



Full Resources Pack, Circles 1, 2 & 3.

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Circle 1: How well do I know Me?

Pioneer – Primary Style Traits

Traits:

- Assertive: I am not afraid to step forwards when I want something
- Outspoken: I am not afraid to voice my opinion
- Focused: I have a strong vision and work towards my goals with intensity
- Direct: I tell others exactly what I think about things
- Independent: I am happy to work alone and don't need others to work alongside
- Daring: I have a lot of courage and will take risks easily
- Competitive: I like to come first
- Decisive: I know what I want, and I don't need to get others' opinions before I act

Trait Strengths:

- Assertive: I can take charge when needed
- Outspoken: Others don't need to guess what I am thinking
- Focused: I don't get distracted easily
- Direct: Others know exactly where they stand with me
- Independent: I get on with things by myself and don't need a lot of attention or supervision
- Daring: I often break down barriers because I am brave enough to try new things
- Competitive: I always try my very best
- Decisive: I make fast decisions so things can move forwards

Trait Weaknesses:

- Assertive: I push myself in front of others sometimes and make them feel undervalued
- Outspoken: I sometimes talk over others and miss other valuable opinions
- Focused: I can overlook important messages and details and can sometimes forget to enjoy the journey towards a goal
- Direct: I unintentionally give others a hurtful message
- Independent: I make others feel left out or undervalued
- Daring: I can take unnecessary risks and hurt myself and others in the process
- Competitive: I like to win but this can be at the cost of losing a friend or losing someone's trust
- Decisive: I can make decisions quickly but sometimes without getting all the necessary information first

What Should I Know About the Other Traits and How They Differ to Pioneers:

Inspirations:

- When being given information, Inspirations get lost in a lot of detail. This is a similar trait to Pioneers.
- Inspirations are seen by others as social, friendly, charming, inspirational, and enthusiastic. These traits can differ to Pioneers in that they are more “task-focused” than the Inspirations’ “relationship” focus.
- Inspirations like others to like them and they will look after their relationships with others. This trait also differs to Pioneers in that Pioneers do not need to be liked but do need to feel respected.
- What Inspirations want most is to be recognised for who they are. It is important to recognise this, as a Pioneer, as it differs to the recognition that Pioneers want most which is more about their task achievements.

Excellences:

- When given information, Excellences like to be given a lot of detail. This is different to Pioneers who prefer to only know the bottom line.
- Excellences are seen by others as deliberate, restrained, systematic and quiet. Pioneers will step forward first which is different to Excellences, who will stand back quietly first and observe.
- Excellences like to be accurate, data driven, logical and cautious. The decision-making process for Pioneers is much faster than for Excellences.
- Excellences like to get the job done and are goal oriented. This is a common trait with Pioneers.
- What Excellences want most, is to be accurate in their work and their decisions. Pioneers prefer to make faster decisions than Excellences with less attention to detail.

Insights:

- When given information, Insights like to be given details about the expected process. Insights are more detail-oriented than Pioneers. Their focus is more on understanding the process than the Excellences who focus on logical data for details.
- Insights are seen by others as tactful, dependable, loyal, sympathetic, good listeners and diplomatic. Insights are much slower paced than Pioneers and more relationship-oriented.
- Insights like to be helpful, obliging, peacemakers, tactful and caring.
- Insights like to look after people in situations. Insights will look after the team before focusing on getting the job done, which is different to Pioneers.
- What Insights want most is to have stability and harmony. Insights differ most to Pioneers in their stability, harmony and people-oriented focus.

Inspiration – Primary Style Traits

Traits:

- Enthusiastic: I embrace all that life has to offer with an open mind
- Expressive: I can be theatrical in how I express my thoughts and feelings
- Talkative: I like to share my thoughts and feelings with others
- Energetic: I have a high level of energy around how I approach tasks and people
- Persuasive: I can talk others into agreeing with what I think
- Charming: I can say the right things, in the right way to influence others to like me
- Social: I like being in social situations with others
- Intuitive: I can get a good sense of how others are feeling quite easily

Trait Strengths:

- Enthusiastic: My enthusiasm can uplift and inspire others
- Expressive: I bring things to life and others can find me entertaining
- Talkative: There are no awkward silences around me
- Energetic: My energy, in the way that I approach life, is contagious
- Persuasive: I can help others to see things my way
- Charming: My charming nature inspires trust in others
- Social: I can make any formal situation feel less intimidating to others
- Intuitive: Others don't always have to tell me how they are feeling because I can sense their feelings

Trait Weaknesses:

- Enthusiastic: I sometimes use my enthusiastic nature to cover up for necessary details that I don't know
- Expressive: Others can find me overwhelming in how I come across if they are quieter in nature
- Talkative: I sometimes speak out in situations when its more appropriate or respectful to be quiet
- Energetic: I can burn out easily if I don't take the time to refill my reserves and others don't always realise that I also have down days
- Persuasive: I can try to make others see things my way when I should be more open to seeing things their way
- Charming: My charming nature can be easily misread as non-genuine and be mistrusted
- Social: I can sometimes be seen as disrespectful in formal situations where my social tendencies are not appropriate
- Intuitive: I can sometimes take on the feelings of others as my own which can be heavy to carry.

What Should I Know About the Other Traits and How They Differ to Inspirations:

Pioneers:

- When given information Pioneers are most interested in the bottom line. Inspirations are not as focused on the bottom line but they also do not like details and appreciate the faster pace of Pioneers.
- Pioneers are seen by others as challenging, determined, authoritative and confident. Inspirations can feel intimidated by Pioneers at times.
- Pioneers like to get the job done and are goal-oriented. Inspirations differ to Pioneers in that they are far more relationship-oriented than Pioneers and prefer to keep the people in the situation happy.
- What Pioneers want most is to be in control. Inspirations differ to Pioneers and do not need to be in control as much they might want to have attention and be recognised.

Excellences:

- When given information, Excellences like to be given a lot of detail. This differs from Inspirations who do not like a lot of detail.
- Excellences are seen by others as deliberate, restrained, systematic and quiet. Inspirations will step forwards first which is different to Excellences who will stand back quietly first and observe.
- Excellences like to be accurate, data-driven, logical, and cautious. The decision-making process for Inspirations is faster than for Excellences and they prefer much less detail.
- Excellences like to get the job done and are goal-oriented. Inspirations more relationship-oriented than goal oriented.
- What Excellences want most is to be accurate in their work and their decisions. Inspirations prefer to make faster decisions than Excellences with less attention to detail.

Insights:

- When given information, Insights like to be given details about the expected process. Insights are more detail-oriented than Inspirations. Their focus is more on understanding the process where the Excellences focus on logical data for details.
- Insights are seen by others as tactful, dependable, loyal, sympathetic, good listeners and diplomatic. Insights are much slower paced than Inspirations but they share relationship orientation.

- Insights like to be helpful, obliging, peacemakers, tactful and caring. Inspirations really appreciate these traits, and understand them more than Pioneers and Excellences do.
- Insights like to look after the people in situations. Inspirations share this trait.
- What Insights want most is to have stability and harmony. Whilst their focus is more me-based than Insights, Inspirations appreciate these traits.

Excellence – Primary Style Traits

Traits:

- Factual: I look at the facts about things before I make a judgement
- Cautious: I don't take unnecessary risks and I look carefully before I leap
- Analytical: I like to know how things work and break the whole down into parts to better understand things
- Logical: I believe that in most cases $1+1=2$ and there is a similar logical reasoning pattern to understanding most things
- Calm: I don't get excited easily and I consider things before I react
- Diligent: I approach tasks carefully, pay attention to detail and am very thorough
- Quiet: I prefer to stand back and observe things before I make a verbal contribution
- Consistent – I don't get emotional easily and my reactions seldom surprise others. They can depend on me.

Trait Strengths:

- Factual: Because I like to make sure of facts, my decisions are most often accurate ones
- Cautious: I don't take unnecessary risks, and therefore I seldom make mistakes
- Analytical: I take the time to understand the whole by looking carefully at the parts that make up that whole
- Logical: Because I reason so carefully through facts, my conclusions are often the most logically sounds and accurate
- Calm: I can be relied on in times of upset or crisis to be emotionally stable and quietly supportive to others
- Diligent: My commitment and focus ensure that others can rely on me to get things done properly
- Quiet: I always take on board others' opinions before voicing my own
- Consistent: I can be relied upon and don't surprise others by acting differently from one day to the next

Trait Weaknesses:

- Factual: Because I like to make sure of facts, my decisions can sometimes take very long and frustrate others
- Cautious: In trying to avoid mistakes, I can sometimes not move forwards when I need to on things
- Analytical: My analytical mind can become jammed when I am faced with something that simply cannot be analysed
- Logical: I have to be careful to remember that what might seem logical to me might, not seem logical to others
- Calm: I can be misunderstood and seen as aloof or distant at times
- Diligent: My diligence to ensure that tasks are done accurately, can sometimes slow the pace of a project down in a team situation
- Quiet: My opinions can easily get overlooked because I am quiet and sometimes, I need to step forwards even though it's not in my nature
- Consistent: My consistency of nature can come across to some as being boring or uninteresting

What Should I Know About the Other Traits and How They Differ to Excellences:

Pioneers:

- When given information Pioneers are most interested in the bottom line. Excellences prefer to be given a lot of detail first.
- Pioneers are seen by others as challenging, determined, authoritative and confident. Excellences can at times feel intimidated and overruled by Pioneers.
- Pioneers like to get the job done and are goal-oriented. Excellences share these traits.
- What Pioneers want most is to be in control. Excellences are not as control oriented and are more accuracy-oriented through a process.

Inspirations:

- When being given information, Inspirations get lost in a lot of detail. Excellences can lose Inspirations in the amount of detail they feel is necessary in an explanation.
- Inspirations are seen by others as social, friendly, charming, inspirational and enthusiastic. These traits differ to Excellences who prefer to stand back quietly and observe.
- Inspirations like others to like them and they will look after their relationships with others. Excellences do not feel the same about being liked and are more task-oriented than Inspirations.
- What Inspirations want most is to be recognised for who they are. Excellences can overlook this and focus on accuracy in place of recognition.

Insights:

- When given information, Insights like to be given details about the expected process. Insights are also detail-oriented but their focus is more on understanding the process than the Excellences who focus on logical data for details.
- Insights are seen by others as tactful, dependable, loyal, sympathetic, good listeners and diplomatic. Insights differ to Excellences in their relationship orientation. Excellences are more focused on getting the job done.
- Insights like to be helpful, obliging, peacemakers, tactful and caring which Excellences can also be but they are more focused on task than on accuracy.
- Insights like to look after the people in situations. Inspirations share this trait.
- What Insights want most is to have stability and harmony. Excellences do not mind change, as long as the facts support it. They prefer to avoid conflict but will not shy away from defending their position if based on facts.

Insight – Primary Style Traits

Traits:

- Courteous – I am well-mannered and tactful - quite the opposite of rude
- Insightful – I am often aware of many things due to my quiet observations
- Passive – In situations where I need to compete, I am more likely to accommodate the other person. I would prefer to submit than to challenge
- Caring – I care deeply about others and will always try to be of comfort and support
- Considerate – I take others' needs into account and always consider how they might be feeling
- Obliging – I am agreeable, cooperative and polite to others
- Diplomatic – I am sensitive to how others might feel and am cautious about how I treat them
- Helpful – I like to help others and I feel good when I can bring value to a relationship or friendship

Trait Strengths:

- Courteous – I am well-mannered and tactful and don't upset people easily
- Insightful – I can give great advice due to my insightful observations
- Passive – I can avoid conflict by not challenging others
- Caring – Others know that they can confide in me as I genuinely care for them and will never upset them
- Considerate – I will always consider the feelings of others before I act, which makes me a kind and considerate person
- Obliging – I do not escalate or cause conflict and others feel comfortable around me
- Diplomatic – I am sensitive to how others might feel and its unlikely that I will hurt anyone by saying something unkind
- Helpful – Others always feel as if they can come to me for help as I am so willing and supportive

- Trait Weaknesses: Courteous – I am well-mannered and tactful but sometimes I don't say what I mean and that can be confusing for others
- Insightful – Sometimes I overthink situations and miss the obvious, or I am so scared of being wrong that I don't offer my opinion at all
- Passive – Whilst I will give in easily sometimes, I feel upset that I did and I become quietly resentful of the other person
- Caring – I care so deeply for others that sometimes I take on their problems or become too involved in their lives
- Considerate – I will always consider the feelings of others before I act. I expect others to do the same for me, which sometimes they don't, and this upsets me because I expect them to be like me
- Obliging – I am obliging where possible but sometimes I lose out and then I feel resentful and upset when it's too late to do anything about it
- Diplomatic – I am sensitive to how others might feel but sometimes I am too diplomatic and do not get an important message across
- Helpful – because I am so helpful to others, I can easily be taken advantage of

What Should I Know About the Other Traits and How They Differ to Insights:

Pioneers:

- When given information Pioneers are most interested in the bottom line. Insights prefer to be given a lot of detail around process and can feel rushed to make decisions by Pioneers.
- Pioneers are seen by others as challenging, determined, authoritative and confident. Insights can feel intimidated and overruled by Pioneers at times.
- Pioneers like to get the job done and are goal oriented. Insights are more concerned about looking after relationships than getting the job done.
- What Pioneers want most is to be in control. Insights are not control-oriented, they are more process-oriented and promote an environment of inclusion.

Inspirations:

- When being given information, Inspirations get lost in a lot of detail. Insights like more details than Inspirations to understand the process more.
- Inspirations are seen by others as social, friendly, charming, inspirational and enthusiastic. Insights can also have these traits but they are quieter than Inspirations and do not seek the limelight as much.
- Inspirations like others to like them and they will look after their relationships with others. Insights are less "self-focused" than Inspirations but they will also look after their relationship with others.
- What Inspirations want most is to be recognised for who they are. Insights also like recognition but they want most is a stable and harmonious environment.

Excellences:

- When given information, Excellences like to be given a lot of detail. Insights also like details but more from an “understand the process” point of view than the Excellences need for accuracy.
- Excellences are seen by others as deliberate, restrained, systematic and quiet. Insights share many of these traits but are more relationship-oriented than Excellences.
- Excellences like to be accurate, data driven, logical and cautious. Insights are less focused on these aspects and more focused on people.
- Excellences like to get the job done and are goal-oriented. Insights are less goal-oriented and more people-oriented than Excellences.
- What excellences want most is to be accurate in their work and their decisions. Insights are less concerned with accuracy than Excellences are and more concerned with stability and good relationships.



Continue into the next page to review your values choices and trigger points reflections.

Values and Trigger Points Notes

My top four values (in order of preference) are:

1. _____

2. _____

3. _____

4. _____



Try to reason through two examples in your own time for your own reflection purposes. Keep this page and re-use this as a template when thinking through situations that might happen in future when you find yourself overreacting to something.

I think that the following two values might relate to a trigger point for me.

1. _____

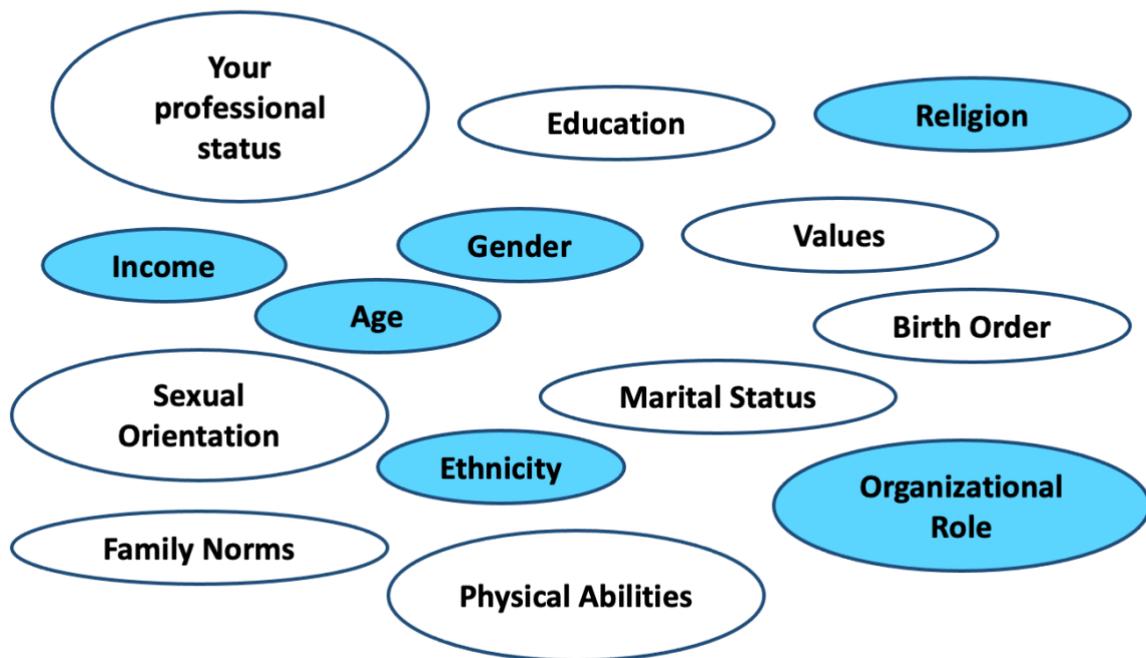
Because: _____

2. _____

Because: _____

Personal Filters

What are YOUR filters?



Based on the research of John Wallen PHD



Reflect on one or two personal filters that you might have. Keep this page and re-use this as a template after the course when thinking through situations that might happen in future, when you find yourself in a situation where your filters might get in the way of good communication.

I think that I might have the following two personal filters.

1. _____

Because: _____

2. _____

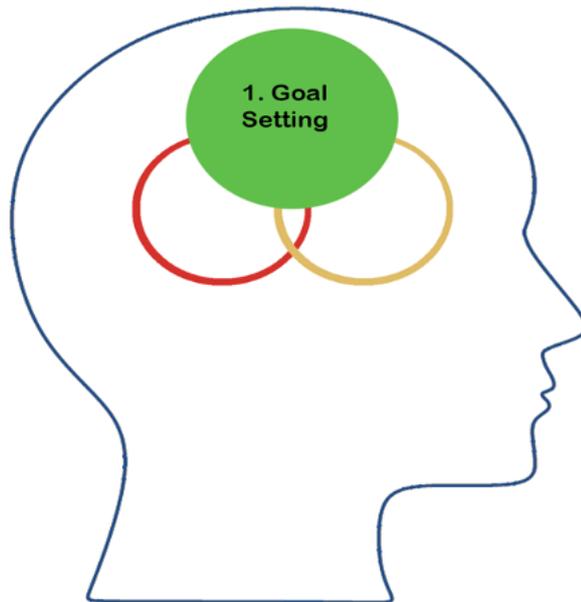
Because: _____



Continue into the next page for the Circle 2 resources.

Circle 2: How well do I Lead me?

Goal Setting



The self-leadership mind map

Step 1: What do I want? (Make a list – try for five things)

Hint: Personal areas that goals relate to can include my physical well-being, my mental well-being, my spiritual well-being, my emotional well-being, family and relationships.

1. _____
2. _____
3. _____
4. _____
5. _____



Keep this page and re-use this as a template after the course when you feel that you would like to review and/or re-set your goals. Goal setting is a lifelong process.

Remember to check your goals against these guidelines;

- Goals must be **owned** – they must belong to you
- Goals must be **believable** – you need to believe that you can achieve your goal, or make progress towards it
- Goals should be **aligned to values** – keep these in mind for the goal setting activity next
- Goals must be **specific**, it's hard to follow a vague goal
- Goals need a solid **action plan** for direction and intensity of effort
- Goals must be **measurable**. You need to see how you are progressing to stay motivated.

Step 2: Create Affirmations and Visualisations for Your Top Goals

Remember the guidelines

An affirmation must be a short, positive statement in the present, as if you are already there.

Starting something like these:

- I am ...I can ...

Visualisations also really help us to attain our goals. We use these by creating pictures in our minds of what we will look like when we have achieved our goals or by creating vision boards. You can go to this site to create your own vision board on line.

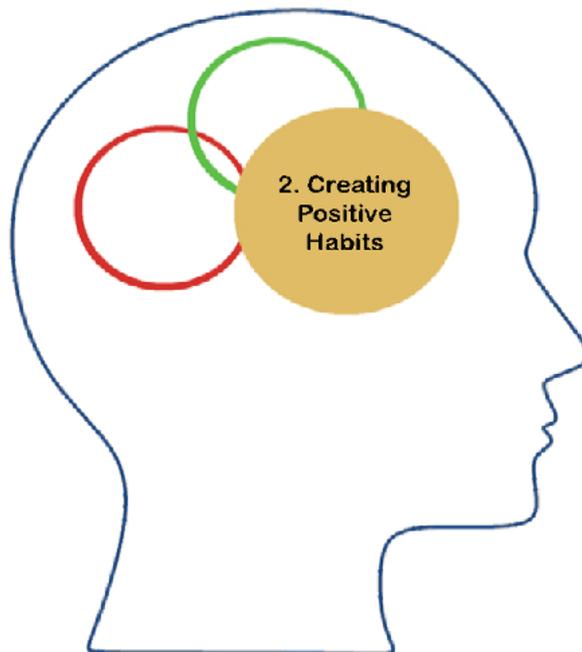
- <https://www.dreamitalive.com/>



Also remember, your goals can change at any time! What is important is to use this process when setting, re-setting, or adjusting your goals to ensure that you stay on True North!

"If you can dream it, you can do it." Walt Disney

Creating Positive Habits



The self-leadership mind map

Achieving your goals is going to require action.

- Ask yourself the question “What do I need to do to get what I want?”
- Now ask yourself, “what do I need to do DAILY” to get what I want?
- Note down one or two things that you are going to do daily from now on to help you to achieve your goals.

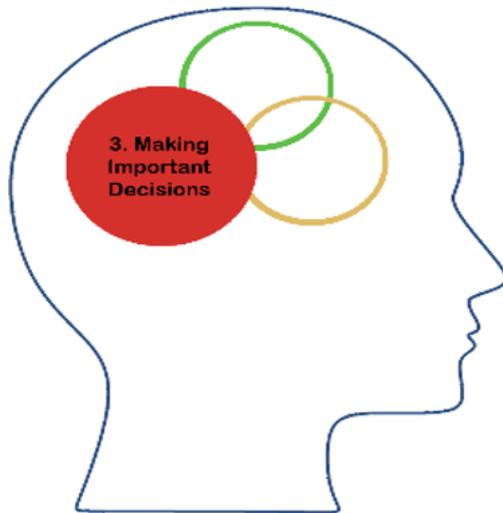
1. _____

2. _____

Remember that habits are a commitment that you have to make consciously daily/weekly/monthly until they become unconscious – and they will!

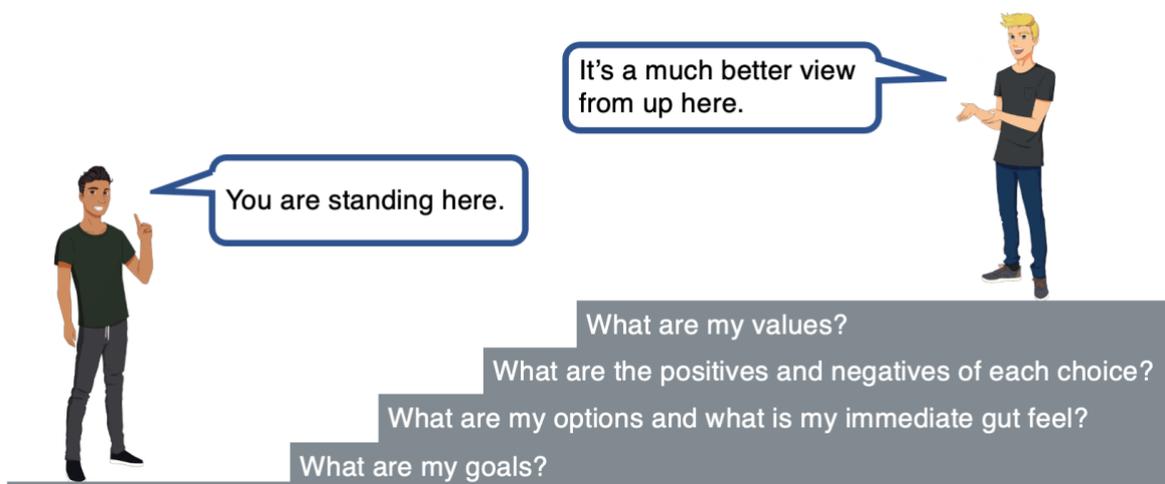
“People do not decide their futures. They decide their habits and their habits decide their futures.” F.M. Alexander

Making Important Decisions



The self-leadership mind map

Use these five decision-making steps to get a better view of your options and influences before making an important decision:



Step 1 – Do your goals have any influence on your decision?

Step 2 – Note down the options you might have and” listen to your gut feel” about each. This is your sub conscious trying to tell you something.

Step 3- Make a list of positive and negative outcomes for each option.

Step 4 – Ask yourself for each option – how does this course of action align to my values (good reason to keep a note of your core values). Are any in conflict with my values?

Step 5 – Make a decision but remember, that there are no RIGHT or WRONG decisions – there are only different paths to follow with different outcomes and different learning.



*Keep this page as a **template** to help you work through future important decisions until you can follow the five-step process out of habit!*

Circle 3: How well do I lead/influence others?

COE communication styles cheat sheet.

When communicating with a Pioneer:

- Stick to the point of the discussion
- Get to the bottom line quickly
- Don't use too much detail, especially if not completely necessary
- Respect their time
- Compliment their achievements
- Give them choices

When communicating with an Inspiration:

- Be friendly and approachable
- Take an interest in what is important to them
- Don't use too much detail in your explanations
- Give them time to chat
- Lead them back to the point when needed
- Agree on an outcome and follow this up in writing
- Compliment their ability to motivate and inspire

When communicating with an Excellence:

- Stick to the facts of the case
- Hear out their reasoning in full
- Ask them what they need to know from you
- Compliment their accuracy and attention to detail
- Don't chat too much about personal things
- Give them proof when needed and where possible

When communicating with an Insight:

- Don't rush them when asking them to make a decision
- Explain the process in full and re-explain when needed when asking them to complete a task or take part in a project
- Provide as much support as possible when facilitating a change
- Ask them for their opinion on important issues and hear them out
- Compliment them on how supportive and valuable they are to the project
- Take time to talk about relationships meaningful to them

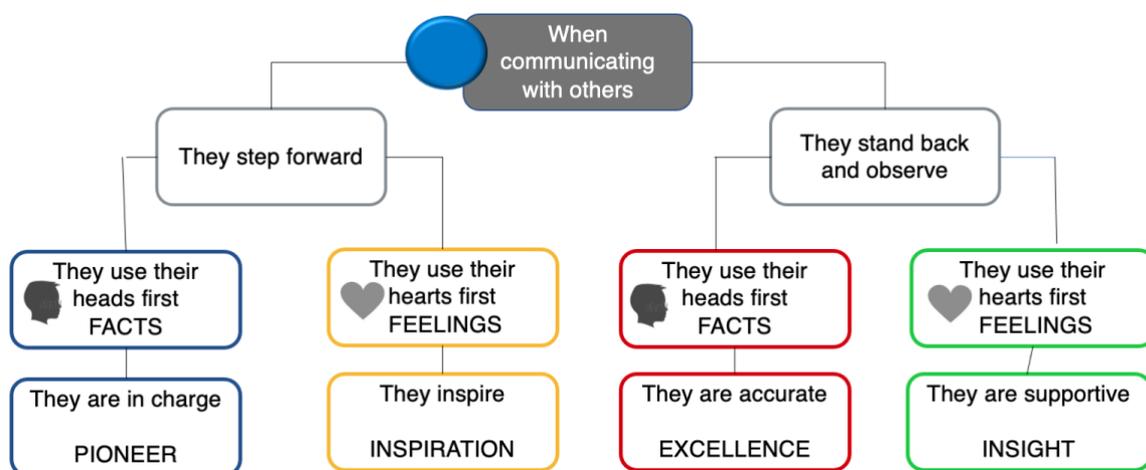
Remember,

- There are no good or bad communication styles, they are just different
- All styles have strengths and weaknesses
- People can also be a blend of styles
- Some people's styles are immediately obvious, others take longer to identify

How to identify styles – the two-question process!

Ask yourself **two questions**; Does this person

- 1) **Step forward** or **stand back**?
- 2) Reason with the **facts** or **feelings**? (head thinker or heart thinker)



Well done for investing in your future by taking the Leadership Literacy for Life Course. Be sure to keep this resource pack and make use of the templates as you progress through your high school career and beyond.