

How ready am I?

Developing the effective habits which will build my HR capabilities*

Name _____

Highly effective people have certain habits that make them very successful in life and business

- They do exactly what they feel is both right and important – AND they do it consciously
- The issue to understand is what drives you to do the things you do and how do you can become fulfilled at it?
- As a HR Professional there is the potential for you to have a great career opportunity but you have to want it

The key is effectiveness.

1. Against each category estimate what your existing experience level is
2. In the *Challenges* box write down what you believe are your biggest personal challenges (desire and willingness, style, behaviour etc...)
3. In *Bridging the Gap* box think through what additional support, training and / or information you need to improve and become a highly competent HR Partner.

Capability Level



* Based on Stephen Covey's book, The seven habits of highly effective people

Becoming proactive

1 - Very low	2 - Low	3 - Medium	4 - Competent	5 - High	6 - Excellent	
						Level
						Overall Level

- You take responsibility for your own behaviour
- You don't blame circumstances, conditions or your own conditioning for your behaviour
- You actively choose your response to any situation and any person
- You must be prepared to respond in a way that you can feel proud of – even if that means some hard work and it makes you feel uncomfortable!
- You know what you stand for and so do others

Personal Challenges (e.g. desire and willingness, style, behaviour etc...)

Bridging the Gap - what additional support, training and / or information you need to improve and become a highly competent HRBP

Begin with the end in mind

1 - Very low	2 - Low	3 - Medium	4 - Competent	5 - High	6 - Excellent	
						Level
■ This is about knowing where <i>your</i> purpose and value is						
■ You have a clear vision of the result or future that you want to achieve						
■ You know exactly what it is you want to accomplish						
■ You live your life and make decisions according to your deeply held beliefs, principles or fundamental truths						
Personal Challenges (e.g. desire and willingness, style, behaviour etc...)						Overall Level

Bridging the Gap - what additional support, training and / or information you need to improve and become a highly competent HRBP

Put first things first

1 - Very low	2 - Low	3 - Medium	4 - Competent	5 - High	6 - Excellent	Level
<p>By taking full control and staying disciplined <i>you</i> can focus on the most important, yet not necessarily the most urgent activities. These will include:</p> <ul style="list-style-type: none"> ■ Building relationships ■ Writing a personal mission statement ■ Making a long-range plan ■ Preparing for that presentation next week etc... <p>Do all these things now that would otherwise be squeezed into the last minute, delayed or even dismissed</p> <p>Personal Challenges (<i>e.g. desire and willingness, style, behaviour etc...</i>)</p>						
						Overall Level

Bridging the Gap - what additional support, training and / or information you need to improve and become a highly competent HRBP

Think win-win

1 - Very low	2 - Low	3 - Medium	4 - Competent	5 - High	6 - Excellent	
						Level
						Overall Level

- You must believe in ‘abundance’ – there is plenty for everyone
- One person’s success does not necessarily require someone else’s failure
- You seek solutions to problems that allow all parties involved (including yourself) to benefit.

Personal Challenges (e.g. desire and willingness, style, behaviour etc...)

Bridging the Gap - what additional support, training and / or information you need to improve and become a highly competent HRBP

Understand first, then try to be understood

1 - Very low	2 - Low	3 - Medium	4 - Competent	5 - High	6 - Excellent	
						Level
						Overall Level

- You can make people around you feel like winners
- You may actually learn something from them in the process now that you are listening
- You listen with the strong intent to fully, deeply understand the other person on both an intellectual analytical and emotional level
- Diagnose before you prescribe

Personal Challenges (e.g. desire and willingness, style, behaviour etc...)

Bridging the Gap - what additional support, training and / or information you need to improve and become a highly competent HRBP

Synergise

1 - Very low	2 - Low	3 - Medium	4 - Competent	5 - High	6 - Excellent	
						Level
						Overall Level

- This is about opening *your* mind to fresh creative ideas.
- You become an ‘agent of innovation’, a trailblazer and a pathfinder
- You are convinced that the whole is greater than the sum of its parts
- You value differences between people and try to build upon those differences
- You come up with a creative way out of a conflict situation

Personal Challenges (e.g. desire and willingness, style, behaviour etc...)

Bridging the Gap - what additional support, training and / or information you need to improve and become a highly competent HRBP

Sharpen the saw

1 - Very low	2 - Low	3 - Medium	4 - Competent	5 - High	6 - Excellent
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- Never allow yourself to rest on your laurels (remember the competency ladder!)
- Continuously try to improve yourself – the world is not going to wait for you to catch up
- You keep innovating and refining
- You have a relentless thirst for learning and exploring

Level
Overall Level

Personal Challenges (*e.g. desire and willingness, style, behaviour etc...*)

Bridging the Gap - what additional support, training and / or information you need to improve and become a highly competent HRBP

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Overall Level (average)