"So, what's your story?"** and then feel you were not prepared and missed an opportunity?

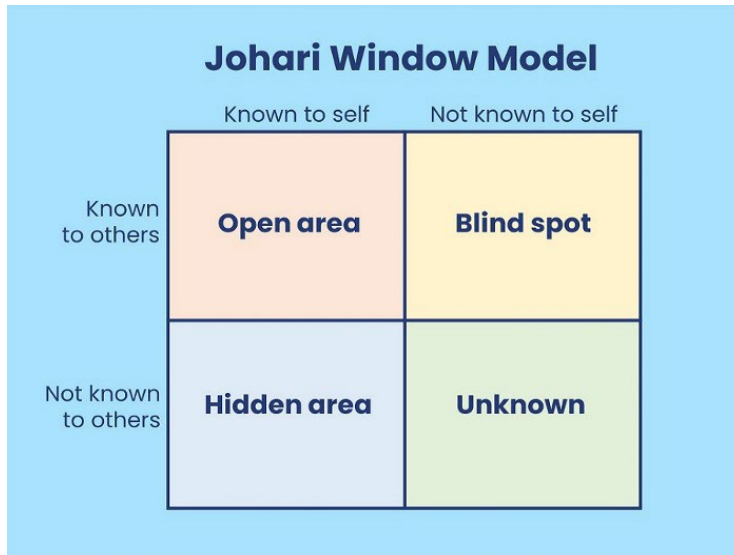
1. Take a couple of minutes to reflect on what are the words that represent relevant milestones of your life, or form a re-occurring motive, words that show your core values, your passion or your ambitions. Think about your visions for your future, how you want to achieve them, what impact do you want to make on your community, workplace, colleagues, clients.
2. Use these 3-5 words to build your story. Remember the elements of your Branding framework. Emphasize what makes you/your story unique.
3. Pitch your life story, receive feedback and try to incorporate those in the next version. Building confidence, learning to present is a journey, be open for feedback and embrace the learning process. And don't forget to have fun...!



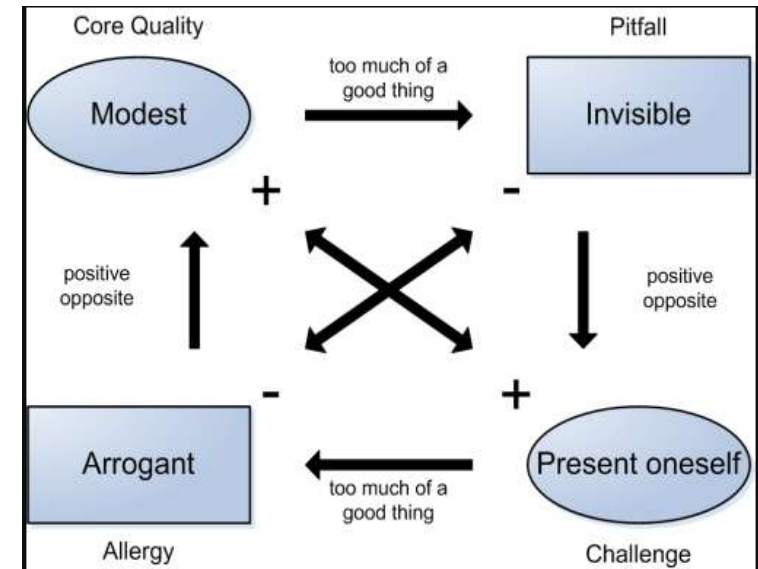
Appendix

Toolkit

Johari Window Model



Ofman's Core Quadrants



DISC model

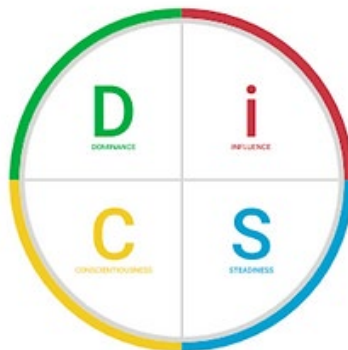
OVERVIEW OF THE DISC MODEL

Dominance

- Direct
- Firm
- Strong-willed
- Forceful
- Results-oriented

Conscientiousness

- Analytical
- Reserved
- Precise
- Private
- Systematic



Influence

- Outgoing
- Enthusiastic
- Optimistic
- High-spirited
- Lively

Steadiness

- Even-tempered
- Accommodating
- Patient
- Humble
- Tactful

References:

- <https://www.skillpacks.com/johari-window-model/>
- <https://www.toolshero.com/communication-methods/core-quality-quadrant/>
- <https://www.discgb.co.uk/what-is-disc>

Appendix: Know Your Worth

Gaining self-confidence starts with self-awareness

Self reflection

Personal

- Who am I?
- What are my strengths and weaknesses?
- What do I find important?
- What do I enjoy /what do I not like?







Situational

- What was the situation?
- What did I do?
- What impact did this have on the situation?
- What will I do the same or different in a similar situation?

Appendix: Building Your Brand

Personal Branding Framework

A fast, effective visual way to develop your personal brand

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