



Self-Awareness & Understanding EI

Module One

A Promoting Excellence
Online Course

This is part of a series of online courses
available from Promoting Excellence
Leadership Consultants.



Promoting
Excellence

Module 1: Raising Self-awareness at Work

Raising self-awareness can help to create trust and openness so that colleagues will feel encouraged to ask for help when it is needed, share concerns and welcome opportunities to develop. This can only impact positively on any workplace by creating more effective teams. The best leaders and managers will act as positive role models to encourage self-awareness in others.

Task: How is your team doing? How are you doing? What are the possible areas to work on?

Assign a **Red (Not done)**, **Amber (Sometimes)** or **Green (Done well)** response to the middle column.

Descriptor	You and / or Your Team: Red, Amber Green?	Possible actions, for you, or your team
i) I/We are positive and realise the effect that negativity has on both individuals and the organisation		
ii) I/We are aware that getting communication right is important as some issues need sensitivity as do some colleagues.		
iii) I/We know our capabilities and will offer to take responsibility, or complete tasks that fit with strengths		
iv) I/We manage our emotions , are aware of situations that will potentially cause issues and share those concerns in advance to avoid problems		
v) I/We know our way of working may not suit other members in the workplace and are willing to adapt when and where possible		
vi) I/We know our capabilities and roles or tasks that are beyond our capabilities		
vii) I/We show a willingness to ask for help or support when this is required		
viii) I/We are aware of our personal preferences , and this is helpful when making decisions as these are made fairly and without bias		