

# **GE Foundation Workplace Skills Program**

## **Module One Understanding Self**

### **Participant Booklet**

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# Introduction to Module One

## Understanding Self

Knowing oneself is critical to being an effective team member as well as being successful in life, work, and relationships. Your personal identity influences everything you do, and it changes and evolves over time.

The purpose of this module is to help you deepen your understanding and appreciation for who you are as a person. You will explore how you see yourself through the lenses of personal identity, your skills and talents, roles, values, personal core, and how you meet your psychological needs. You will also examine how you respond to the pressures of changes and transitions in your life.

You will have an opportunity to examine how your personal identity has been shaped by a variety of people and experiences. You will also have opportunities to think about and discuss your values, interests, hopes for the future, as well as, your strengths and challenges. You will learn about how your psychological needs are the primary source that motivates and drives your behavior. You will also learn critical knowledge about change and how important it is in today's workplace to be adaptive and to embrace change as a personal and professional growth experience.

You will be invited and encouraged to take risks, to step outside your comfort zone, and to challenge your thinking and the thinking of others. You will be engaged in reflection, partner activities, storytelling, discussion groups, self-assessment, and giving and receiving feedback.

## Words That Describe Me

Circle the words that describe you. Add additional words.

Adaptive

Self-Aware

Tolerant

Dependable

Intelligent

Fearless

Compassionate

Hard Worker

Capable with Hands

Respectful

Calm

Humble

Energetic

Eccentric

Clever

Creative

Confidant

Thoughtful

Complex

Realistic

Cautious

Balanced

Cooperative

Shy

Quiet

Attentive

Picky

Other Words that describe you:

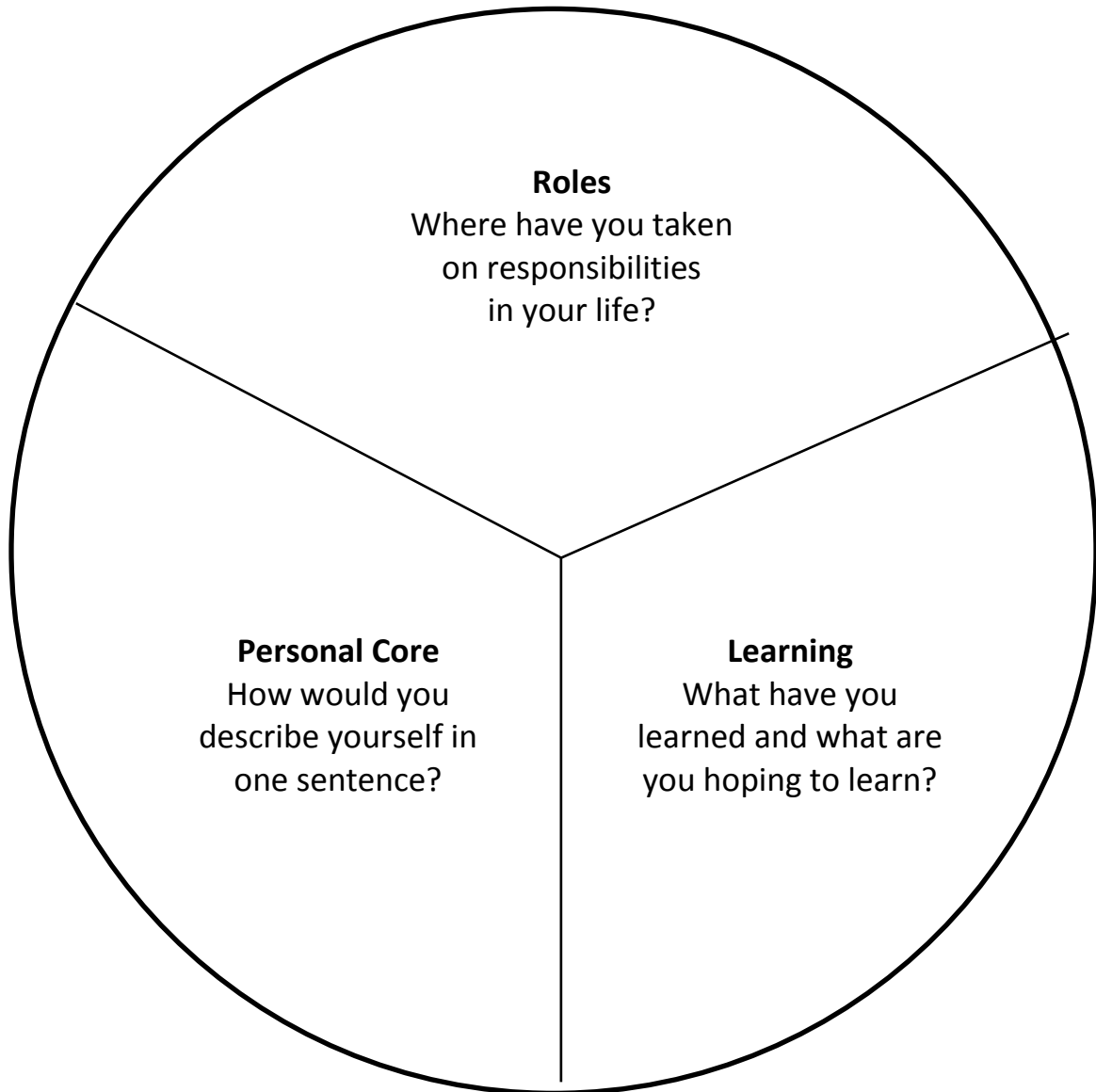
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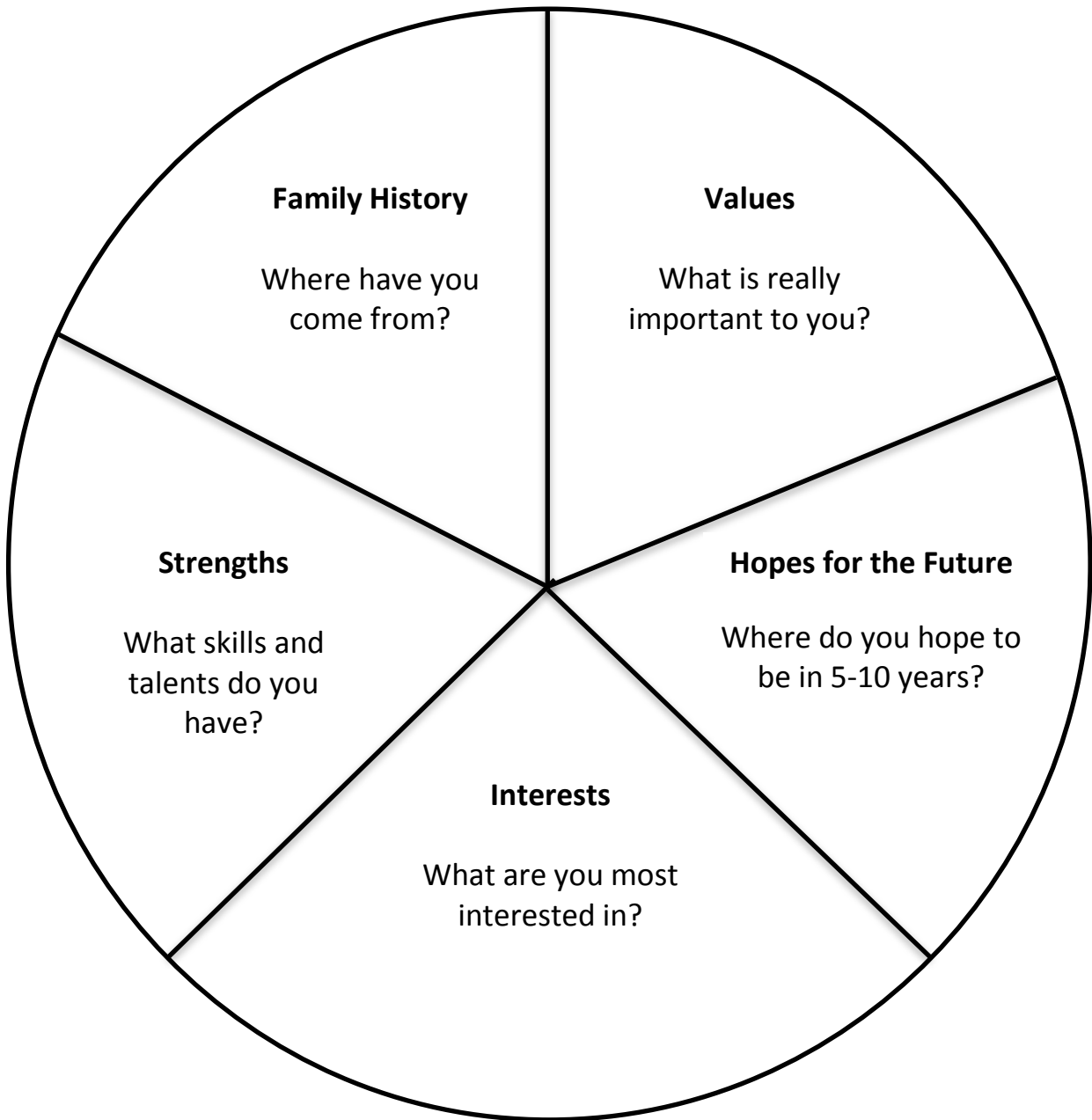
# Your Personal Identity

## “Who Are You?”



# Your Personal Identity

“Who are you?”





## A Portrait of Yourself

- The best thing(s) I ever did was (were) \_\_\_\_\_
- I wish I could lose my fear of \_\_\_\_\_
- I know I have the talent to \_\_\_\_\_
- I enjoy people who \_\_\_\_\_
- I admire \_\_\_\_\_
- I feel most productive when \_\_\_\_\_
- I am motivated by \_\_\_\_\_
- I almost never \_\_\_\_\_
- My idea of fun is \_\_\_\_\_
- Work is exciting when \_\_\_\_\_
- The best advice I ever got was \_\_\_\_\_
- The thing I value most is \_\_\_\_\_
- If money were no object, I would \_\_\_\_\_

- It is easy for me to focus on \_\_\_\_\_
- My idea of a perfect life is \_\_\_\_\_
- My best days are \_\_\_\_\_
- My dream is \_\_\_\_\_
- I always wanted to \_\_\_\_\_
- I look forward to \_\_\_\_\_
- I spent too much time \_\_\_\_\_
- The thing my friends like about me is \_\_\_\_\_
- When I try to change something \_\_\_\_\_
- In a group I like to \_\_\_\_\_
- If I ever win a prize it will be for \_\_\_\_\_

## Setting Priorities About Values

Values are beliefs, feelings, and principles that guide a person's actions and give those actions meaning.

### Values

1. Money
2. Peace of mind
3. Happiness
4. Success
5. Nature
6. Spiritual Life
7. Friends
8. Taking on Challenges
9. Satisfaction with Work
10. Learning
11. Balancing Your Life (work and play)
12. Physical Health

# Success Stories

Think about and write two or three of your success stories.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What does this say about who you are and what's important to you?

Share with your group "why" these success stories are important to you.

## Basic Psychological Needs

### Belonging

A sense that someone truly cares about you. That you are in a mutual and loving relationship with another person.

### Recognition

A sense that you are acknowledged for what you accomplish and who you are. To feel significant, that you make an impact.

### Freedom

The need to have choice in your life, to have a sense of control over the decisions that direct your behavior. To be free from a sense of external control.

### Self-Esteem

The need to feel competent & confident. The sense that you can achieve results, make good decisions, and you will stand by your principles.

### Fun

The need to have joy and laughter in your life. The sense that we can experience elation and light heartedness.

### Safety

The need to feel physically and psychologically safe. Free from emotional and physical threats or harm.

## My Unique Picture Album

Think about the people, places, and experiences in your life that are very special to you. This is where you get your psychological needs met. Write two examples in each box of how you meet this particular need.

<b>Belonging</b>	<b>Recognition</b>
<b>Self-Esteem</b>	<b>Safety</b>
<b>Freedom</b>	<b>Fun</b>

## Responding to Change

- ❖ How do you feel about change? When you are being asked to change, mark where you fall on the continuum between the descriptions.

bad	_____	good
annoyed	_____	excited
depressed	_____	enthused
anxious	_____	calm
tired	_____	energized
disinterested	_____	interested
discouraged	_____	optimistic
overwhelmed	_____	challenged

- ❖ Do you typically embrace or resist change?

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# Changes in Our Lives

Think about an important change you made in your life.

**1. Describe the change.**

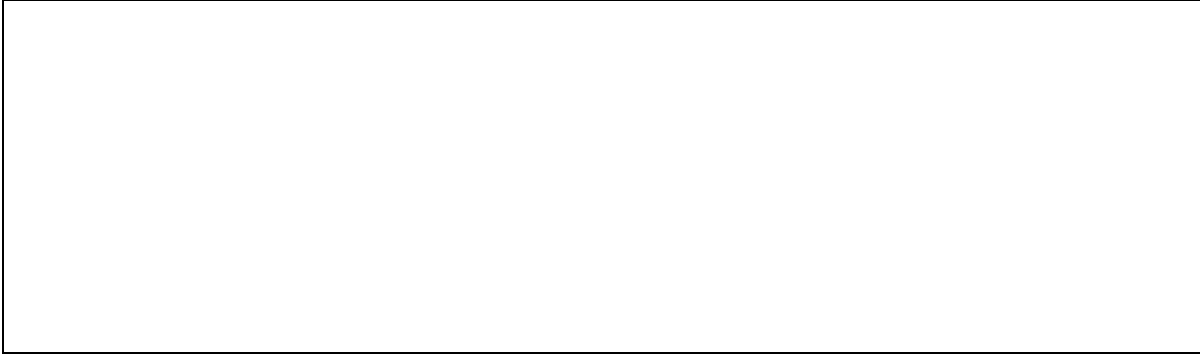
**2. What were you thinking going through the change?**

**3. How were you feeling before, during, and after you made the change?**

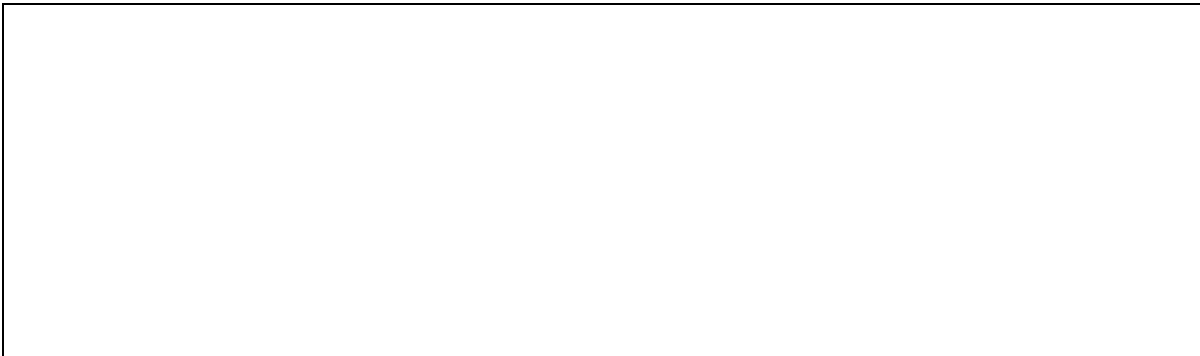


# Change and Emotions

**1. Why is change hard for most people?**



**2. Why is change easier for some people?**



**3. What strong emotions do people feel when they are asked to change?**



# Understanding Change

The two most important reasons why people find it difficult to change are loss and fear.

Loss of	Fear of
<ul style="list-style-type: none"><li>• Control</li><li>• Confidence</li><li>• Identity</li><li>• Power/Status</li><li>• Relationships</li><li>• Hope</li></ul>	<ul style="list-style-type: none"><li>• The Unknown</li><li>• Failure</li><li>• Embarrassment</li><li>• New Responsibilities</li><li>• New People</li><li>• Negative Consequences</li></ul>

Talk about some personal examples with participants in your small group.

Loss	Fear

## Transitions

**The psychological process people experience when going through change.**

Ending	Neutral Zone	Beginning
<ul style="list-style-type: none"> <li>• loss of identity</li> <li>• letting go the old ways and habits</li> <li>• resistance can set in</li> <li>• experience the grieving process                             <ul style="list-style-type: none"> <li>○ denial</li> <li>○ anger</li> <li>○ bargaining</li> <li>○ depression</li> <li>○ acceptance</li> </ul> </li> <li>• lose or let go old attitudes, values, and behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• experience uncertainty</li> <li>• in-between stage</li> <li>• confidence can drop</li> <li>• old doubts arise</li> <li>• feeling uncomfortable</li> <li>• anxiety and worry is normal</li> <li>• confusing state ... you let go the old way, but you are not yet experiencing the new way</li> </ul>	<ul style="list-style-type: none"> <li>• beginning to realize new possibilities</li> <li>• outlook changes</li> <li>• feeling of starting a new chapter in your life</li> <li>• hopefulness</li> <li>• confidence rises</li> <li>• see and experience success with the change</li> </ul> <p style="text-align: center;"><b>Bridges, W., (1991). Managing Transitions. W. Bridges &amp; Associates.</b></p>

**“It’s not so much that we’re afraid of change or so in love with the old ways, but it’s that place in between that we fear. There’s nothing to hold onto.” Marilyn Ferguson**

## My Lifeline – Important People and Experiences

Who are the important people that have helped shape who you are today?

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Birth                      5                      10                      15                      20                      25                      30                      35                      40+

What are the important life experiences that changed you in some way?

What have you taken forward into your life (attitudes, behaviors, beliefs)?

## “What If” Discussion Groups

### What would you do and why?

- What if you won a million dollars? What would you do with the windfall?
- What if you could travel to any place in the world? Where would you go, why would you go there, and who would you invite along?
- What if you were granted three wishes? What would you wish for?
- What if you had the power to give yourself a special ability? What talent or ability would you give yourself and why?
- What if you had the chance to spend a day with anyone in the world? Who would you choose and why?

## Two-Minute Speeches

Prepare a two-minute speech about yourself describing the essence of your personal identity, “Who are you?” You can choose to share a personal story or an interesting experience. You can talk about your family and career, or your goals and dreams.

### Presentation Notes

### Debriefing Questions

- What was your experience going through this exercise?
- How was this difficult for you?
- What were you thinking (self-talk) before and during this speech?
- What were you feeling before you told your story?
- What is it you want us to see in you by telling this story?

## Feedback

A gift or strength I see in you	Something I am curious about