

UVIC COMPETENCY RESOURCE GUIDE

BUILD PERSONAL INSIGHT

I develop my self-awareness so I can connect in a meaningful way with others in our community. I understand my personal, cultural and social biases and preferences and am aware of how they affect my behaviours and reactions to those around me.

WHY IS THIS IMPORTANT?

Respect, diversity and inclusion are core to our shared UVic values and ground many of our current strategic planning documents and student initiatives. It is our diversity of views, approaches and opinions that create better outcomes and results; therefore, having self-awareness and personal insight into who you are and how you show up is foundational to being able to work respectfully and effectively with others. When you understand your own biases and preferences, you can be more open and skillful in seeking out and encouraging participation from those who may have different perspectives from your own.

HOW COULD THIS BE DEMONSTRATED?

- Engaging in training and development opportunities to increase self-awareness
- Identifying personal strengths and limitations
- Seeking feedback from others
- Identifying how your own perspectives differ from others and how that can impact relationships
- Admitting gaps in knowledge and working to manage them
- Acknowledging mistakes and taking responsibility for your own actions
- Setting meaningful personal development goals
- Approaching differences with a mindset open to learning
- Identifying personal values, mission, vision, etc.

SAMPLE COACHING, REFLECTION OR INTERVIEW QUESTIONS

- Have you used any type of personality assessment tool to learn more about the way you think/learn/deal with conflict? What did you learn about yourself?
- When you think about your team, can you identify people who think differently than you do? How might different personalities benefit a team?
- Share an example of how a conflict or difference of opinion helped you to see yourself from the other person's perspective.
- Who or what in your life has impacted your values?

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BUILD PERSONAL INSIGHT (*Continued*)

SUGGESTED SKILLS TO DEVELOP

- Self-awareness
- Personal productivity
- Giving and receiving feedback
- Empathy
- Goal setting
- Curiosity

LEARNING OPPORTUNITIES

- Attend a course or workshop open to employees (e.g. those listed on HR's learning and development web page), access an online learning library or engage in self-directed learning
- Complete a personality assessment tool (e.g. Lumina, MBTI, DISC, Insights, True Colours, etc.)
- Engage in a 360-degree feedback process
- Develop a reflective practice such as journaling
- Assess your personal values using an online tool (e.g. Personal Values Assessment from the Barrett Values Centre, Franklin Covey's Personal Mission Builder, etc.)
- Find a mentor or personal coach
- Explore and engage in opportunities to improve well-being such as those offered through CARSA, your benefits package or UVic's Employee and Family Assistance Provider
- Review the employee Health and Wellness Blog

Refer to the [Competency Resource Guide Index](#) for links to these and other UVic documents, activities, and opportunities