



Customizable Training Material  
**Self-Leadership**

Fully Customizable  
Print on Demand

Unlimited Number of Users  
No Annual Renewal Fees

**PowerPoint Slides**

# Agenda

<b>8:30-8:45</b>	Icebreaker: Admit it!
<b>8:45-9:00</b>	Session One: Course Overview
<b>9:00-10:00</b>	Session Two: What is Self-Leadership?
<b>10:00-10:15</b>	Break
<b>10:15-11:30</b>	Session Three: Knowing Who You Are
<b>11:30-12:00</b>	Session Four: Change Management
<b>12:00-1:00</b>	Lunch
<b>1:00-1:15</b>	Energizer: What Can You Do With That?
<b>1:15-2:00</b>	Session Five: Knowing What You Do
<b>2:00-2:15</b>	Break
<b>2:15-3:30</b>	Session Six: Motivation for Optimists
<b>3:30-4:15</b>	Session Seven: Using What You Know
<b>4:15-4:30</b>	Workshop Wrap-Up

# Session One: Course Overview

## *Learning Objectives*

- Define self-leadership and what it means on an individual level
- Assume responsibility for your results by understanding who you are, what you want, and how to reach your goals
- Describe the four pillars of self-leadership
- Use techniques related to adjusting to change, cultivating optimism, and developing good habits to build your self-leadership

# Session Two:

## What is Self-Leadership?

### *Defining Self-Leadership (I)*

- Self-leadership is **about choosing who we are, what we do, and who we become.**
- It **doesn't advocate for a selfish approach.**
- It recognizes that **things do not always come to us easily.**
- It recognizes that **our environment is created** through us making choices.

# Session Two: What is Self-Leadership?

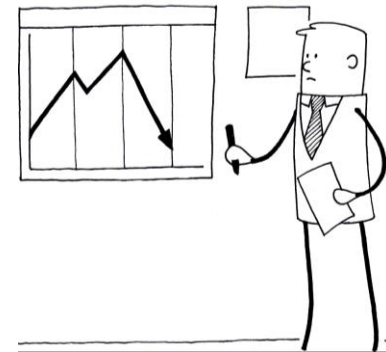
## *Defining Self-Leadership (II)*

- The world has become a place that **leverages knowledge.**
- We have to manage ourselves **effectively** to be successful.
- Self-leadership is **not about managing others.**
- Self-leadership is **about leading yourself.**

# Session Two: What is Self-Leadership?

## *Defining Self-Leadership (III)*

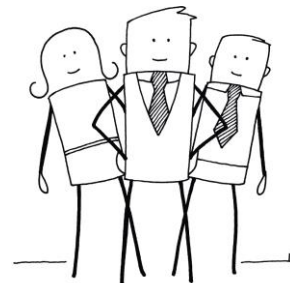
- A supervisor says to you that **sales are down** and you need to increase your results by 10%.
- A **consultative supervisor** would probably ask you how you could achieve those results.
- The **self-leader** sees that sales are down and devises a plan of action.



# Session Two: What is Self-Leadership?

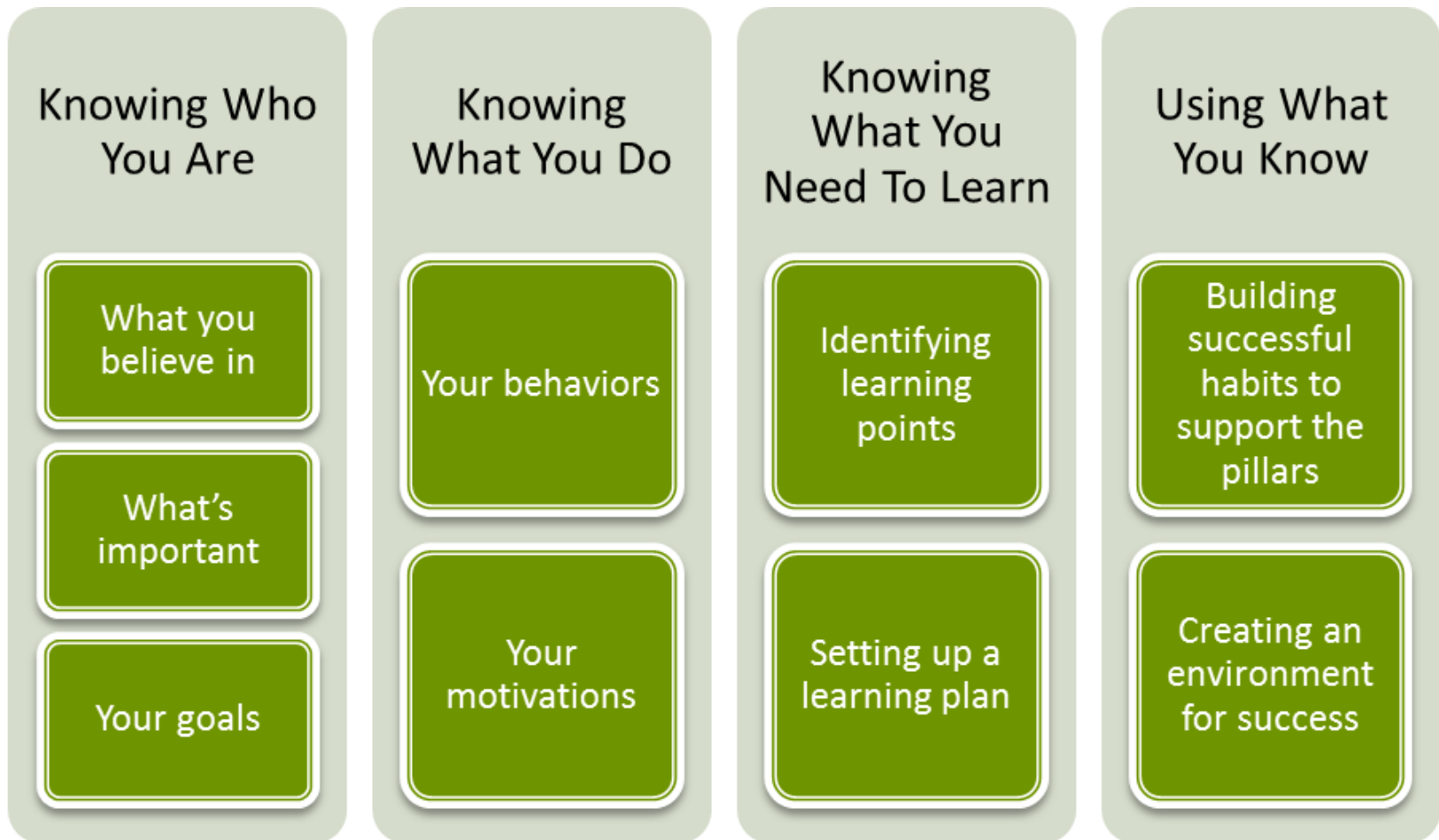
## *Pre-Assignment Review*

- Identify two to five mentors in your life.
- What are the characteristics that your mentors demonstrate and that you appreciate?
- Which of these characteristics have you mastered?
- Which of these characteristics do you admire but have not yet mastered?



# Session Two: What is Self-Leadership?

## *Four Pillars of Self-Leadership*



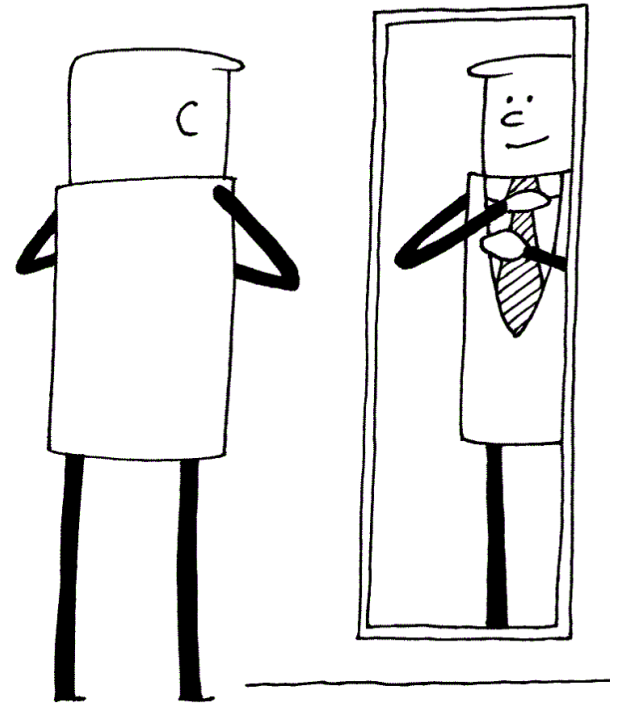


# Session Two: What is Self-Leadership?

## *Presentations (I)*

### **Knowing Who You Are**

- Setting goals
- Defining values and beliefs
- Meditating
- Working with a coach



# Session Two: What is Self-Leadership?

*Presentations (II)*

## **Knowing What You Do**

- Understanding how we support our decisions
- Working towards the self-leaders we want to be

# Session Two: What is Self-Leadership?

## *Presentations (III)*

### **Knowing What You Need to Learn**

- Attending classes
- Reading
- Watching films or videos that support learning



# Session Two: What is Self-Leadership?

## *Presentations (IV)*

### **Using What You Know**

- Making a commitment every day to work towards your goals
- Building an environment that moves you towards where you want to be



# Session Three: Knowing Who You Are

*Creating a Personal Vision Statement (I)*



# Session Three: Knowing Who You Are

*Creating a Personal Vision Statement (II)*

## **Step One: Identify Your Values**

- Choose the ten most important items from the list in the workbook.
- Narrow it down to five and then to three.



# Session Three:

## Knowing Who You Are

### *Creating a Personal Vision Statement (III)*

#### **Step Two: Define Your Values**

What does success look like?

#### **Example: Being Productive**

For me, being productive means feeling good about what I have accomplished at the end of the day.



# Session Three: Knowing Who You Are

*Creating a Personal Vision Statement (IV)*

## **Step Three: Put It All Together**

- Bring all three statements into one paragraph.
- Re-evaluate and re-work your values and value statements as necessary.





# Session Three: Knowing Who You Are

## *Identifying Dreams and Setting Goals (I)*

- What areas of life do you want to set **goals** in?
- What **dreams** (long-term goals) do you have?

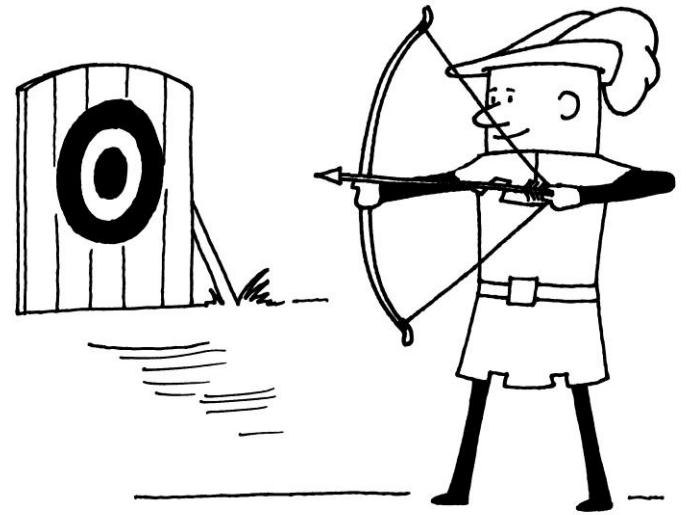


# Session Three: Knowing Who You Are

## *Identifying Dreams and Setting Goals (II)*

### **SPIRIT Goal Setting Model**

- Specific
- Prizes
- Individual
- Review
- Inspiring
- Time-Bound



# Session Three:

## Knowing Who You Are

*Identifying Dreams and Setting Goals (III)*

### **Writing Tips: Use Action Verbs**

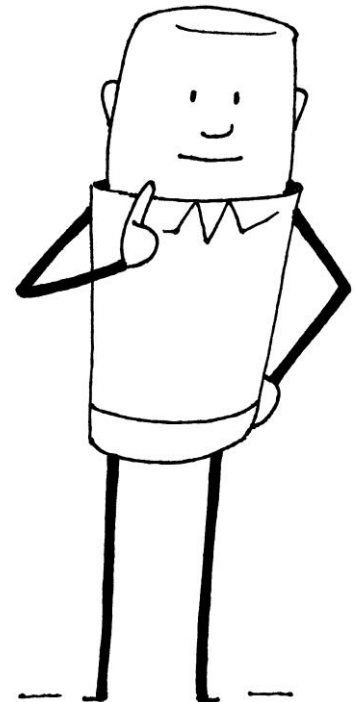
- Add
- Arrange
- Assemble
- Build
- Carry
- Choose
- Collect
- Compute
- Count
- Demonstrate
- Describe
- Distribute
- Draft
- Explain
- Identify
- Initiate
- Label
- List
- Plan
- Rewrite
- Select
- Supervise
- Train
- Transform

# Session Three: Knowing Who You Are

*Identifying Dreams and Setting Goals (IV)*

**Watch out for vague phrases like:**

- Be familiar with
- Know how to
- Understand

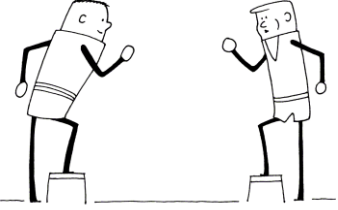


# Session Three:

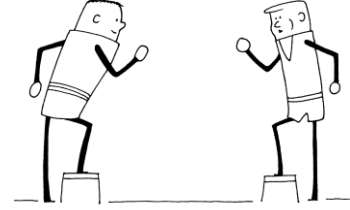
## Knowing Who You Are

*Setting Ourselves Up For Success (I)*

- Self-leaders are very serious about **being effective.**
- They **know their goals** and they don't let them slip.
- Sometimes, it helps to have an **accountability partner.**



# Session Three: Knowing Who You Are



## *Setting Ourselves Up For Success (II)*

- If we look at the success of **healthy eating and diet programs**, a large part of reinforcement comes from the way in which the programs are designed.
- **Have a look at your goals.**
- Which ones could you use help with?

# Session Four: Change Management

## *Control and Change*



# Session Five:

## Knowing What You Do

### *Your Behavior (I)*

- When you make a series of decisions about what you intend to do, and **you start doing them**, your behavior is in line with and supporting your intention.
- If you say you will do something and then **allow yourself to be distracted**, or you lose the commitment to a particular goal, then your behavior is not supporting your stated intention.

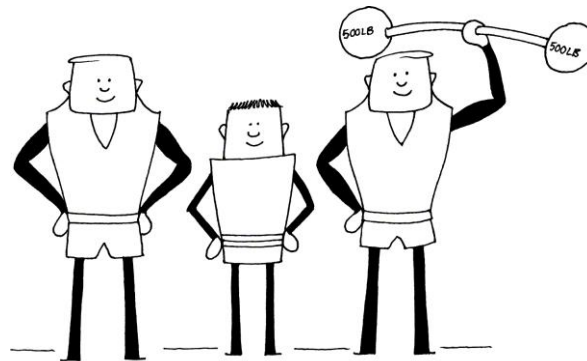


# Session Five:

## Knowing What You Do

### *Your Behavior (II)*

- **Negative cues** are things that distract or stop you from doing the things you want to be doing.
- **Positive cues** are things that influence you to do things that meet your goals.



# Session Five:

## Knowing What You Do

*Your Behavior (III)*

### **Discussion Questions**

- What good habits do you have with using schedules and task reminders?
- What specifically could you do to improve your attention to tasks?
- List any negative cues at work and at home that are reinforcing behaviors you don't want.

# Session Five:

## Knowing What You Do

### *Your Behavior (IV)*

#### **Discussion Questions ctd.**

- What specifically can you do to eliminate or reduce negative cues at home and work?
- List positive cues at work and at home that are encouraging the behaviors you want.
- What can you do to increase positive cues?
- Do you need help for this? Who can you enlist for help?

# Session Five:

## Knowing What You Do

### *Lifelong Learning (I)*

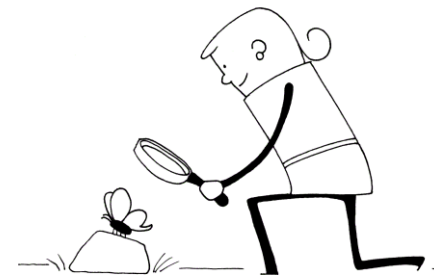
- **Lifelong learning** means that we recognize and appreciate that learning does not stop when we leave school.
- Lifelong learning is part of self-leadership.
- **Employers** demonstrate their own appreciation for lifelong learning when they write up a job posting that includes equivalencies.



# Session Five: Knowing What You Do

## *Lifelong Learning (II)*

- **If you commit to lifelong learning**, you will keep your finger on the pulse of things that are changing and developing in your environment and around the world.
- Your value and your understanding of the world increases as you **learn about all kinds of subjects.**



# Session Five:

## Knowing What You Do

### *Lifelong Learning (III)*

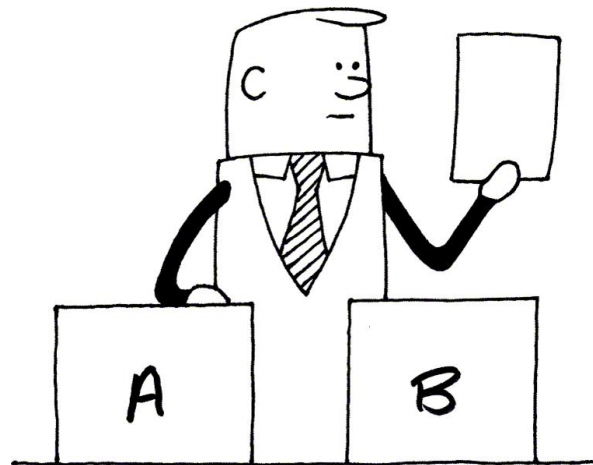
- **Malcolm Gladwell** describes how people become successful at what they do through the value of practice.
- He proposes the theory that it takes about **10,000 hours of practice** to master something.
- **Success and mastery** do not come easily!



# Session Five: Knowing What You Do

## *Lifelong Learning (IV)*

- **Self-leadership** does not mean that you can create absolutely anything for yourself.
- We do have the ability to **choose our behavior** and to **lead ourselves**.



# Session Five: Knowing What You Do

## *Lifelong Learning (V)*

### **Learning Plans**

- Very specific document
- Can be incorporated/displayed in a number of ways
- Should be **meaningful** to you, looked at **regularly**, and **flexible**





# Session Five:

## Knowing What You Do

### *Making Connections*

- I am committed to the following in order to meet my learning goals
- The barriers for me achieving these learning goals include
- I will take the following action(s) to reduce or eliminate those barriers
- Additional thoughts on my learning and development goals



# Session Six:

## Motivation for Optimists

### *Motivation from Within (I)*

- What motivated **Walt Disney** to create cartoons and capture them on film?
- What motivated **Mohammed Ali** to become a world champion boxer?
- What motivated **Stephen King** to be an internationally renowned writer?



# Session Six: Motivation for Optimists



## *Motivation from Within (II)*

- The things that motivate us include the **rewards** we get.
- This doesn't mean that self-leadership means being **self-serving**.
- There are things that we do where the **act of doing is its own reward**.

# Session Six: Motivation for Optimists

## *Motivation from Within (III)*

- Other times, there are more **tangible rewards**.
- A reward can be **simple**, like time to read a book or having lunch with a mentor.
- Other times, more **sophisticated rewards** are needed.



# Session Six:

## Motivation for Optimists

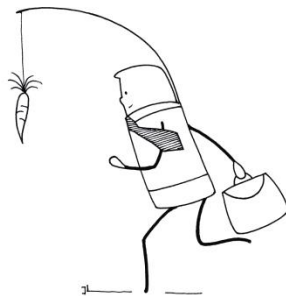
### *Motivation from Within (IV)*

- Are you able to incorporate enough activities that you enjoy in your work?
- Is there a space at work where you can work comfortably and effectively?
- Do you spend more time thinking about the parts of your job that you do like rather than the parts that you don't enjoy?
- Do you point your thinking toward pleasantries of your job, rather than things that are unpleasant?

# Session Six: Motivation for Optimists

## *Creating a Motivational Climate*

- Competence
- Self-direction
- Purpose
- Building rewards into what you do



# Session Six:

## Motivation for Optimists

### *The Value of Optimism (I)*

- **Optimism** and **pessimism** are attitudes which affect the way we see the world and what is happening around us.
- **Optimists** see success as the result of their own hard work.
- A **pessimist** views success as being the result of good luck or fate.

# Session Six: Motivation for Optimists

## *The Value of Optimism (II)*

- **Optimists** see something like the loss of a job as a short term problem or the result of a lack of work in their field.
- A **pessimist** sees a job loss as someone else's doing and/or as a huge barrier.





# Session Six: Motivation for Optimists

## *The Value of Optimism (III)*

- **Optimists** have better overall health, live longer, and are able to more easily adapt to even the most harsh or horrible circumstances.
- **Pessimists** on the other hand, suffer more incidents of ill health, including increased clinical depression and anxiety.



# Session Six: Motivation for Optimists

## *The Value of Optimism (IV)*

- Pessimists can learn to change attitudes and **be more optimistic.**
- Being an optimist is not always an approach that you can take, however.
- Pessimism also has a **certain place**, and even some benefits.

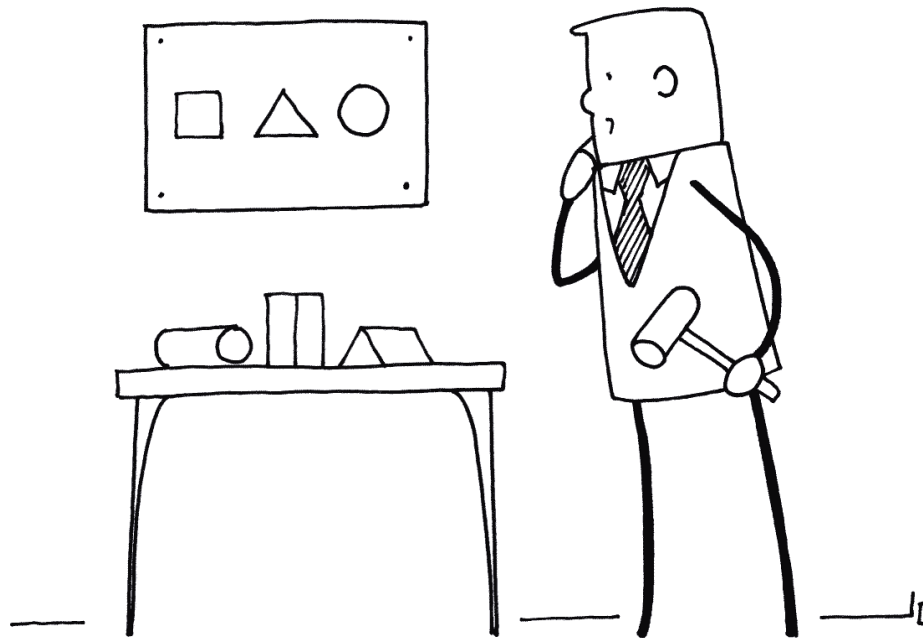


# Session Six: Motivation for Optimists

## *ABC's of Optimism (I)*

### **A – Adversity**

- Anything you see as a problem

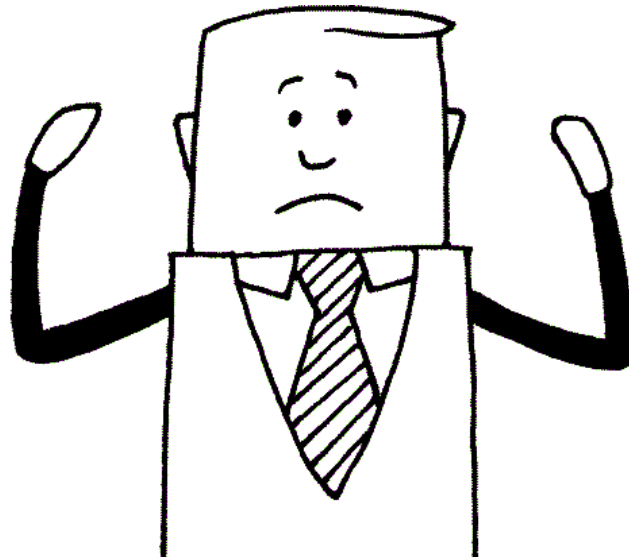


# Session Six: Motivation for Optimists

## *ABC's of Optimism (II)*

### **B – Beliefs**

- Our thoughts on the adversity become belief
- How do we feel about the adversity?



# Session Six: Motivation for Optimists

## *ABC's of Optimism (III)*

### **C – Consequence**

- What action takes place because of our belief



# Session Six:

## Motivation for Optimists

### *ABC's of Optimism (IV)*

#### **D – Disputation, Distancing, or Distracting**

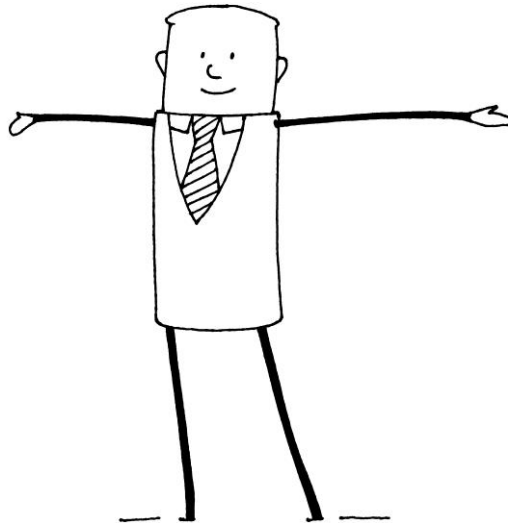
- **Disputation** is arguing with yourself
- **Distancing** means moving away from the pessimistic attitude
- **Distracting** helps you break away from the pessimistic thoughts

# Session Six: Motivation for Optimists

*ABC's of Optimism (V)*

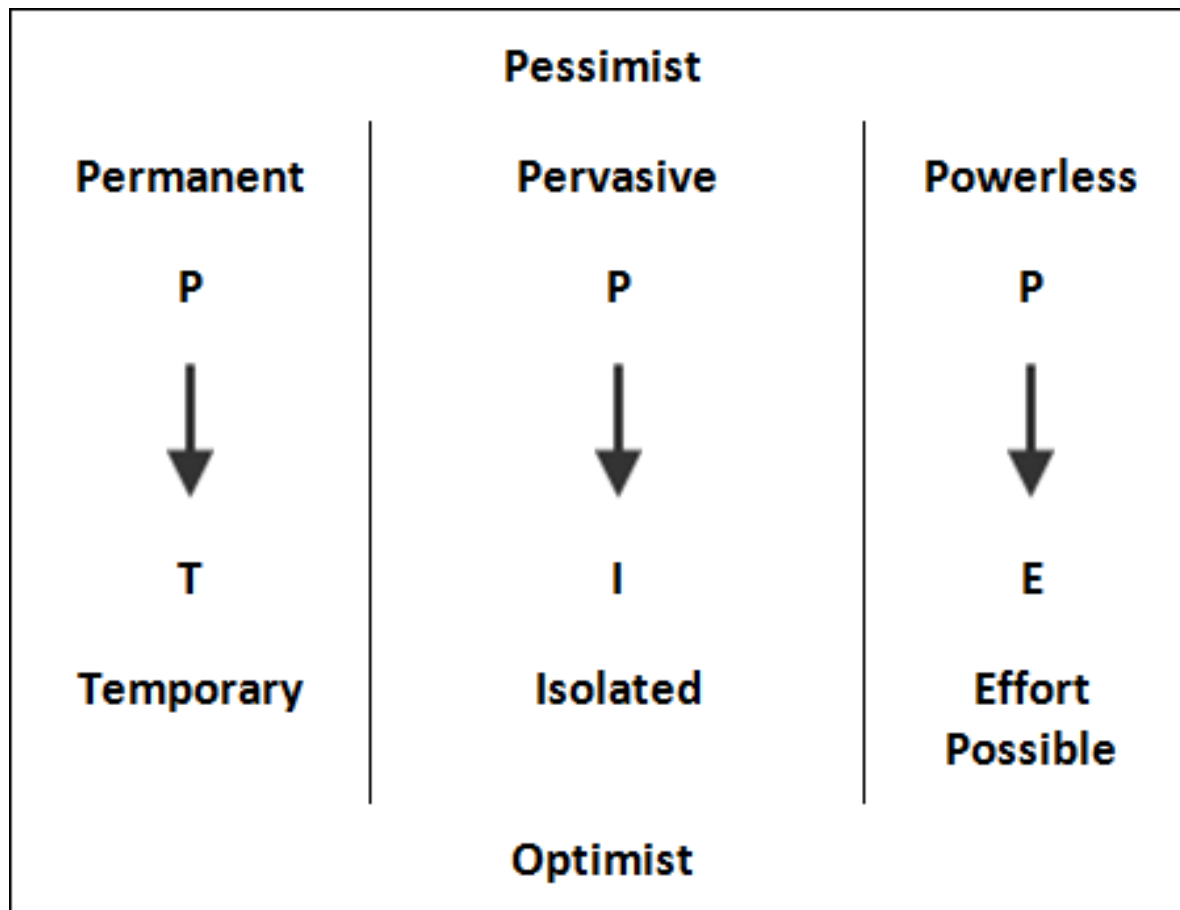
## **E – Energization**

- How disputing your pessimistic thoughts makes you feel



# Session Six: Motivation for Optimists

## *Pessimism vs. Optimism (I)*





# Session Six: Motivation for Optimists

*Pessimism vs. Optimism (II)*

## **VET Process**

- **Validating** emotions
- **Exploring** the emotion
- **Transforming** the emotion



# Session Six: Motivation for Optimists

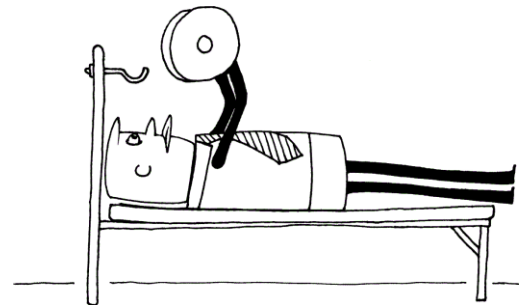
## *Adversities*

<b>A Adversity</b>	<b>B Belief or Feeling</b>	<b>C Consequence</b>	<b>D Distance, Debate, Distract</b>	<b>E Energization</b>

# Session Seven: Using What You Know

## *Our Physical Self (I)*

- Our **physical health** is heavily influenced by our emotional health.
- Regular exercise, a healthy diet, good sleep hygiene, and managing stress all have **positive effects** on our physical health.



# Session Seven: Using What You Know

## *Our Physical Self (II)*

### **Discussion Questions**

- Do you get thirty minutes of exercise a day? Is it intense enough to increase your heart rate?
- How many hours of connected sleep do you get each night?
- Do you nap during the day?
- Is your bedroom set up so that it helps you sleep?

# Session Seven:

## Using What You Know

### *Our Physical Self (III)*

#### **Discussion Questions ctd.**

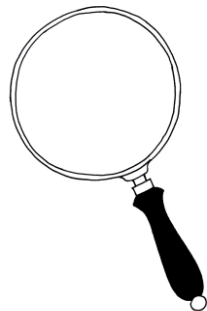
- Do you eat three meals per day?
- Do you drink enough water?
- Are you limiting salt, caffeine, fats, and sodas to reasonable levels?
- What can you start doing today to improve your physical health?
- Do you know how to work through worry or stressors to reduce the effects they have on you?

# Session Seven: Using What You Know

## *Emotional Intelligence (I)*

### **Emotional intelligence is our ability to:**

- Accurately identify emotions in ourselves and others
- Understand and manage emotions
- Effectively communicate emotional feelings



# Session Seven: Using What You Know

## *Emotional Intelligence (II)*

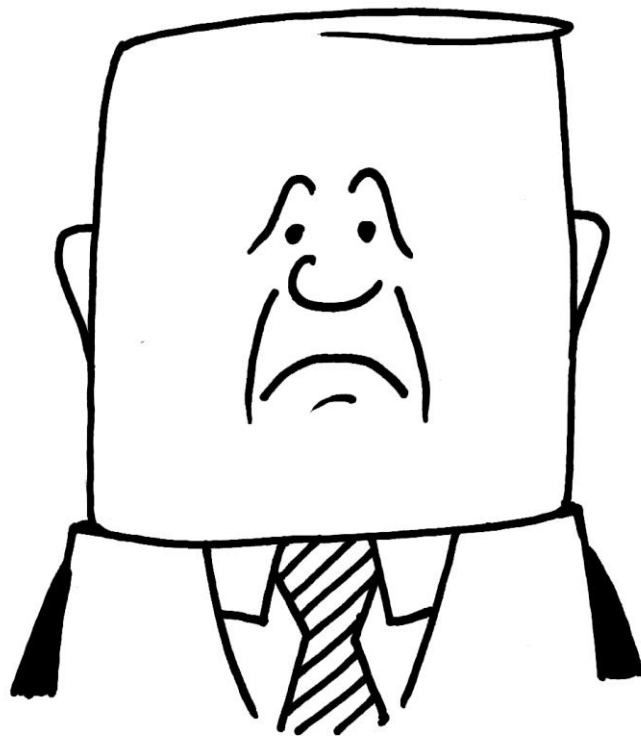
- Most social scientists agree that there are seven **emotional expressions** that are basic to every culture.
- Our face often displays **more than one emotion** at a time.
- We can teach people to recognize **visible and hidden emotions** by carefully reading what is shown on someone's face.

# Session Seven: Using What You Know

## *Emotional Intelligence (III)*

### **The Seven Emotions**

- Sadness
- Anger
- Fear
- Happiness
- Surprise
- Contempt
- Disgust





# Session Seven: Using What You Know

## *Emotional Intelligence (IV)*

### **What Do Emotions Tell Us?**

<b>Emotion</b>	<b>What It Tells Us</b>
<b>Sadness</b>	Lost something of value
<b>Anger</b>	Way is blocked or get out of my way
<b>Fear</b>	Possible threat; be prepared
<b>Happiness</b>	Gained something of value; the way is safe
<b>Surprise</b>	Something unexpected happened
<b>Contempt</b>	Not worthy of care, hardening of feelings
<b>Disgust</b>	Rules are violated

# Session Seven: Using What You Know

## *Emotional Intelligence (V)*

### **Applying Emotional Intelligence**

- Emotional expressions don't tell us the **cause** that prompts the **response**.
- Emotions in themselves are **neither positive nor negative**.
- It is **what we do with the emotion** that creates the outcome.