

**SUPERVISORY
DEVELOPMENT COURSE
TRACK 1**

What Makes A Winner

Most people see effectiveness from the golden egg paradigm:

The more you produce

+ the more you do

= effectiveness

Effectiveness is ... maintaining the balance of getting the desired results and enhancing personal abilities and assets.

KINDS OF ASSETS:

 Physical

 Financial

 Human

Personal Effectiveness is ...
accepting yourself for
what you are. It is being
aware of your own power
to direct yourself and take
charge of yourself and
your life

GOALS OF PERSONAL EFFECTIVENESS

- accomplishing what you want
- actualizing your most important values

To be EFFECTIVE is to:

- assume authority
- accept responsibility
- make a choice

3 Basic ACTIONS to REACH PERSONAL EFFECTIVENESS

Re - sponsibility

A - uthority

Ch - oice

Ineffective persons end up as losers.

Ineffective persons believe that they are victims of circumstances, of “bad luck” or fate.

The effective person or the *Winner* is
internally-oriented

The effective person assumes responsibility
for whatever consequences will arise as a
result of his/her decisions and actions.

Effective person attribute success to their
skill and competencies.









Personally
effective
individuals make
things happen.



FOUNDATION OF PERSONAL EFFECTIVENESS

CLOSING ACTIVITY

“ THE WINNERS CIRCLE ”

Structured Learning Activity

1. Recall at least two people living or dead whom you consider as a “winner”.
2. List the qualities, skills and habits which helped them become personally effective and a winner.



The winner.....

vs.

The loser.....

- is always part of the answer
- always has a program
- says, "Let me do it."
- sees an answer to every problem
- says, "It may be difficult but it is possible."

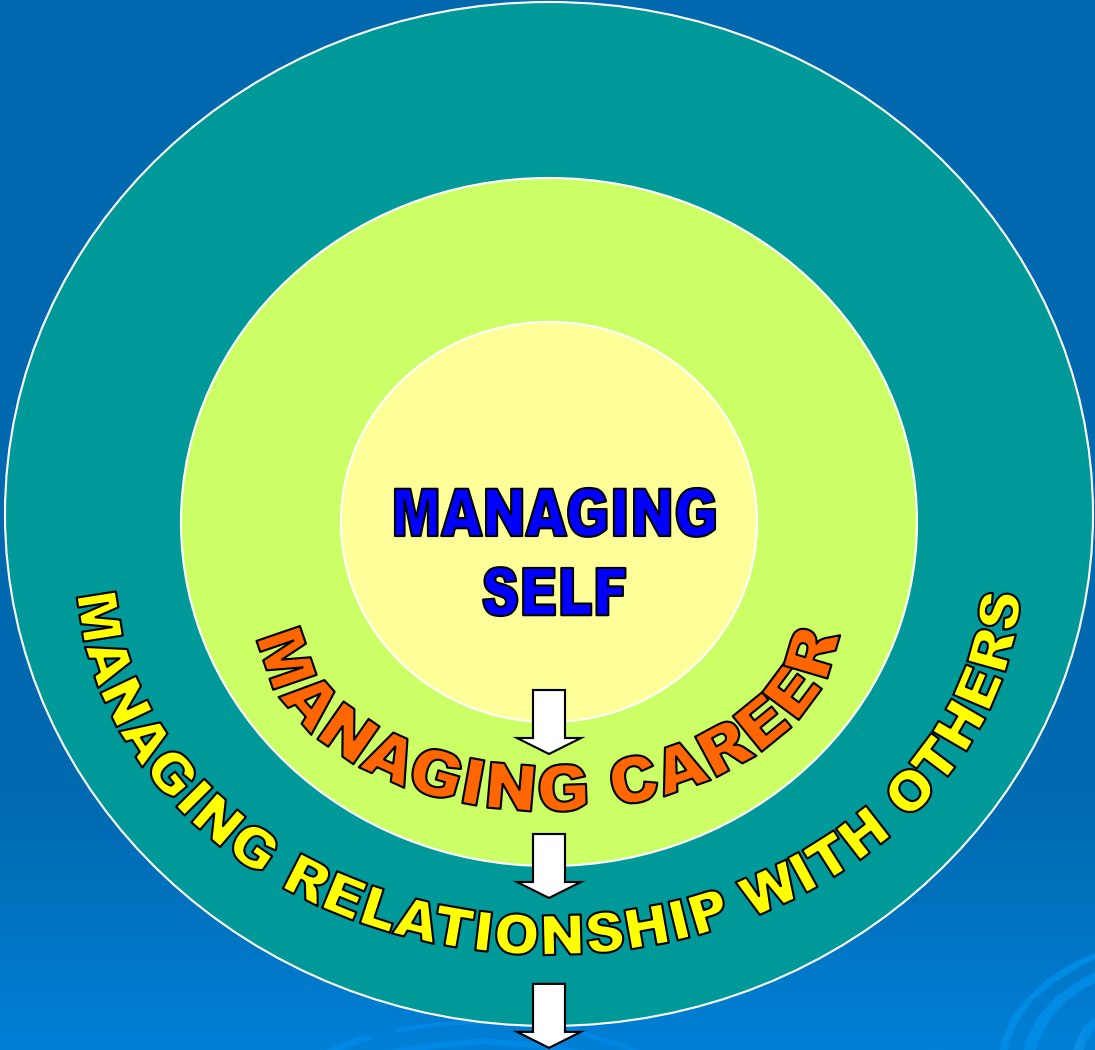
- is always part of the problem
- always has an excuse
- says, "That's not my job."
- sees a problem to every answer
- says, "It may be possible but it is difficult."

Be a winner!!!

■ THANK YOU!

MASTERING MY INNER WORLD





Instructions

1. Draw a picture that represent the past and another picture that represent the current life situation.
2. Group sharing of the pictures.
3. Based on sharings, what would you say is your group's guiding philosophy on:
 - 3a. Life
 - 3b. Work
 - 3c. Happiness
 - 3d. Success
4. What would you say is your secret to success?

It is often what you bring to your work, not just what your work brings you, that makes your role as a supervisor exciting, meaningful and challenging



Mastering the inner world of management involves understanding and accepting one's role as a supervisor and developing the social and psychological perspectives that are consistent with the requirements of this role.



4 DIMENSIONS OF PERSONAL EFFECTIVENESS

Manage you
own Self-Esteem

Manage your
Need for Direct
Control.

Manage your own
Need To Be Liked.


Manage your
Constructed Self.

I.

Manage your
own
self-esteem



SELF-ESTEEM is an inner attitude of:

- ❑ Self-respect
 - ❑ Sense of personal worth
 - ❑ State of valuing yourself
- 


SELF-ESTEEM is an inner attitude of:

- ❑ liking yourself
- ❑ liking to relate with others
- ❑ feeling secure
- ❑ not having to prove yourself with external symbols
- ❑ not allowing others to diminish your personal sense of self-worth.

Manage your
self-esteem
means
feeling OK.



FOUR LIFE POSITIONS

- ❑ I'm not OK – You're OK
 - ❑ I'm OK – You're not OK
 - ❑ I'm not OK – You're not OK
 - ❑ I'm OK – You're OK
- 

The Johari Window

I (Self)

KNOW

DON'T KNOW

<p>1 Open Area</p>	<p>2 Blind Area</p>
<p>3 Hidden Area</p>	<p>4 Area of Potential</p>



Σ0ZΣ
W0ZΣ
A0Z·H
Σ0ZΣ

PRIMACY EFFECT is based on initial perceptions of your self projection (appearance, behavior and non-verbal communication).



L – listen

I – initiate a positive interaction with a welcoming smile, a firm handshake or a warm greeting. Your handshake is judged on five factors: firmness, dryness, duration, interlock, and eye contact.

K – know people and call them by name.

A – Always think before you act.

B – build positive relationship. Be careful in relating with others. When reaching out to them, show you can accept their uniqueness and give them the space they need.

L – lend a helping hand, whenever possible.

E – express more appreciation than criticisms and objections. Always use the sandwich approach when giving feedbacks. (i.e. positive – negative – positive)

II.


Manage your need
for direct control.

The background of the slide features several faint, concentric circular ripples, resembling water droplets on a surface, located in the lower right quadrant.

Control

- is the ability to influence your environment.
- The amount of control you are able to exercise over your environment defines how “powerful” you are.

Control
is the ability
to influence
Your
Environment.

The background features several sets of concentric circles in a lighter shade of blue, resembling ripples on water. These circles are positioned in the lower right and bottom center of the slide, adding a dynamic visual element to the text.

“We have to undo a 100 year old concept and convince our managers that their role is not to control people and stay “on-top” of things, but rather to guide, energize and excite.”



Managing your need for control requires you to accept a decreasing degree of direct control over how work is accomplished” as well as a decrease in your desire to be involved in everything.”

This means you must get used to the fact that some things will not be done according to your way.

III.

Manage your own need
to be liked.

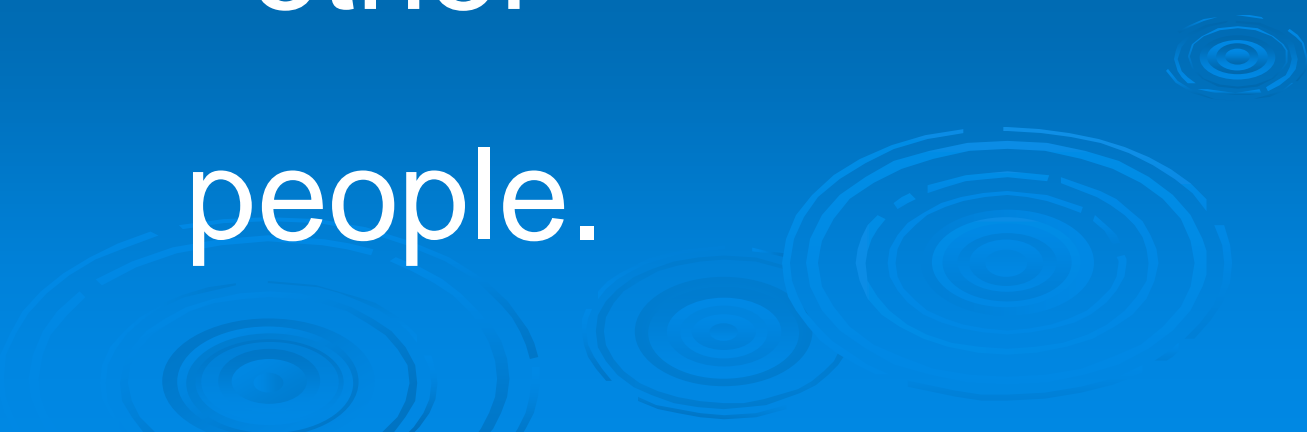
The background features several sets of concentric circles in a lighter shade of blue, resembling ripples in water. These circles are scattered across the lower half of the slide, with one set in the bottom right corner and others towards the bottom center and left.

- People have strong desire to “belong” to be accepted and be liked by other people. This is a basic social need.

- Individuals not only want to be valued for what they do. They also need to be accepted.

➤ In a manager's role, you must recognize that you have to work for and earn liking and acceptance. But even when you do, not everyone is going to like you.

Your job
is to lead
and inspire
other
people.



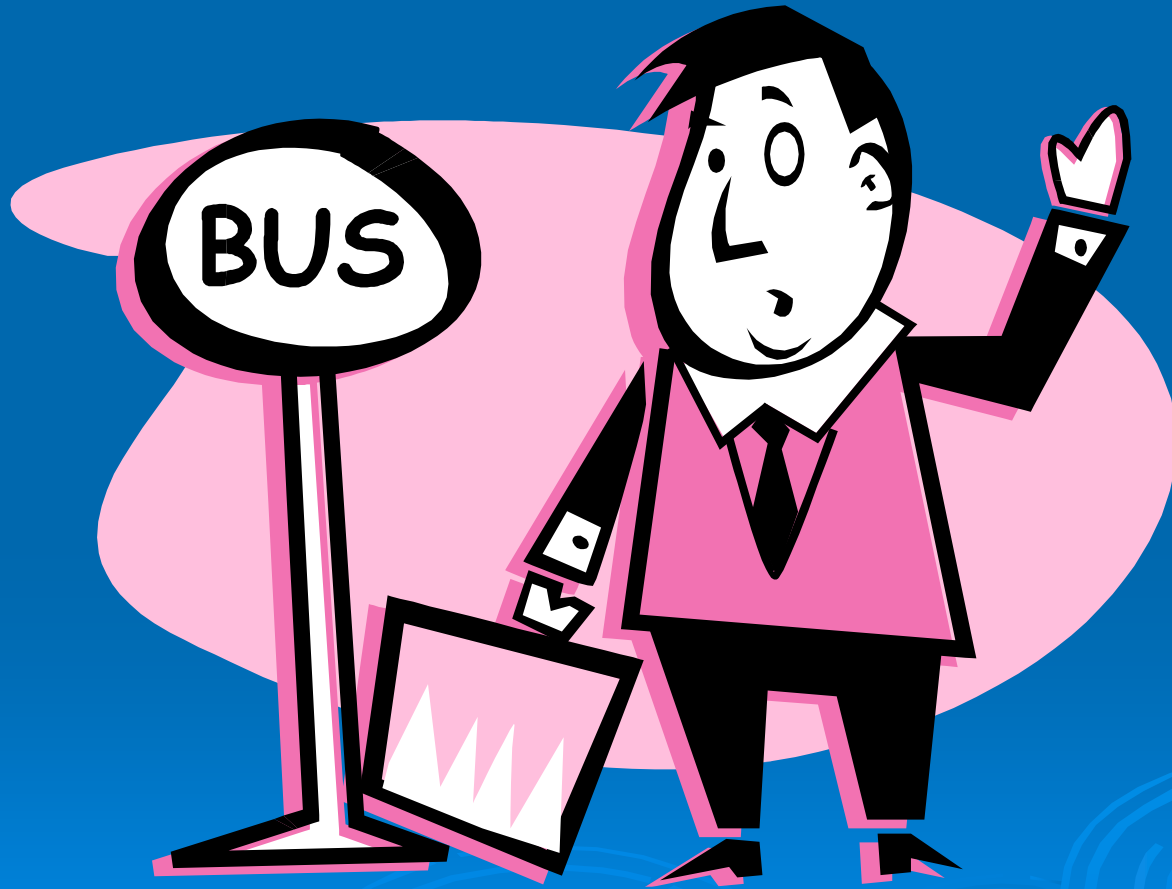
6 Ego States in interacting



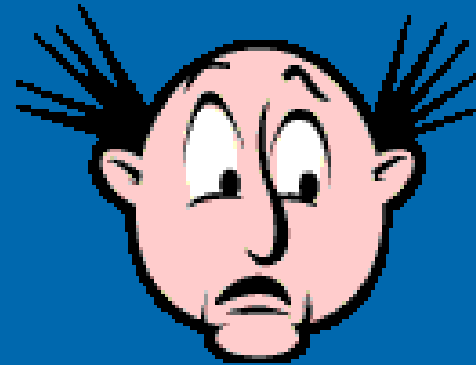
1. Nurturing Parent



2. The Adult



3. Natural Child



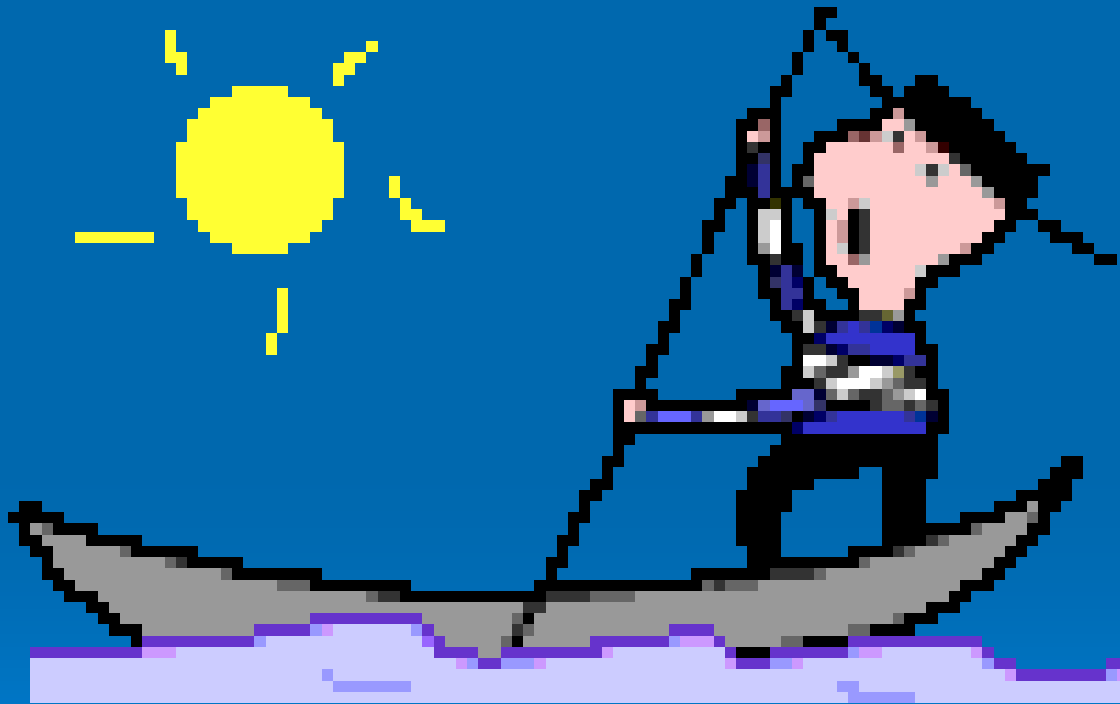
4. The Critical Parent



5. The Rebellious Child



6. The Compliant Child



IV.

Manage your
constructed self.

The background of the slide is a solid blue color. In the lower right quadrant, there are several sets of concentric circles, resembling ripples in water, rendered in a lighter shade of blue. These circles are of varying sizes and are positioned in a way that they appear to be spreading out from the right side towards the center.

- The core of personal effectiveness is your constructed self.
- The constructed self includes your attitudes about yourself and your perceptions about several aspects of yourself: what you are good at; what you can do or can't; what your future will be.

FACTORS INFLUENCING THE CONSTRUCTED SELF:

P - arenting styles

A decorative graphic consisting of several sets of concentric circles, resembling ripples in water, located in the bottom right corner of the slide. The circles are light blue and vary in size and opacity, creating a subtle background element.

Children Learn What They Live

If a child lives with criticism,
He learns to condemn.

If a child lives with hostility,
He learns to fight.

If a child lives with ridicule,
He learns to be shy.

If a child lives with shame,
He learns to feel guilty

If a child lives with tolerance,
He learns to be patient.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with security,
He learns to have faith

If a child lives with approval,
He learns to like himself.

If a child lives with acceptance & friendship,
He learns to find love in the world.

FACTORS INFLUENCING THE CONSTRUCTED SELF:

P - parenting styles

I - interaction



➤ Interaction with others shapes our attributions, perceptions of the causes and effects of our failure.

➤ Their comments, reaction and feedbacks shape your self image and your level of confidence in yourself.

FACTORS INFLUENCING THE CONSTRUCTED SELF:

P - parenting styles

I - interaction

E - education

C - culture



➤ Culture refers to pattern of behavior, attitudes, values, beliefs and traditions that occur within an organization or group of people.



FACTORS INFLUENCING THE CONSTRUCTED SELF:

P - parenting styles

I - interaction

E - education

C - culture

E - experience

S - self-talk

TWO FACES OF SELF-TALK:

- ❑ self-fulfilling prophecy
- ❑ self-imposed limitations

Self-fulfilling
prophecy is
premised on the
fact that our
mind is like a
powerful magnet.



TO CREATE POSITIVE SELF-FULFILLING PROPHECY IS TO:

- ❑ try to see more possibilities
- ❑ eliminate self-defeating thoughts
- ❑ direct your thoughts to the positive

- Self-imposed limitations move you away from what you would like to accomplish and keep you from confronting situations which you are actually capable of.

