



NatWest

NatWest Business Builder

Self-Awareness

“

Self-Awareness is the ability to understand and **manage your own emotions** and those of people around you.

”

Daniel Goleman



Notes



Chapter 1 – Values

When thinking about your values, it's good to think about these simple steps to identify the things that are important to you first, before thinking about specific value. So start by asking yourself...

Identify the times when you were happiest

Identify the times when you were most proud

Identify the times when you were most fulfilled and satisfied

Now based on your experiences of happiness, pride, and fulfilment take some time to identify the values that most resonate with you using the Personal Values Card on the next page. Also add in any additional values that are important to you, prioritising the values that run through both your personal and professional life.

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Personal Values Card

Accuracy		Creativity		Humility		Purpose	
Achievement		Dependability		Humour		Rationality	
Adventure		Duty		Justice		Realism	
Authority		Family		Knowledge		Responsibility	
Autonomy		Forgiveness		Leisure		Risk	
Caring		Friendship		Mastery		Safety	
Challenge		Fun		Moderation		Self-Knowledge	
Change		Generosity		Nonconformity		Service	
Comfort		Genuineness		Openness		Simplicity	
Compassion		Growth		Order		Stability	
Contribution		Health		Passion		Tolerance	
Cooperation		Helpfulness		Popularity		Tradition	
Courtesy		Honesty		Power		Wealth	



Top 5 Values

1.

2.

3.

4.

5.



Notes



Reflection

Who am I as
a leader?

Who am I as an
entrepreneur?

Who am
I as a
person?

What do I do
to help others?
Could I do more?
Is helping others
important to me?

What am I not
doing? What am
I missing?

What example do I offer? Do
I offer inspiration?

How close am I to
using my mind and
capabilities to my
fullest potential?
Why am I not?

What is most
important to
me?

What are my
strengths?
Where are
my areas for
improvement?

How do
others
perceive
me?

What are
my values?



Notes



Chapter 2 – Bolton & Bolton

For each pair of statements choose the statement that you think most accurately expresses how other people see you.

Indicate your choice by drawing an X in the white box to the left of the statement that you have chosen, and when you have finished, add up the scores for each column (1-4) and see which of the social styles is you most dominant.

	1	2	3	4	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More likely to lean backwards when stating opinions
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More likely to be erect or lean forwards when stating opinions
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Less use of hands when talking
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More use of hands when talking
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates less energy
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates more energy
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More controlled body movement
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More flowing body movement
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Less forceful gestures
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More forceful gestures
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Less facial expressiveness
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More facial expressiveness
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Softer-spoken
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Louder voice
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appears more serious
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appears more fun-loving
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More likely to ask questions
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More likely to make statements
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Less inflection in voice
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More inflection in voice
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Less apt to exert pressure for action
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More apt to exert pressure for action
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Less apt to show feelings
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More apt to show feelings
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More tentative when expressing opinions
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Less tentative when expressing opinions
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More task oriented conversations
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More people oriented questions
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slower to resolve problem situations
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quicker to resolve problem situations
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More oriented towards facts and logic
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More oriented towards feelings and opinions
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slower paced
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faster paced
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Less likely to use small talk or tell anecdotes
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More likely to use small talk and tell anecdotes
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Totals

Column 1	Column 2	Column 3	Column 4
Amiable	Driver	Analytical	Expressive

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Chapter 2 – Bolton & Bolton

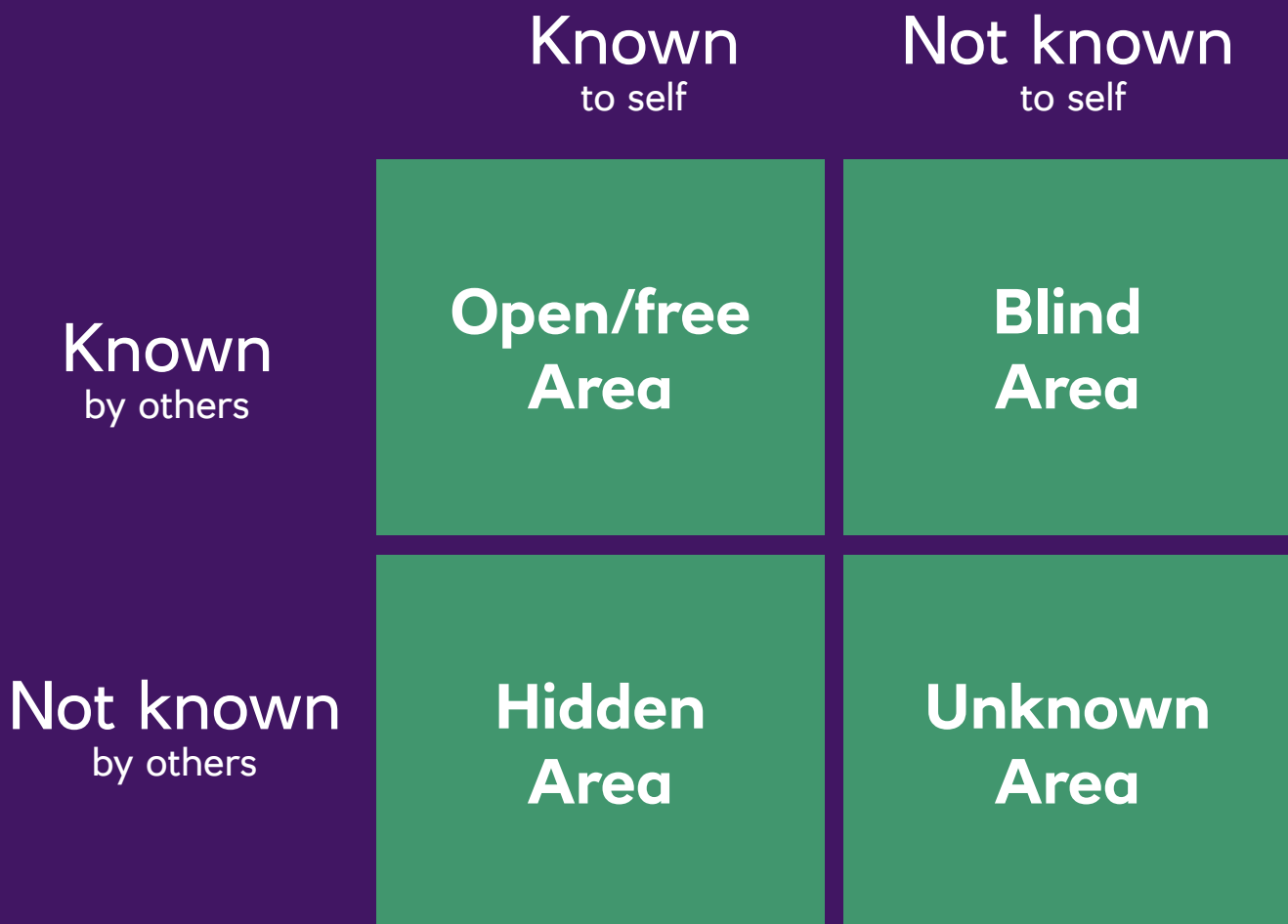
Amiable	Driver	Analytical	Expressive
<ul style="list-style-type: none">• Place emphasis on relationships. Like getting to know people and building trust• Measure their personal worth by the responses they get from others• Like to support others by listening, being warm and accepting• Pushy or aggressive behaviour rapidly switches them off• Steady, agreeable and calm, like informality• Slow and relaxed in movement• Make decisions only after careful consideration• Want little change and seek security and appreciation• Need is to maintain and strengthen relationships• Anxiety that a wrong decision might expose them to criticism• Offices contain family or group photographs, personal items, informal and welcoming, as a visitor you will feel relaxed. No barriers, physically or in conversation	<ul style="list-style-type: none">• Measure success in terms of tangible results• Work to shape their world in order to achieve their goals• Priority is task – and getting it done• Rely on control and dominance for security• Make judgements based on benefit/risk• Don't like emotional issues• Independent and strong willed• In pursuit of goals can be cool, calculating and competitive• Enjoy challenge, welcome authority. Impatient with slower paced people• Best working alone – not good team players• Entrepreneurial, preference for action, like to be in control	<ul style="list-style-type: none">• Dislike change and personal attention• Measure achievement by precision and accuracy• Task is a priority, method and detail vital• Serious, orderly, persistent and cautious• Set high standards for themselves and others• Prefer to work alone and like organisational structures• Offices neat and tidy, work related charts and graphs on the walls, with 'to-do' lists and 'have-done' achievement momentoes	<ul style="list-style-type: none">• Measure personal status by acknowledgement and recognition from others• Fast paced in manner, place emphasis on relationships• Seek person to person situations and like to join in• Like to be the centre of attention• See themselves as visionaries – Others might call it 'dreaming'• Enthusiastic and optimistic – Charismatic in leadership• Do not like detail, often disorganised, sometimes impractical, tend to jump to conclusions• Go for friendly open environments – Coffee tables and seats away from the desk are where yellows like to meet• Offices cluttered with pieces of paper. Personal achievement awards and photographs in evidence along with motivational slogans

Think about the insights that you have gained through this simple psychometric test on social styles and consider which aspects you could develop further or need to be aware of when communicating with others.

Also think about what other insight tools you could use to develop your self-awareness in other areas.



Feedback - Johari Window





Notes



Actions

Take some time to think about what you have learnt within this module and write down three key actions to develop your self-awareness.

Remember to make them specific, put a deadline on them – and share them with your fellow entrepreneurs so they can hold you accountable.

1. Action One

Complete by:

2. Action Two

Complete by:

3. Action Three

Complete by:

Well done, you have completed the Self-Awareness module!

Continue to develop your mindset through:

- Our library of digital modules on a whole range of topics.
- Join the online community to connect with other like-minded people.
- Sign up to one of our wrap around events across the UK.

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THANK
YOU



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