## **ACTIVITY 1**

## IDENTIFYING YOUR STRENGTHS

Select your **top three** work-related strengths from the list below:

* **Align resources:** able to put together collaborative efforts and lead teams.
* **Analytical:** synthesizes data. Intuits ideas from it, refines thoughts and ideas into actions.
* **Attends to others:** able to give complete attention to the thoughts and ideas of others. Listens well.
* **Communicates:** able to converse, speak, write, and demonstrate mutual understanding.
* **Demonstrates innovative practices:** Good at defining and implementing processes or systems necessary to achieve results.
* **Develops ideas:** Breaks business boundaries, demonstrates creative thinking.
* **Develops mutual purpose:** Develops motivation through a deep sense of service, mission and contribution.
* **Develops others:** Provides challenges, confronts development issues, pushes and sets career goals.
* **Drives for results:** Willing to make tough calls and act with decisiveness and determination.
* **Executes strategy:** Able to carry out key initiatives through available systems and teams.
* **Holds the long view:** Able to see further and anticipate broad-range effects of external forces.
* **Leads by example:** Demonstrates what is asked of others by doing those things first.
* **Manages change:** Initiates and leads change efforts. Holds to the course in spite of adversity.
* **Negotiates:** Able to overcome positional thinking and work from common interest.
* **Serves as a quick study:** Learns and applies new ideas and skills quickly. Comes from a discovery mindset.
* **Shows interest:** Coaches, mentors, supports and cares for others. Identifies talent.
* **Sustains relationships:** Works with people over time in the context of partnership and trust.
* **Uses judgment:** Identifies needs and practices discernment.
* **Utilizes diversity:** Uses individual differences in considering opportunities and responsibilities.

Based on your top three strengths, fill out the chart below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strengths** | **Intuition? (Y/N)** | **Did you work to develop?** | **Have you received feedback from others?** | **Do you have specific examples? (list)** |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| 3 |   |   |   |   |

*Build your career and reputation based on your strengths*

## IDENTIFY YOUR ACCOMPLISHMENTS/AREAS OF GROWTH

*(An accomplishment is the* ***completion*** *of something that* ***matters*** *– where you took* ***positive action).***

**Examples of Accomplishments or Areas of Growth:**

* A problem solved
* A committee you led
* A project completed
* A task done
* An idea adopted
* A process fixed
* A mistake learned from

**What are your recent accomplishments or areas of growth?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| 3 |   |   |   |   |

## IDENTIFY NEXT MOVE(S)

**MOVE TO THE SIDE**

**GROW NOW**

**MOVE ON**

**MOVE UP**

**What are you looking for?**

* Opportunity to be creative
* Opportunity to supervise others
* Opportunity to be autonomous
* Feel challenged
* Feel secure
* Gain recognition
* Improve/make something more effective
* Learn
* Create a team
* Master something
* Explore (a new task, new career, new opportunity)
* Serve
* Shape/influence something
* Solve a problem

**What’s next?**

When planning your next move, it is important to:

* Know your strengths
* Know what your objectives are
* Figure out your short, long, and mid-term goals
* Figure out how you will market yourself and your strengths (think resume)
* Know what you do (and what your strengths are) and be ready to explain it (what is your “elevator pitch”?)
* Know who you can enlist to help get you where you want to go (lean on your network)
* Give yourself a reasonable timeframe for your next move(s)
* Remember, moves may not always be linear. ***Get experience when and where you can***.

## NOTES: