Self-Awareness, Lesson 2: Personal Assessments

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ACADEMIC LEARNING GOALS (OUTCOMES/OBJECTIVES) FOR THIS LESSON:
(What learners should know or be able to do as a result of the lesson.)

The four primary attributes of Self-Awareness covered in Lesson 1 & Lesson 2 are listed. This lesson will primarily provide an overview of attributes 3 & 4:

1. Knows own personality, strengths, and areas of knowledge, skills, or habits that can be improved.
2. Looks for work opportunities that would be a good match for personal strengths and skills.
3. Maintains self-discipline, tries to do the right thing, and takes personal responsibility in social or work situations.
4. Improves professional manner by learning guidelines or rules of the work setting, such as appropriate clothing and ways of communicating.

CRITICAL THINKING SKILLS UTILIZED IN THIS LESSON:
(What elements of the lesson allow learners to utilize critical thinking techniques.)

- Using facilitation strategies in addition to instruction will encourage learner participation and opportunities to exercise critical thinking.
- In this lesson, the facilitation strategies are discussion/interaction based on video content and critical thinking/research based on self-assessment results.
- Think of the 80-20 rule. 80% of this lesson is ready for use, 20% can be enhanced by interactive activities and examples you come up with as an instructor. After using this lesson, you can provide your feedback and enhancements through the www.newworldofwork.org website.
MEDIA, HANDOUTS, OR EXTRA MATERIALS: (What media is used in addition to lesson plan.)

The skills lessons have been designed to go along with the New World of Work/CreatorUp video content. All the Lesson 1’s can incorporate the “What Not to Do” videos and all Lesson 2’s can utilize the 21st Century Skills Video Assessments. These videos can also assist in hybrid/online courses. Gauge student interest in the videos and play throughout the course as needed.

This lesson uses:

**New World of Work Self-Awareness “What Not to Do” Video**
In the 2017-2018 academic year, a new set of assessment videos will be added. You can use one or both of these videos based on the workplace scenes depicted. They can be accessed through the playlist: [www.youtube.com/playlist?list=PLWCjcrOpQiFZn9kWvXIKTnd-DOscOEs6A](www.youtube.com/playlist?list=PLWCjcrOpQiFZn9kWvXIKTnd-DOscOEs6A)

Depending on the assessment tool you choose to use in this lesson, the following resources are available:

- Gallup Core Skills Student Worksheet
- Elevated Relationships Guide
- MTBI Letter Codes Presentation
- Keirsey Types Presentation and Keirsey Career Worksheet

INSTRUCTION: (List of reproducible steps for the lesson.)

**Instructor Notes (General):**
To allow for greater flexibility of delivery, lessons can be shortened to fit into a 45min class period. They can be expanded, with more time for facilitated activities and examples, up to a 90min session.

PPT presentation slides have been kept basic to avoid copyright infringement on images hosted open source. Feel free to add your own images when presenting the slides to your learners.

**Instructor Notes (Lesson-Specific):**
Ideally, Self-Awareness should follow after Adaptability. The Self-Awareness lessons pair well with the New World of Work lessons for Resumes/Cover Letters and Interviews. Having learners self-examine and identify their skill strengths as well as areas of growth is the ideal combination with creating/updating their resumes. Following Self-Awareness with Digital Fluency then gives learners the opportunity to create/update their LinkedIn profiles as well.
This lesson relies on the use of a self-assessment tool to engage students in a conversation about personality types and core skills. The lesson requires time for students to take the assessment as well as time for the instructor to explain the assessment and provide an overview of the results. It is also helpful to set up one-on-one sessions with students to further review their results and engage them in discussions of their own self-understanding as it relates to college/career goals. This can be done in coordination with academic or career counselors.

For this lesson, you must first decide what assessment tool you want to use. There are many free and fee-based assessments available.

1. The New World of Work team uses the Keirsey Career Assessment tool because it combines both an awareness of personality traits and a searchable database of careers. The databases are ONet and Career Builder. The Keirsey assessment questions can be tailored with language appropriate to a younger audience, or for those requiring easier vocabulary. If you are interested in purchasing Keirsey assessments for your learners, visit the Keirsey site and fill out the Contact Us form. Remember to specify you want the Career Assessment, with easier vocabulary if needed, and you are part of the New World of Work 21st Century Skills program. This might allow you to get a lower negotiated price.  
   www.keirsey.com/become_admin.aspx

   If you choose the Keirsey, you can use the Keirsey Types Presentation and the Keirsey Career Worksheet created by the NWoW team.

2. Another choice is the Myers-Briggs Assessment. If you would like your students to take the MTBI Assessment, please visit:  
   www.mbtionline.com

   If you choose the MTBI, you can use the MTBI Letter Codes Overview Presentation created by the NWoW team.

3. The Elevations Assessment Tool aligns with both the Keirsey and the Myers-Briggs typologies, and also allows learners to review labor market data, prioritize their options, learn how to conduct informational interviews, consider any obstacles they may face, and make an action plan. To order Elevations Assessments, visit: elevationsonline.com

   If you choose the Elevations Assessment, you can use the Elevated Relationships Guide provided by the assessment’s author, Helen Horyza.

4. Often employers use the Gallup Core Skills Assessment during the interview process, or once they hire an employee. It ranks the top five skills an individual possesses, according to the Gallup Strengths Finder rubric. It is important to note the assessment is timed, but you can put in a special request to have the time limit removed to accommodate your learners. To purchase assessments, visit:  
   www.gallupstrengthscenter.com/?utm_source=purchasepage&utm_medium=webad&utm_campaign=strengthsdashboard
If you choose the Gallup Assessment, you can use the Student Core Skills Worksheet created by the NWoW team.

After you have chosen the assessment tool and the supplementary presentation/worksheet materials, it is important to explain what the assessment tool is to students and provide clear instructions on how to take the assessment. We encourage instructors to take the assessment first to become familiar with the content and the reports. For a flipped classroom approach, you can assign the assessments outside of class and designate student groups to teach the sections on the different personality types during class time.

The rest of this lesson plan is based on the Keirsey PPT presentation:

5. **PPT Slides 1-3**: Introduce the lesson, the attributes of Self-Awareness, and the goals of using self-assessments

6. **PPT Slides 4-6**: Provide context for the Keirsey Assessment. Make the point there is no right or wrong type. The theory is that we are born with a certain type (innate), but this can be influenced by our culture and environment. We can observe type behaviors in ourselves, and in others. It is not a competency test - just because you have a certain preference toward one area, it does not mean you are ‘good’ at this or not able to do other things outside of your preference. It is not meant to “type-cast” but to be a point of exploration.

7. **PPT Slide 7**: Have students do the activity of writing with their dominant and non-dominant hand. Let them know strengths and one’s default personality patterns feel more natural, they are part of our ordinary lives, much like writing with our dominant hand. Areas of growth or stretch, or trying to see others as they are and not as you are, can feel awkward and clumsy. But, this can help us grow, develop, and become more socially aware.

8. **PPT Slide 8**: The letter codes are built off the MBTI, please see the Myers-Briggs NWoW presentation for further context.

Another activity here can be to have students choose their letters as you review them and then compare this with their assessment results. If they differ, on the next slides you can encourage them to think about what type they feel they are.

9. **PPT Slide 9**: Pick a few examples out from each type, but you do not need to read off every item in the chart. Quick review only is needed because each type gets explained in the next slides.

10. **PPT Slide 10**: For the activity here, ask students to raise their hands as you call out each type to see if the class percentages roughly match the chart.

11. **PPT Slides 11-14**: After the summary for each type, ask the class members who are those types if any of
these seemed true for them. Then ask if anything didn’t, and make the point that these can be areas where you stretch beyond the common patterns of your type.

12. **PPT Slide 15-18:** Ask students to refer to their Keirsey reports so they can read specifically about their type within the larger category of Guardians, Artisan, Rationals, or Idealists.

13. **PPT Slide 19:** Make the point here that the basis of communication differs across the types. Idealists and Rationals tend to speak about theories, ideas, use more abstract pronouns. Guardians and Artisans tend to speak more concretely about observable facts and experiences. Rationals and Artisans tend to be more focused on the outcomes in a project as a way to judge success, Guardians and Idealists tend to be more focused on the process and the people involved in order to judge success.

14. **PPT Slide 20:** Explain the differences:

   - **Self-esteem** is a person’s evaluation of his/her own worth
   - **Self-respect** is based on your evaluation of your own character and conduct
   - **Self-confidence** is one’s trust in his/her own abilities, qualities, and judgement

   This ties in with the idea of professional behaviour at work. When the different types keep in mind how they feel best about themselves based on self-image, this can also promote actions that align with, and reinforce, a positive self-image.

15. **PPT Slide 21:** Introduce the concept of leadership for each type. You will revisit this in the Collaboration lessons.

16. **PPT Slide 22:** Play the **Self-Awareness Assessment Video(s).** Please see notes in the Media Section of this lesson plan, and use playlist: [www.youtube.com/playlist?list=PLWCjcrQpQiFZn9kWvXIktnd-DOscOE6A](www.youtube.com/playlist?list=PLWCjcrQpQiFZn9kWvXIktnd-DOscOE6A)

   Then have students work through the **Keirsey Career Worksheet** by researching possible careers from their reports.

   *The primary point of this lesson is to explain to students the importance of self-awareness in the context of social awareness. Once there is an understanding that we all have different strengths and patterns we follow, there can be a focus on adjustments that can be made to build upon weaker areas and to further capitalize on strengths. This also means understanding differences as assets. Individuals who have very different patterns and skills from our own can be looked at as enhancing what we do rather than detracting from it.*
LinkedIn and New World of Work have partnered to provide suggested next steps after each of NWoW’s 21st Century Skills lessons. Learners can go through self-paced, online video courses through LinkedIn Learning’s Lynda.com platform to build on their knowledge and application of employability skills. This can be done within the class, assigned as homework, and/or hosted online if you are incorporating a hybrid format. Learners earn certificates of completion, which can be showcased on their LinkedIn profiles along with digital badges and skills verifications.

Go to: www.linkedin.com/learning

**Suggested Courses and Videos for Self-Awareness at the Postsecondary Education Level**

Discovering Your Strengths:
www.linkedin.com/learning/discovering-your-strengths?u=104

Understanding personality types at work:
www.linkedin.com/learning/management-tips-weekly/understanding-personality-types-at-work

Playing to strengths:
www.linkedin.com/learning/developing-your-emotional-intelligence/playing-to-strengths?u=104

Understanding strengths and weaknesses:

Communicating:
www.linkedin.com/learning/teamwork/communicating

Using skill and personality assessments:

*Videos are hyperlinked and can also be accessed through the NWoW-LinkedIn Crosswalk*