

Operations Training

Understand ME & Being the Best I Can Be!

Purpose: Understand yourself and how you can maximize your strengths and natural talents in your role and daily life.

Preparation: Print out and bring copies of the Natural Talents Tool for all attendees. Send an email to your team and ask them to bring their KOLBE or StrengthsFinder assessment, if applicable.

Facilitator: Read the following paragraphs to set the table for the session.

Self-Assessment: Taking time to recognize, acknowledge and understand our natural talents and strengths is vital to being the best “YOU”, you can be. Sometimes, we can have a flawed self assessment. We think we should be something we are not.

Let's be honest and transparent with ourselves today. It's ok to acknowledge that you don't get energy from or are gifted to complete a certain responsibility or task. It's also great to identify an opportunity that would be life giving even if it's in a different role or responsibility.

The purpose of our session today is to identify and understand our natural talents and strengths. Then we will develop practical ways we can exploit our strengths in our daily work life and identify our gaps and who we can take steps to close them.

Exercise:

- Hand out the **Natural Talents Tool** to your attendees
- Write down your **Natural Talents and Strengths** in the appropriate column (allow about five minutes)
- Write down your **Real Life Work Activities** that match your **Natural Talents and Strengths** in this column (allow about five minutes)
- Spend some time and reflect on your Real Life Work Activities.
 - Ask yourself the following questions:
 - Do these activities give me energy?
 - Do I tend to do these activities first each day?
 - Do I usually have these tasks completed each day?
- Now pick a partner and review your Natural Talents and Strengths and Real Life Work Activities. (allow 10 minutes for this sharing)

EXAMPLE

NATURAL TALENTS & STRENGTHS	REAL LIFE WORK ACTIVITIES
I'm a Good Listener	When a client calls with a problem
I'm a Good Organizer	Able to maximize my time each day and usually accomplish my urgent and necessary daily activities.

Facilitator: Read the following paragraphs to the group to wrap up the day.

"To thine own self be true" is Polonius's (p uh L OH n ee uh s) last piece of advice to his son Laertes (lay úrteez) in Shakespeare's Hamlet. Laertes is in a hurry to get on the next boat to Paris, where he'll be safe from his father's long-winded speeches.

Polonius has in mind something much more Elizabethan than the New Age self-knowledge that we interpret today. He views Laertes borrowing and loaning money, associating with women of questionable character, and other indulgences as being "false" to the self. By "false" Polonius means "disadvantageous" or "detrimental to your image"; by "true" he means "loyal to your own best interests." Take care of yourself first, and that way you'll be in a position to take care of others.

If you know your strengths, talents and work in those areas you will be a better colleague, family member and friend. Focus on 80 percent. Challenge yourself to spend 80 percent of your day doing tasks in areas of your natural talent. How did you feel at the end of the day? While we can't work in our natural talents 100 percent of the time we can continue to focus on how knowing "who" we are and maximizing the opportunities to work within those talents.

Natural Talents Analyzer

Directions:

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 - Ask yourself the following questions:
 - Do these activities give me energy?
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- Now pick a partner and review your Natural Talents and Strengths and Real Life Work Activities

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