

Increasing Your Effectiveness

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If you could pick any
superpower, what
would it be?

Your Work

- Profession
- Body of Knowledge
- Variety of Roles
- Different Experience Levels
- Career Stage



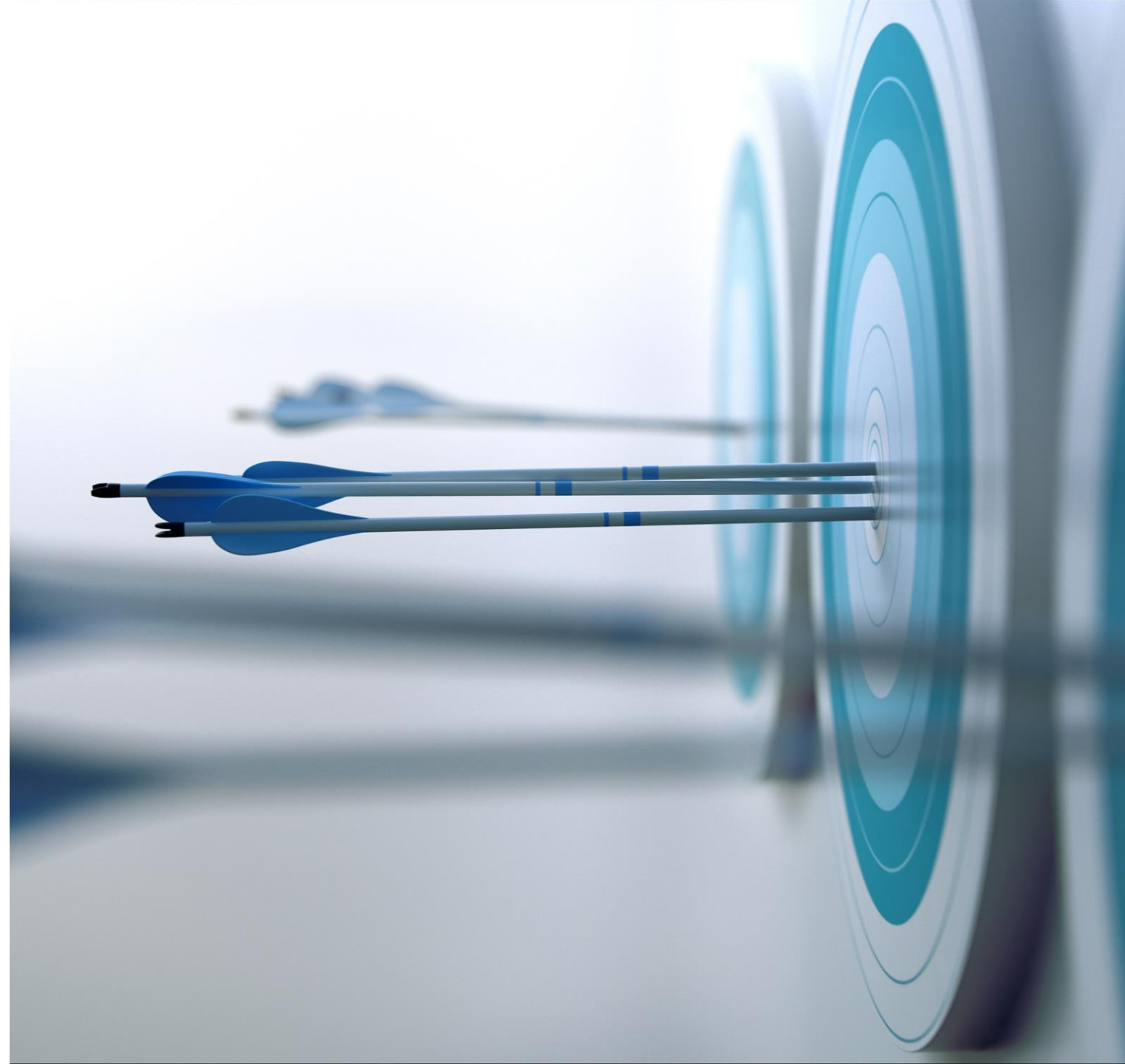


Think Like
A Coach



Increasing Your Effectiveness

- Self-Awareness & Self-Improvement
- Openness to Feedback
- Professional Skill Set
- Desired Work
- Fit (Organization, Team, Job)
- Leadership Development
- Emotional Intelligence (58%)
- Ongoing Development Plan



Competencies vs. Strengths

Competency...the ability to do something successfully or efficiently.

A Strength is... **Talent x Investment**

Strength = “the ability to consistently provide near-perfect performance”

Talent = “a natural way of thinking, feeling, or behaving”

Investment = “time spent practicing, developing your skills, and building your knowledge base”

(Definitions from Tom Rath, *StrengthsFinder 2.0*)

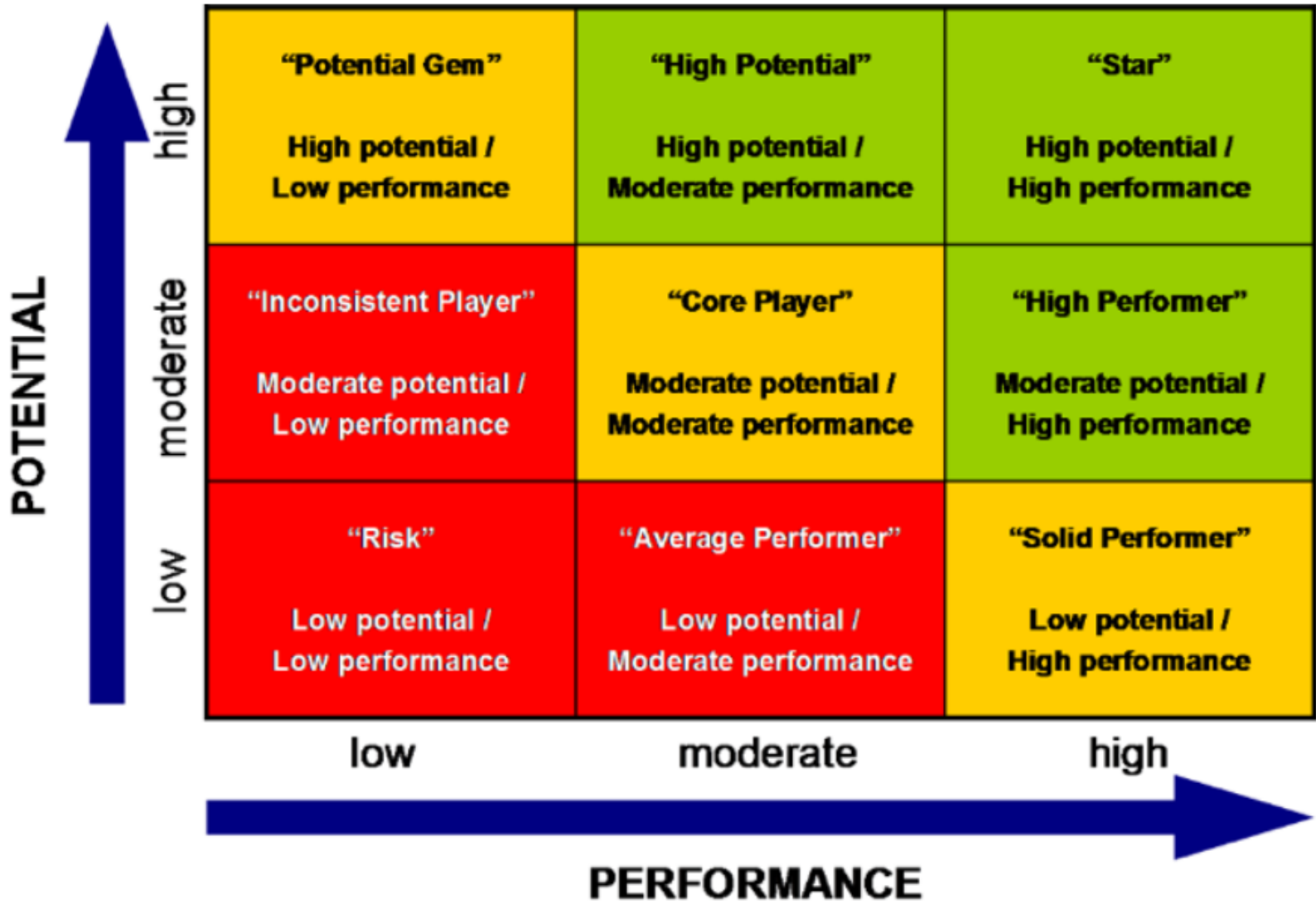
The Role of Competencies Today

- Maximize the utilization of talent
- Allows for clear feedback and performance assessment
- Map out pathways for progress and growth

COMPETENCY	Ability to install, configure and provide instruction on basics of using common office software tools.
DO	Review, learn and successfully practice how to install, configure and use common office software tools such as; Word, Excel and Power Point. Assist customers with basic functionality.
KNOW	Know how to install and configure common office software tools as well as assist users with their basic functionality.
EXIT	Successfully assist customers in using common office software tools.

Skills Matrix Template

Employee	Role	Technical Skills									Generic Skills							
		Security	Software Development	Data Management	Infrastructure	Network Management	Asset Management	Storage Management	Programming Languages	Microsoft Office Suite	Testing	Management	Leadership	Stakeholder Management	Governance	Written Communication	Oral Communication	Presentation
	Business Analyst	0	0	0	0	0	0	0	2	3	0	2	1	3	0	4	3	3
	Business Analyst	0	2	1	0	0	2	0	3	4	1	3	4	4	0	4	4	4
	Developer	0	4	0	1	2	1	2	4	3	2	3	4	3	1	2	2	0
	Developer	1	4	1	1	0	0	0	4	3	1	1	3	2	2	3	3	2
	Developer	0	3	1	0	2	2	0	4	2	2	2	2	3	0	2	2	5
	Manager	2	2	2	1	1	2	1	3	4	2	3	2	2	2	4	3	3
	Manager	1	2	1	0	3	1	3	3	2	1	1	1	0	1	1	1	1
	Manager	1	4	4	3	2	4	4	3	0	2	1	1	1	1	1	1	1



Learning Trends

Micro-learning

Train the Trainer

Degree and/or Experience Waves & Trends

Knowledge Mapping & Working Through Succession Issues

Virtual Work & Mobility of Employees with Organizational Adaptation (as we speak)

to be
point of view.

Excellent

eminent or dist
of surpassing

To Be More Effective

- Play to your strengths vs. improve your weaknesses

Deficient Focus vs. Abundance Focus

- This is the difference between focusing on what you don't have versus what you do have. How can we get the most out of what we have for people and other resources?

Weakness-Based vs. Strengths-Based

- Working on improving your weakness can help decrease the chances that you will NOT fail, but it doesn't do much to help you achieve greatness.

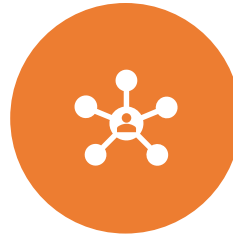
Reflection Questions

- My 3 **greatest strengths** are...
- My 2-3 **core values** are...
- My 3 **core responsibilities** at work that add the most value to the company are...
- Some **specific ways** I can use my strengths more at work are...
- What are 2-3 goals that (a) **make use** of your strengths, (b) align with **your values**, and (c) help you with your **responsibilities** at work?

Reflection Questions



To Be More Effective



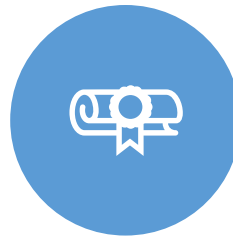
**ASSESSMENTS --- 360, DISC,
STRENGTHSFINDERS,
TRUECOLORS, MYERS-
BRIGGS**



MENTORS



COACHES



**CONTINUING EDUCATION
(CERTIFICATIONS, CLASSES,
WORKSHOPS)**



READ, LISTEN, WATCH



**MEASURE, REVIEW, ASSESS,
DECIDE**



Leadership Today

- Make and remake organizations
- See things in systems
- Provide clarity
- Manage dilemmas
- Learn continuously
- Network collaboratively
- Tackle difficult conversations
- Learn and adjust faster
- Leave a remarkable legacy for individuals, teams, or beyond

COMING SOON

**THE
WORKPLACE
CHAMELEON**

WITH DR. CELINA

Rx for people to learn so organizations can improve



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