

2024

OVERVIEW

Individuals who drive self-leadership and build seeds of trust in a world-class company can do so by taking a proactive approach to their own personal and professional development. This involves taking ownership of their learning and development, setting clear goals, and actively seeking out opportunities to grow and improve.



To build trust within a company, individuals must also be transparent and authentic in their interactions with others. This involves being honest, reliable, and consistent in their actions, and demonstrating a willingness to listen and respond to feedback from others. Additionally, individuals can build trust by showing a genuine interest in the success of their colleagues and the company as a whole, and by actively contributing to a positive and collaborative work culture.

Ultimately, self-leadership and building trust require a combination of self-awareness, commitment, and action. By taking the initiative to develop their skills and build strong relationships with others, individuals can help to create a culture of trust and excellence within a world-class company.

This is a one-day program with the idea of gaining an understanding with some practice

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OBJECTIVES

Self-leadership is the art of leading oneself, which requires a high degree of self-awareness and self-regulation. By practicing self-leadership, individuals can build seeds of trust that can help them establish strong and meaningful relationships with others. Here are seven steps that can help you build seeds of trust through self-leadership:

- 1. Set clear expectations: Establish clear expectations for yourself and others. Be transparent about your goals, intentions, and boundaries, and communicate them clearly and consistently.
- 2. **Take responsibility:** Take responsibility for your actions, decisions, and mistakes. Avoid blaming others or making excuses, and instead, learn from your experiences and take proactive steps to improve.
- 3. **Be accountable:** Be accountable to yourself and others. Keep your commitments, meet your deadlines, and follow through on your promises. If you can't fulfill a commitment, communicate proactively and find alternative solutions.
- 4. **Practice self-discipline:** Practice self-discipline by setting goals, prioritizing tasks, and managing your time effectively. Avoid procrastination, distractions, and other behaviors that can undermine your productivity and effectiveness.
- 5. **Build resilience:** Build resilience by developing a growth mindset, embracing challenges, and learning from failures. Adopt a positive attitude, seek feedback, and use setbacks as opportunities for growth and improvement.
- 6. **Cultivate empathy:** Cultivate empathy by listening actively, seeking to understand others' perspectives, and showing compassion and kindness. Treat others with respect, dignity, and fairness, and be mindful of the impact of your words and actions.
- 7. **Demonstrate integrity:** Demonstrate integrity by aligning your actions with your values, principles, and ethical standards. Be honest, trustworthy, and transparent, and avoid compromising your integrity for short-term gains or convenience.

By practicing these seven steps consistently, you can build seeds of trust that can help you establish strong and meaningful relationships with others. Self-leadership is a continuous process of self-reflection, self-improvement, and self-mastery, and by investing in yourself, you can become a more effective and inspiring leader for others.

Why are these seven steps crucial and how we can achieve this together?

1. SETTING CLEAR EXPECTATIONS (9.15am to 10.00am)

Setting clear expectations is a crucial part of achieving success in any endeavor. When expectations are clearly defined, everyone involved knows what is expected of them, and they can focus their efforts on meeting those expectations. This can lead to several positive outcomes. Firstly, clear expectations can help to improve communication. When everyone knows what they are supposed to do, they are more likely to ask questions and seek clarification when needed. This can lead to better collaboration and a more cohesive team.



Secondly, clear expectations can help to reduce misunderstandings and conflicts. When expectations are not clear, people may have different ideas about what they are supposed to do, which can lead to confusion and disagreements. However, when expectations are clearly defined, everyone is on the same page, and there are fewer opportunities for misunderstandings to occur.

Thirdly, setting clear expectations can help to improve performance. When people know what they are supposed to do, they can focus their efforts on meeting those expectations. This can lead to better productivity and higher-quality work.

In summary, setting clear expectations can lead to improved communication, reduced conflicts, and improved performance. It is an essential part of achieving success in any endeavor.

Learning Activity Exercise & Discussions: Setting and Understanding Expectations

2. TAKING RESPONSIBILITY (10.00am to 11.00am with a 15-minute break in between) Taking responsibility is a crucial aspect of personal and professional growth. When an individual takes responsibility for their actions, they become accountable for the outcomes of those actions. This accountability can have several positive outcomes.

Firstly, taking responsibility can help an individual earn respect from others. When someone admits to their mistakes and takes ownership of them, it shows maturity and integrity. This can lead to stronger relationships with others, both personally and professionally.



Secondly, taking responsibility can help an individual learn from their mistakes. By acknowledging and taking responsibility for their actions, they can reflect on what went wrong and what they could have done differently. This can lead to personal growth, as they will be less likely to repeat the same mistakes in the future.

Lastly, taking responsibility can help an individual feel more in control of their life. When someone takes responsibility for their actions, they are less likely to feel like a victim of circumstance. Instead, they can proactively take steps to improve their situation and make positive changes in their life.

In conclusion, taking responsibility can have several positive outcomes, including earning respect from others, learning from mistakes, and feeling more in control of one's life. It is an important aspect of personal and professional growth, and it can lead to a more fulfilling and satisfying life.

Learning Activity Q: What are some indirect responsibilities I can take on that are not mine but, are aligned to the establishment's?

3. BEING ACCOUNTABLE (11.00am to 12.00pm)

Being accountable is essential for personal and professional growth. It helps individuals to take responsibility for their actions and the consequences that follow. When a person is accountable, they are more likely to achieve their goals, build trust with others, and enhance their reputation.

Firstly, One of the main outcomes of being accountable is improved performance. When individuals take responsibility for their actions, they are more likely to put in the effort required to achieve their goals. They are also more likely to learn from their mistakes and take corrective action when necessary, which can lead to increased productivity and better outcomes.



Secondly, Another outcome of being accountable is increased trust. When individuals are accountable, they are seen as reliable and trustworthy by others. This can lead to stronger relationships, both personally and professionally, as well as increased opportunities for success.

Finally, being accountable can lead to a stronger sense of self-worth and confidence. When individuals take responsibility for their actions, they are less likely to feel like victims of circumstance and more likely to feel in control of their lives. This can lead to increased self-esteem and a more positive outlook on life.

Overall, being accountable is crucial for personal and professional success. It can lead to improved performance, increased trust, and a stronger sense of self-worth.

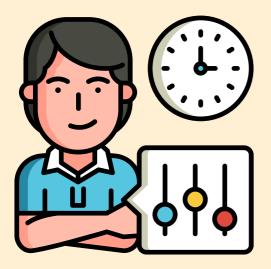
Learning Activity Individual and Teamwork: Get the Result!

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4. PRACTICING SELF-DISCIPLINE (1.00pm to 2.00pm)

Practicing self-discipline can have several positive outcomes.

Firstly, it can lead to greater productivity and success in achieving goals. By sticking to a routine and resisting distractions, individuals are better able to focus on their priorities and accomplish more in less time. In addition, self-discipline can lead to improved physical and mental health. For example, regularly exercising and eating a healthy diet requires self-discipline, but can lead to increased energy, better sleep, and reduced stress levels.



Moreover, self-discipline can improve relationships. By controlling one's emotions and impulses, individuals can communicate more effectively and avoid conflicts. It can also lead to greater self-esteem and confidence, as individuals become more adept at managing their behavior.

Finally, practicing self-discipline can help individuals build good habits and break bad ones. By consistently making positive choices, individuals can create a virtuous cycle of success and self-improvement.

Learning Activity Sharing Session: What is one of your most memorable achievements, and how did you earn this?

5. BUILDING RESILIENCE (2.00pm to 3.00pm)

Building resilience can have many positive outcomes for individuals and communities. Resilience refers to the ability to bounce back from adversity or difficult situations, and it is a skill that can be developed through intentional practice. Here are some of the potential outcomes of building resilience:

- Improved coping skills: When individuals build resilience, they are better equipped to handle stress and adversity. They may develop new coping strategies, such as mindfulness, exercise, or talking to a trusted friend or therapist.
- Greater sense of control: Building resilience can help individuals feel more in control of their lives, even in the face of adversity. They may develop a greater sense of self-efficacy, which can lead to improved mental health and well-being.



- Stronger relationships: Resilience can also help individuals build stronger relationships with others. When we are better able to cope with stress and adversity, we are more likely to reach out for support and connection when we need it.
- Increased success and achievement: Resilient individuals are often more successful in achieving their goals and aspirations. They may be better able to persevere through challenges and setbacks and may be more motivated to pursue their passions and dreams.

Overall, building resilience can have many positive outcomes for individuals and communities. By developing this important skill, we can become better equipped to handle life's challenges and to thrive in the face of adversity.

Learning Activity A. Group Brainstorming: What are our current challenges? How do top-notch individuals tackle challenges and succeed?

B. Individual Reflection: What do you say to yourself in the face of adversity?

6. CULTIVATING EMPATHY (3.00pm to 4.15pm with a 15-minute break in between) Cultivating empathy can have numerous positive outcomes that can improve one's personal and professional life.

One of the key outcomes of empathy is the ability to understand and connect with others on a deeper level, which can lead to stronger relationships and better communication. Empathy also helps to promote kindness, compassion, and understanding towards others, which can help to create a more peaceful and harmonious society.



Secondly, the ability to empathize with others can lead to greater self-awareness and personal growth. By understanding the experiences and perspectives of others, individuals can gain a better understanding of their own emotions and motivations. This can help to improve emotional intelligence and lead to more effective decision-making and problem-solving skills.

Lastly, empathy can also play an important role in the workplace. Empathetic individuals are often better able to work collaboratively with others, resolve conflicts, and provide effective feedback. This can lead to greater job satisfaction, increased productivity, and better overall performance.

Overall, cultivating empathy is an important skill that can have a positive impact on both individuals and society as a whole.

Learning Activity Situational Exercises: Based on given statements, how would you demonstrate empathy?

7. DEMONSTRATING INTEGRITY (4.15pm to 5.00pm)

Demonstrating integrity is a valuable trait in both personal and professional settings. When a person exhibits integrity, it means that they are honest, trustworthy, and ethical in their behavior and decision-making.

These are some of the outcomes that can result from demonstrating integrity:

- Building trust: When you consistently act with integrity, others are more likely to trust and rely on you. This can be invaluable in personal relationships, as well as in business or other professional settings.
- Enhancing reputation: Demonstrating integrity can also enhance your reputation, both among your peers and within your community. People are more likely to want to work with or associate with individuals who are known for their high ethical standards.



- Improving relationships: Acting with integrity can also improve your relationships with others. When you are truthful and reliable, others are more likely to respect and value your opinions and feelings.
- Avoiding regrets: When you make decisions with integrity, you are less likely to regret them later on. You can have peace of mind knowing that you acted in a way that aligns with your values and principles.
- Setting an example: Finally, demonstrating integrity can set a positive example for others to follow. When you model ethical behavior, you can inspire those around you to do the same.

Learning Activity

Personal Action: What one willing and able action or behavior you would like to work on now and commit to change in the next 30 days?

TARGET AUDIENCE

Leaders, Managers, Executives, Supervisors, Company Directors, People Managers, Team Leaders, Project Managers, Change & Transformation Managers, Learning & Development Professionals

FACILITATION METHODOLOGY

- Short lectures
- Short video clip
- Demonstration of skills
- Group discussions/sharing
- Case studies
- Role plays
- Activities

THE FACILITATOR



VERNON C FERNANDEZ

Knowledge Harvester Radical Thinker Behavioural Change Expert

Vernon C Fernandez is a training specialist with over 32 years of working experience in the industry.

Today, Vernon is fully engaged in corporate training. He is also extensively involved in the design, development and delivery of modules in the subjects of continuous learning, attitude, behavior, and performance excellence. He strives to be an inspiration to anyone who wishes to champion initiatives beyond the scope of one's job, and to instill strong values and ethics within their organization. He lives by the motto, 'Be the Miracle'.

Vernon's Facilitation Style

3E Experiential-Engaging-Enterprising

Experiential – bringing you near life realities into the classroom to observe, reflect and comprehend

Engaging – he makes learning fun through his candid, vivid and compelling stories

Enterprising – participants will know the quality connections between life and work