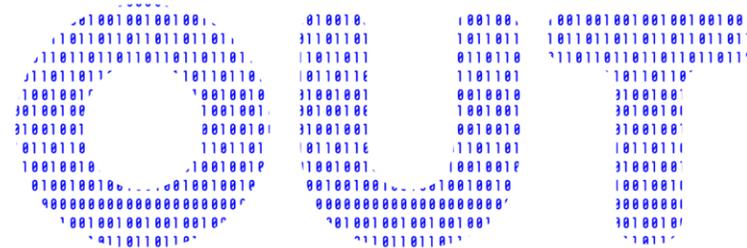


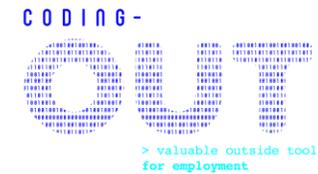
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Unit 1 – Self-management and self-development

Subunit 1.1. - Self-management and self-development



Objectives:

SubUnit 1.1.: Self-management and self-development main objectives towards the participants are mainly:

- Know what **self-management** and build on **self-knowledge** as a starting point for developing skills and competencies.
- Reflect on **responsibility** when working in a DIGITAL WORKPLACE context, and the need to be proactive.
- Develop **self-efficacy** to achieve goals.
- Learn how to formulate **objectives** correctly.

Self-knowledge, what does it mean?

Self-knowledge is the starting point for any process of personal development and learning, because it means becoming aware of who we are, what strengths will help us achieve what we want and recognising what our areas for improvement are. That's why self-knowledge, as built on the basis of self-awareness, is directly linked to the ability of self-management



Traditionally, ***self-knowledge*** has been defined in Philosophy as *the knowledge of one's own sensations, thoughts, beliefs and other mental states*. Indeed, it is sometimes referred to the fact of discovering our true-selves.



EMOTIONAL INTELLIGENCE

Self-knowledge is part of **EMOTIONAL INTELLIGENCE**, as being able to identify and manage our own emotions and their impact on how we set our relationship with ourselves and with others as well is key for self-development.

Daniel Goleman was the first one to put the focus on the term “emotional intelligence” as a set of skills (self control, enthusiasm, empathy, perseverance, etc.) with a direct impact on our daily lives. If we look at Daniel Goleman’s model, within emotional intelligence we find two components: intrapersonal and interpersonal. Within the intrapersonal component, the first competence to develop is self-knowledge.



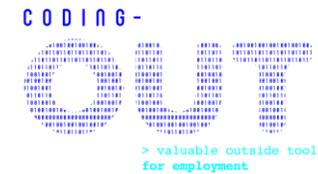


EMOTIONAL INTELLIGENCE

How to use the personal SWOT analysis tool

Becoming aware of who we are and who and what we can become (as individuals and as professionals) is a key element for our development and professional success.

One of the best known and used tools in business is the **SWOT Analysis**, which can be adapted to become the **PERSONAL SWOT**. This allows us to analyse our personal situation by looking at what talents and assets we have and recognising our weaknesses (or areas of development). It is equally important to be aware of what is currently going on around us (the economic and political situation, for instant) which could help or hinder us from achieving personal goals.



EMOTIONAL INTELLIGENCE

How to use the personal SWOT analysis tool

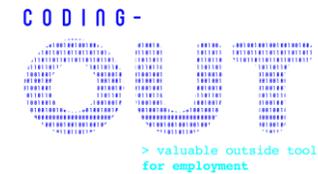
You may find different types of matrix, but here we provide you a basic template you can use to develop your **PERSONAL SWOT**:

SWOT ANALYSIS	STRENGTHS	WEAKNESSES
OPPORTUNITIES		
THREATS		

Reflect on the following questions:

1. How can I make a profit of my strengths to enjoy opportunities?
2. How can I face possible threats with my personal strengths?
3. How my weaknesses may affect new opportunities?
4. Are some of my weaknesses supporting new threats? How can I cope with it?

Watch the following video: [Daniel Goleman Introduces Emotional Intelligence | Big Think](#)



Some BENEFITS of self-knowledge

- It **highlights the areas you need to improve in**, as well as showing the **strengths that you should enhance**, while maintaining a continuous personal development.
- Knowing what strengths you can bring into your learning **will improve your self-motivation and your drive towards achieving your objectives**. It also applies to VET training with inmates, as by knowing your strengths and your limits will boost your sessions and improve their learning time.



Self-efficacy and Proactivity:



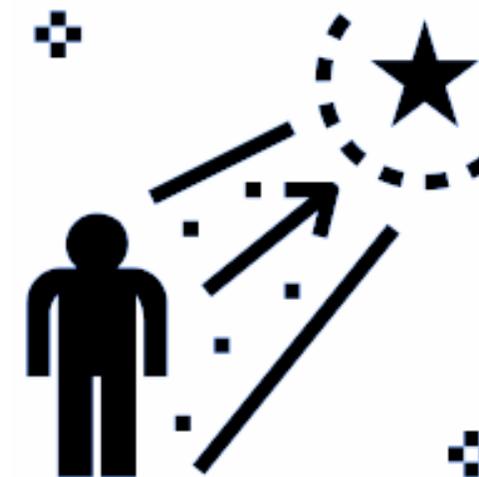
The concept of **self-efficacy** is related to [Albert Bandura's social cognitive theory](#) and his behavioural theories. Bandura defines it as *“the belief in one’s capabilities to organize and execute the course of actions required to manage prospective situations, producing designated levels of performance that exercise their influence over events that affects their lives”*.

We can also define it as the **belief in one’s own success, or one’s ability to deal with situations and to achieve success**. Of course, the confidence we have in ourselves influences our self-efficacy, just as past successes or failures also influence it, especially the "interpretation" we give to those successes and failures.

What is proactivity?

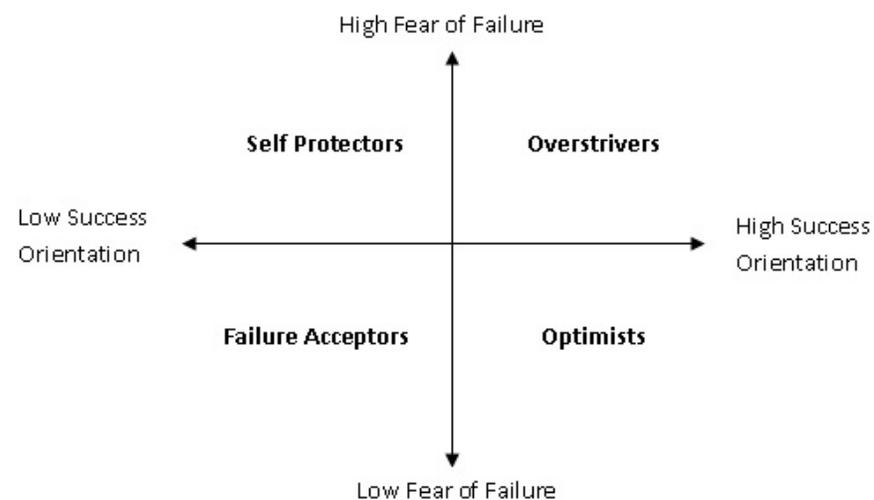
Being proactive refers to a person who takes control of his/her life; someone who takes the initiative and makes decisions regarding his/her development and the path he/she chooses to take in life.

A proactive attitude **empowers us, it opens up an infinite number of possibilities, it makes us feel competent and "powerful."** Proactive people feel in control and feel responsible for their own lives, they take the initiative to make their objectives a reality and, consequently expect success.





Self-efficacy and proactivity require **self-motivation and enthusiasm** to achieve goals and complete daily tasks, which is absolutely essential when working freelance, self-studying, teleworking, etc.



How to develop self-efficacy and proactivity

Make a **list of your personal accomplishments**, and detail what helped you achieve them in the past. This exercise will help you self-motivate and move forward.



Surround yourself with people who empower you, who believe in you, e.g. optimistic and proactive people that infect you with their spirit of self-improvement and self-confidence.



Check your emotions, because they will greatly determine your ability to get started and ultimately achieve whatever goal you set yourself. Take your time to get further into emotional intelligence (check the previous section if necessary).

How to develop self-efficacy and proactivity



Learn from every mistake and failure.



Celebrate each achievement. This will help you develop the self-esteem you need to develop your self-efficacy.



When faced with a challenging situation, or with an objective you want to achieve, **reflect on what you can do, and on what and how you can influence.** Then, **think about what assets you have** to resolve that situation or to achieve what you have proposed. Don't forget to also **think about what you lack, and what you can do to overcome this.**



Self-efficacy and proactivity in teleworking and self-studying

- They encourage effective communication and good working relationships with others, even though this is through a digital medium, rather than face to face.

Everything works better when employees interact well together.

- **They help us work independently and productively.**
- They allow us **to objectively evaluate our beliefs.**
- They help us to have a **constructive view of our mistakes and failures**, by focusing on the learning they provide us.

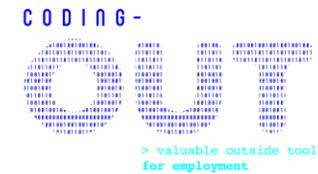




Self-efficacy and proactivity in teleworking and self-studying

- They are two of the **competencies most valued by companies**, since they imply that the employee does not limit him/herself simply to doing the assigned tasks, but also allows the employee to show initiative and interest. Proactive professionals always go the extra mile and add value at every opportunity.
- **Action plans are completed quicker** because of the employees' focus. **This is because self-efficacy and proactivity facilitate the transformation of ideas into actions.**
- **They encourage generative thinking**, always looking for different options for day-to-day problems.





OBJECTIVES: How to set personal goals

Setting objectives is closely related to self-management and being goal driven, because **it implies a tendency to constantly achieve the desired results, while maintaining high levels of performance and quality. It also implies the desire to consistently achieve “personal bests”, always improving upon past performance.** Without objectives, it is difficult to design a suitable strategy and action plan to achieve what you need.

One of the most popular tool is the **SMART technique**. When you make goals/objectives "SMART", the possibility of achieving them increases.

SMART Objectives

S → SPECIFIC: an objective must be detailed. An objective should be clear and specific. *What is it that you actually want to achieve?*

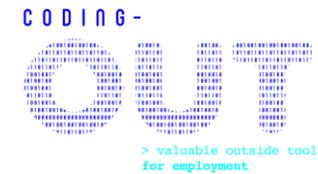
M → MEASURABLE: an objective must be clearly measurable. *How will you know when you have reached it? How will you follow up and evaluate when you reach it?*

A → AMBITIOUS: a goal has to be somewhat ambitious. It has to be significant and relevant to your life. How will this goal add something to your life? Does it require changes in your day to day life?

R → REALISTIC: a goal always has to be attainable even if is ambitious and difficult. *Do you have the resources to reach it? Has it ever been achieved?*

T → TIME BOUND: an objective must be defined in time. *What do you intend to reach it? On what date?*

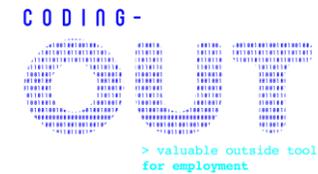




✓ — Tips on setting your personal goals

Do not forget that your goals should fit your own circumstances, which means: time and resources available and realistic expectations about your career/learning improvements.

Whenever you set yourself a challenge, **always use the SMART** technique to define your goals. If the goal is long-term, **set micro-goals** that allow you to make some progress and improve your sense of self-efficacy. Discuss with your learners about their objectives and hopes about the coding training in order to help them to set out their SMART goals.



✓ — Tips on setting your personal goals

Finally, it is important that **the objective is written down**. If we express it concisely in a summarised form our level of commitment to achieving it will increase. Plus, **place it where you can see it** on a regular basis, so you can stay focused and track how close you are to achieving it.

If possible, **communicate it to others**. This helps you to persevere and maintain commitment to achieving it. Prepare a rotafolio or a panel, if possible, to write common goals between inmates learners, so they can keep motivated by visualizing them during sessions.

Watch the following video: [Why the secret to success is setting the right goals, TEDTalk x John Doerr \(11:51min\)](#)

Additional resources:

Related videos in English:

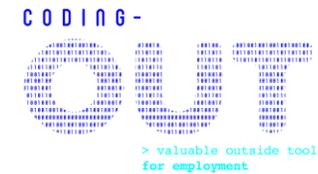
- [Daniel Goleman Introduces Emotional Intelligence | Big Think](#)
- [Strategies To Become More Emotional Intelligent \(David Goleman, 10:31min\)](#)
- [Why the secret to success is setting the right goals, TEDTalk x John Doerr \(11:51min\)](#)

Related videos in Portuguese:

- [Qual é o sentido da vida? História do Girassol - !\[\]\(e08df5c5f94376d05ec4803249718f8a_img.jpg\)](#)
- [Como conhecer a si mesmo - Identidade e Autoconhecimento](#)
- [Passos para o AUTOCONHOCIMENTO - SejaUmaPessoaMelhor](#)
- [Inteligencia Emocional](#)

Related videos in Spanish:

- [¿Cómo conocerte a ti mismo? Ejercicio de Autoconocimiento](#)
- [Nathalie Detry. Inteligencia emocional y autoconocimiento](#)
- [DAFO PERSONAL: ¿Qué es y cómo se hace?](#)
- [¿Cómo trazar metas y sueños? - Principio de éxito \(SMART GOALS\)](#)



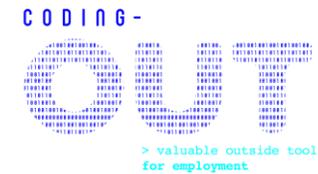
Activities

Your turn!

Activity 1.

Design your own personal SWOT analysis (you can use the template above). Focus on your own strengths and opportunities, but also do pay attention to your debilities and the threats you may face in your career/learning. When in training inmates, propose self-reflection, so each one of them can think about their attributes and assets, you can use a proper matrix to write on or just propose to discuss out loud. Ask yourselves:

- What I am good at? What I want to focus on? What skills am I great at? [Reflect on your strengths.](#)
- What I need to improve? What can I learn? [Reflect on your weaknesses.](#)
- Is this VET training an opportunity for me? What can I do to take advantage of this situation? How can I make a profit? [Reflect on your opportunities.](#)
- What obstacle may I face? Is there anything stopping me? [Reflect on your threats.](#)



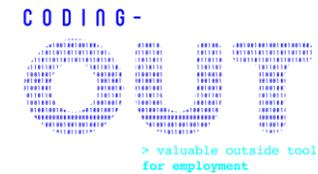
Activities

Your turn!

Activity 2.

Think about your own abilities and your experiences when facing new/difficult situations. How did you react to them? Focus on your emotions and the tools you found useful to achieve success in the past. Pay attention to the difficulties you found along the journey, what can you learn from them? How can you improve next time?

When in training inmates, propose self-reflection situations so each inmate can think about their own skills and discuss about possible improvements. You can propose some discussion to reflect about their proactivity, such as: how they dealt with being fired, getting over a heartbreak, losing something valuable for them, facing an employment interview,...



Activities

Your turn!

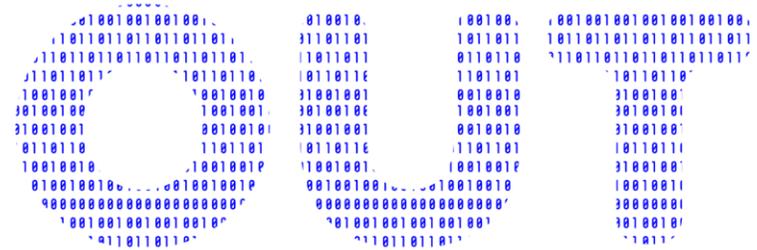
Activity 3.

Why don't you start setting your own goals? Take your time to think about what are your goals within Coding OUT training program. Make sure your goals are SMART.

Work with your inmates learners to help them setting their objectives. You can create a *Goal Setting Journal* with them all by dedicating some minutes at the beginning of each lesson to set the goals for the lesson. Write them and place the piece of paper in a visible place, so they can all visualize it during the session. You can develop this activity weekly or monthly.

Ask them to also fix some personal goals (linked to Coding OUT training program or not), and dedicate some minutes a week to remember each one's goals, so inmates can remember them and, slowly, they will be committed to achieving them.

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Unit 1 – Self-management and self-development

Subunit 1.1. - Self-management and self-development