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***Your Best Self at Work* – Figures and Tables**

Chapter 3: Starting Leadership Development Training

<p style="text-align: center;">HEAD</p> <p>Analytical & Strategic</p> <ul style="list-style-type: none">• Researching Topics• Analyzing Data & Information• Doing Strategic Thinking• Planning• Learning & Innovation	<p style="text-align: center;">HEART</p> <p>Connecting with People</p> <ul style="list-style-type: none">• Expressing Empathy• Building Relationships• Inviting & Including Others• Maintaining Harmony• Developing Others
<p style="text-align: center;">HANDS</p> <p>Organizing & Executing</p> <ul style="list-style-type: none">• Setting & Achieving Goals• Working with Focus & Effort• Assigning Work to Others• Fulfilling Commitments• Problem Solving	<p style="text-align: center;">FEET</p> <p>Driving Change</p> <ul style="list-style-type: none">• Giving Directions• Influencing Others• Driving Process Improvement• Selling Skills• Overcoming Challenges

Four Skill Sets of Leadership

Chapter 5: Understand Yourself and Your Strengths

Thinking	Doing/Organizing	Relating	Persuading
Strategic Thinking	Executing	Relationship Building	Influencing
Thinking	Doing	Feeling	Motivating
Wisdom & Transcendence	Temperance	Humanity	Courage & Citizenship (Justice)
Thinkers & Creators	Doers & Organizers	Helpers	Persuaders
Head	Hands	Heart	Feet
Thinking	Executing	Socializing	Inspiring
Mental	Physical	Emotional	Spiritual/Purpose
Discerning, Deliberative, Sees "Big Picture"	Endure, Achieve, Order	Nurture, Friendliness, Altruistic	Dominating, Assertive

Four Strength Realms Reflected in Various Assessments

Thinking	Doing/Organizing	Relating	Persuading
Openness to Experience	Conscientiousness	Agreeableness	Extraversion

Alignment of Four Realms of Strength with Personality Factors

Chapter 6: Learn About Emotional Intelligence

Components of Emotional Intelligence	Self	Others
	Personal Competence	Social Competence
Awareness (“What I See”)	Self-Awareness	Social Awareness
Management (“What I Do”)	Self-Management	Relationship Management

Four Components of Emotional Intelligence (EI)

Skills of Emotional Intelligence	Self	Others
	Awareness	Self-Awareness <ul style="list-style-type: none"> • <i>Emotional awareness</i> • <i>Self-assessment</i> • <i>Self-confidence</i>
Management	Self-Management <ul style="list-style-type: none"> • <i>Self-control</i> • <i>Adaptability</i> • <i>Motivation</i> 	Relationship Management <ul style="list-style-type: none"> • <i>Communication & influence</i> • <i>Conflict management</i> • <i>Teamwork & collaboration</i>

The Skills of Emotional Intelligence (EI)

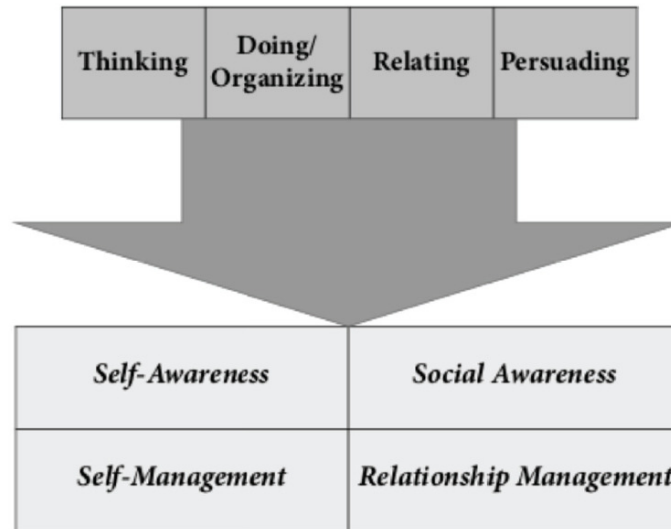
Chapter 7: Discover Your Cornerstone in Emotional Intelligence

Emotional Intelligence Skills, <i>Talent Realms</i> , & Personality Factors	Self	Others
	Awareness	Self-Awareness <i>Thinking</i> Intellectual Curiosity
Management	Self-Management <i>Doing/Organizing</i> Conscientiousness	Relationship Management <i>Persuading</i> Extraversion/Assertiveness

Alignment of the Four Components of EI with Talents and Personality

Chapter 8: Expand Your Toolkit for Emotional Intelligence

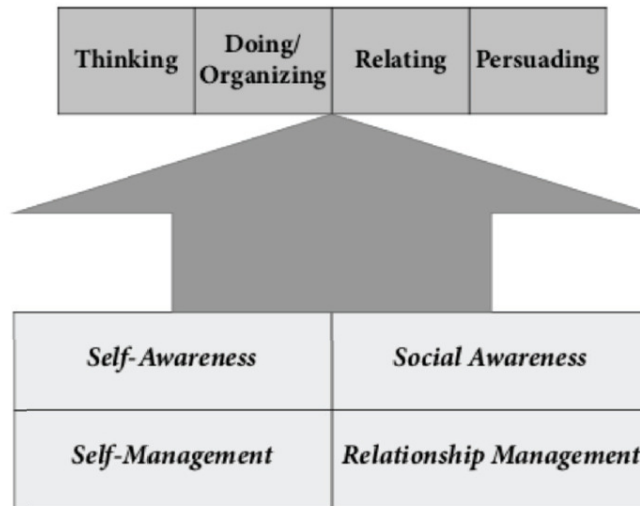
Strength-Based Toolkit for EI
 Any Strength Can Be Productively Applied to Any Skill



Strengths Applied to Emotional Intelligence

Chapter 9: Deploy Your Strengths with Good Emotional Intelligence

Emotionally Intelligent Use of Strengths
EI Skills Are the “Regulators” for Best Use of Our Strengths



Emotional Intelligence Applied to Strengths

Chapter 11: Plan for Continuing Professional Development

Part 1: Strength to Leverage		
Name Your Strength:	Basis for calling this a strength: (Feedback from others, strength assessment, etc.)	
List at least three ways you can maximize this strength and/or use it as leverage to develop other areas of effectiveness as a leader:		
•		
•		
•		
Part 2: Individual Development Goals		
Development Goal 1:	Reason for This Goal:	
Specific Action Steps:	Start Date:	End Date:
•		
•		
•		
Potential Obstacle(s):	Plan to Overcome Obstacle:	
Development Goal 2:	Reason for This Goal:	
Specific Action Steps:	Start Date:	End Date:
•		
•		
•		
Potential Obstacle(s):	Plan to Overcome Obstacle:	

Individual Development Plan Template