

# ACTIVITY GUIDE

## Organizational Development & Learning

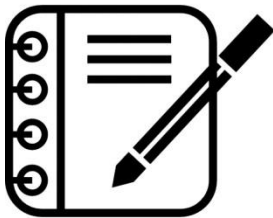
### Personal Impact Assessment

Part of building an effective team starts with ensuring your individual actions have a positive impact on your colleagues and the work of others. This activity gives participants a quick tool to rate themselves and their own professional actions. It gives participants an opportunity to reflect on positive behaviors and the positive impact they have on other team members.



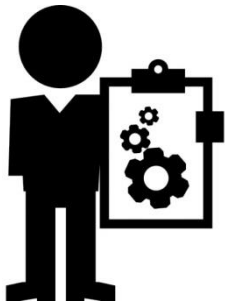
#### TIME

20 Minutes



#### MATERIALS

Please use the activity sheet on page two of this document.



#### DIRECTIONS

Participants will use the following assessment to rate themselves on workplace behaviors. Participants should be honest when evaluating their behaviors and leaders should keep each participant answers confidential. The goal is to generate conversation around some important soft skills and behaviors needed to perform a job.

#### DEBRIEF

While the assessments are confidential, each participant should choose one thing that they feel most proud. Leaders should come up with 2-3 strategies on how to improve each topic in the assessment so that participants can improve those skills and behaviors. Also ask the group if there are additional skills missing from the list. What are they?

If participants want to take it a step further, they are encouraged to journal about their strengths and weaknesses and how they believe they impact the team. This would be a great tool to bring to a future 1:1 with their manager.

For even further extension of the activity, participants can use additional copies of the activity sheet and ask three people they know and trust to complete the form (about the participant)



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### Self-Assessment (circle the word that best describes you as it relates to the skill)

1. I get to work on time and follow project deadlines closely. If I am going to be late, I let my boss know.

[Always • Sometimes • Never]

2. I rarely miss work. If I am going to miss work, I let my boss know ahead of time.

[Always • Sometimes • Never]

3. I have a strong work ethic and work as hard as possible.

[Always • Sometimes • Never]

4. I pay close attention to my work and ensure accuracy.

[Always • Sometimes • Never]

5. I do my work as I am instructed. If I have questions, I ask my supervisor or co-workers for help.

[Always • Sometimes • Never]

6. I am friendly and sociable at work.

[Always • Sometimes • Never]

7. I try to solve problems that come up in an effective and efficient way.

[Always • Sometimes • Never]

8. I align with the organizational mission, vision and values.

[Always • Sometimes • Never]

9. I behave professionally (communication, work attire, etc.)

[Always • Sometimes • Never]

Based on the descriptions above, I am most proud of my ability to: \_\_\_\_\_

\_\_\_\_\_

One area I'd like to improve is: \_\_\_\_\_

\_\_\_\_\_

Some strategies I might use as I work to improve this skill: \_\_\_\_\_

\_\_\_\_\_