CITY OF TOPEKA

SHAWNEE COUNTY

Self Awareness & Reflection -

How Available Tools Can be Used to Enhance Your Workplace Morale & Operations

What is Personality?

"Personality refers to the enduring characteristics and behavior that comprise a person's unique adjustment to life, including major traits, interests, drives, values, self-concept, abilities, and emotional patterns. Various theories explain the structure and development of personality in different ways, but all agree that personality helps determine behavior." - American Psychological Association

Leadership vs Management

- Not the same thing according to Harvard Business School.
  - Process vs. Vision
  - Organizing vs. Aligning
  - Position vs. Quality

"Effective leadership requires more than just developing your skills—you also need to cultivate and maintain an environment that enables those around you to thrive"

Emotional Intelligence

1. Self-Awareness
2. Self-Management
3. Social Awareness
4. Relationship Management

Organizational Change Management

1. Understand the Process of Change
2. Understand the Forces of Change
3. Create a Plan
4. Communicate the Path Forward
5. Prepare for Roadblocks

Identifying Your Leadership Style

3 common Leadership Styles

1. Approachability
2. Credibility
3. Aspirational

How to Identify Your Leadership Style

1. Build Self-Awareness
2. Consider your core functions as a Leader
    1. How do you mobilize employees and clearly communication
    2. How do you rally others and provide instructional guidance
3. Understand Your Motivations

Benefits of Self-Assessment / Common Tests

- Enhances awareness of your talents, talent gaps, working styles, and ideal work environment for more informed decisions
- Helps you address specific skills needing improvement
- Helps you figure out your best-fit roles
- Identify skill gaps within teams
- Results in increased employee engagement, satisfaction, and retention

Myers-Briggs Type Indicator (Personality)

The Myers-Briggs Type Indicator (MBTI) is a personality test that people often use to understand their own innate personality preferences and how it affects their work and relationships. MBTI is available for free online and consists of a series of questions designed to find out more about your personality. The test provides feedback on four categories:

1. Extroversion vs. Introversion
2. Sensing vs. Intuition
3. Thinking vs. Feeling
4. Judging vs. Perceiving

DISC

Behavioral Assessment Tool that identifies four different leadership styles:

1. Dominance (task-oriented and active)
2. Influence (people-oriented and active)
3. Steadiness (people-oriented and reserved)
4. Compliance (task-oriented and reserved)

Enneagram

1. The Reformer
2. The Helper
3. The Achiever
4. The Individualist
5. The Investigator
6. The Loyalist
7. The Enthusiast
8. The Challenger
9. The Peacemaker

Gallup Strengths (natural talents)

The tool identifies your five biggest strengths and encourages leaders to focus on these rather than improving upon their weaknesses and offers strategies to help professionals develop each of their talents further.

Saville Assessment

The Saville leadership assessment is a tool that leaders use to test their aptitude and personal skills. This test includes a set of questions that evaluate a person's numerical, linguistic, mechanical and spatial skills, and the results of the test provide information on both what your leadership strengths and weaknesses are and what type of office culture you might suit best. The Saville Assessment is more complicated compared to some others like the DISC assessment, but it offers easy-to-understand.

Emergenetics

- Developed by Drs. Geil Browning and Wendell Williams to fill a gap in personality assessments
- Goal to help individuals get a personalized understanding of how they preferred to approach work and life by looking at both thinking preferences and behavioral preferences
- Behavioral Attributes: expressiveness, assertiveness, flexibility
- Thinking Attributes: analytical, structural, social, conceptual

360 Evaluation and Assessment

- 360 Degree Feedback: Collects confidential feedback from peers, managers, and direct reports on performance and behaviors. This multi-rater process highlights strengths and areas for improvement.
- Zenger Folkman Extraordinary Leader 360-Degree Leadership Assessment has found that great leaders are defined by having a few profound strengths rather than an absence of weaknesses