

Equal To The Task

A webinar series to evaluate career paths.

Professionals seeking promotions in companies must be equal to the task. It is important to identify personal strengths and talents. Look at the categories below and document your innate assets and the skills and talents you have developed over the course of your life. Evaluate your choices and equate them to becoming equal to any task required of you to progress in the organization.

Innate Assets

Feminine Traits versus Masculine Traits - It is normal for females to demonstrate predominately feminine traits but that does not mean they can't exhibit masculine traits as well, and vice versa for men. Men and women can equally share character traits such as courage, determination, and optimism. Look at the lists below and identify your strong typically feminine or typically masculine traits. Identify a job position you would like and assess what traits need to be developed to be competent in that position.

Check if this is strong in you	Typical Feminine Traits	Check if this is strong in you	Typical Masculine Traits
	Empathetic		Decisive
	Emotional		Assertive
	Intuitive		Risk taker
	Collaborative		Competitive
	Sensitive		Confident
	Self-aware		Independent
	Feeling		Analytical, ideas, concepts, facts
	Creative		Rational
	Receptive		Goal-directed
	Communicative		Linear
	Compassionate and nurturing		Logical

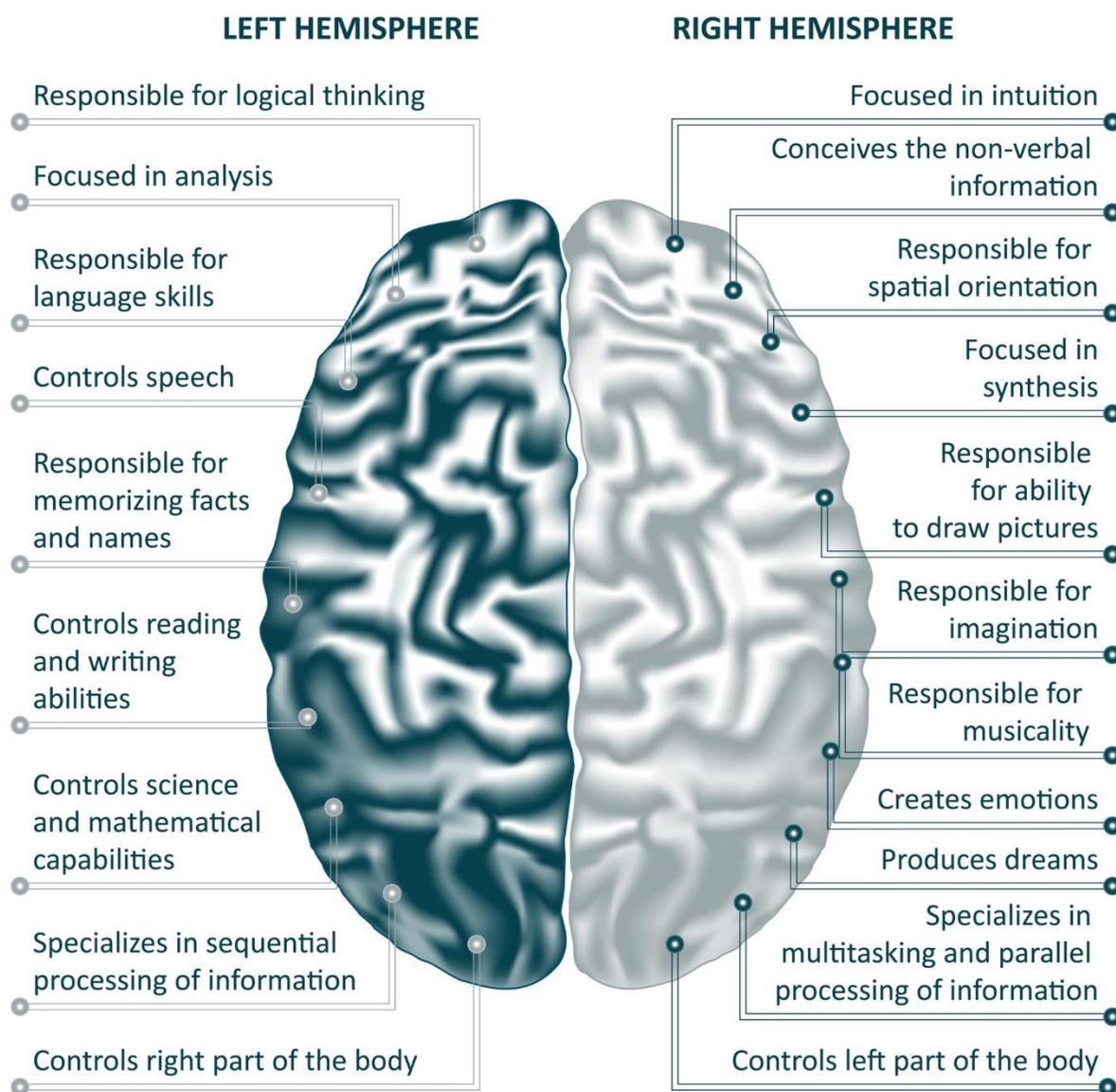
Both men and women may have unhealthy traits as well. Either can believe they are victims. Either can be aggressive or passive aggressive. Either can be over-bearing or illogical and powerless.

Right Brain versus Left Brain

Many people are a mix of Right and Left Brains. In the graphic below, circle the traits on either side that are strong in you.

It is important to ensure your personal left brain or right brain strengths are used in your job description.

NOTE: Working from the Left Brain or the Right Brain is not an exclusive function of men or women.



Innate Personality

Men and women can be found in all personality types and individuals can be a mix of two or three personality styles. Which personality type(s) do you relate to the most?

<p>D Assertive Achiever Dominant, Powerful and Productive</p>		<p>I Enthusiastic Energizer Social, Expressive and Fun-loving</p>	
Producers		Promoters	
<p>C Tenacious Thinker Contributing, Connected and Organized</p>		<p>S Moderate Mediator Steady, Peaceful and Cooperative</p>	
Planners		Peacekeepers	

Driving Forces

Both men and women can have the same driving forces. Circle the phrases that most describe you.

KNOWLEDGE - Learning		
Instinctive	Go with your gut.	Study, Study, Study
	Intellectual	
HELPFULNESS - Effectiveness		
Selfless	Do it because it needs to be done.	Needs a return on time spent.
	Resourceful	
SURROUNDINGS - Work Environment		
Objective	Needs facts and figures.	Okay with the subjective and hypothetical.
	Harmonious	
OTHERS - Service		
Intentional	Helps those who want to improve.	Helps anyone.
	Altruistic	
POWER - Influence		
Collaborative	Likes teamwork.	Likes to be in charge.
	Commanding	
PROCEDURES - Practices		
Receptive	Likes change and new ideas.	Likes routine.
	Structured	

Education

What were your favorite subjects in school?

What skills did you learn by participating in extra-curricular activities?

Skills Gained Over Your Professional Career

What skills have you developed, workshops you have attended, credentials you have earned, etc.?

What Are Your Hobbies?

Hobbies and the skills and knowledge you gain from hobbies can be turned into valuable assets that enhance your position in the company. What are your hobbies?

How To Use This Information

Understanding who you are and how to use your unique skills and talents can be complex. This exercise is to enable you to see yourself more clearly. After making choices in each category, evaluate how your total personality fits your current job and then assess the direction you want your career to take. Plan professional growth accordingly.