

Overview

The guide will assist Coaching Circle leaders in facilitating a discussion to increase self-awareness. Self-Awareness is a core component of Emotional Intelligence (EI), which helps us better understand our clients and ourselves. Without strong EI, many of the coaching or Motivational Interviewing (MI) techniques may fall flat.

Facilitators will work toward the following objectives:

- Discuss Self-Awareness as a core part of working in social services.
- Lead group in reflecting upon who they are as individuals and how that can impact clients.
- Build self-awareness and focus on the mindsets and philosophies that underpin BOTH MI and coaching, rather than focusing on them as separate techniques that must be distinguished between.

Total Time Needed: 1 hour 1 hour

MATERIALS

- Copies of the attached worksheets

CIRCLE OUTLINE:

Activity	Description	Average Time
Warm-up	This should be a fun activity that gets people talking, comfortable and moving. It can be unrelated to the rest of the content. Choose your own or ask another person at your agency who is inclined in this way to run this part of the session. Keep it short and simple. Here is one idea: <ul style="list-style-type: none"> ○ Get in groups of three with people you don’t normally work with. Each person will teach the group something (dance move, word, yoga pose, equation, hack, etc.). 	10 minutes
Introduction	<ul style="list-style-type: none"> • State that part of developing a person-centered approach is understanding yourself, your biases, strengths, and weaknesses. Today is meant to give you space to self-reflect. Most of the session will be done independently, and we will come together at the end. 	5 minutes
Taking Time to Reflect	<ul style="list-style-type: none"> • Hand out worksheet for the activity. Provide the following instructions. <ul style="list-style-type: none"> ○ The first worksheet should be completed independently. It is a self-reflection exercise. • Facilitator should consider putting on instrumental music while the group completes the self-reflection activities 	20 minutes
Discussion	<ul style="list-style-type: none"> • Get in pairs or groups of three and discuss your reflections. This should be a time for further reflecting and not a time of judgement. 	20 minutes
Send-off	<ul style="list-style-type: none"> • Reiterate that the primary purpose of today’s Coaching Circle was to increase their own self-awareness. Having a greater self-awareness does not mean you have to change nor should it be a mechanism for negative self-judgement. It simply provides a powerful way for you to better relate to others because you “notice” yourself and understand how you impact others. 	5 minute

Worksheet: Taking time to Reflect

PURPOSE: Self-awareness is one of the keys to a person-centered approach. This activity focuses on you, so reflect honestly with yourself. You only have to share what you want to from this worksheet

DIRECTIONS: Complete all three sections independently. After, you have the opportunity to discuss what you wish with a small group.

PART ONE: My identity.

1. Consider the identity categories.
2. Within these categories, how do you identify? Are there key parts of your identity that this doesn't capture? If so, write those down too.
3. How does this shape your biases and preferences?

1. Some identity categories to consider:	
• Place	• Ability/Disability
• Political affiliations or beliefs	• Health
• Religion	• Family Roles
• Race/Ethnicity	• Personality/Interests
• Class	• Other
• Gender/Sexuality	

2. How I Identify:

3. My identity shapes my biases and preferences at work in the following ways:

PART TWO: Complete the reflective thinking questions below.

Hot button issues:

- My most frustrating day at work was the result of _____
_____.
- I can’t stand it when people _____.
- People who _____ often don’t care for me.
- I simply do not tolerate _____.
- Most participants struggle because _____.
- People would succeed more if _____.

Achilles heel:

- I have been told that I need to watch out for _____.
- I always get myself in trouble when I _____.
- I’m likely to have a bad day if _____.

Early warning signals:

- I know I’m going down the wrong path when _____.
- Uh oh, _____ is happening again.

Energizers:

- At the end of my life, I want to look back and be able to say that I _____
_____.
- I always have more energy after I _____.
- I am confident in _____.
- I feel so proud and satisfied when _____.
- I love people who _____.
- I love that I _____.
- I know nothing is going to get me down when _____.

De-stressors:

- I can avoid or control the following stressors: _____
_____.
- When I feel stress, it helps when I _____.
- I am always more relaxed/feel better after _____.
- I have accepted that I cannot control _____.

PART THREE: Go back through your answers in parts one and two and look for patterns. Identify **three** key things to put into your “Cheat Sheet” as:

- Watch-outs: Triggers you should notice, things to watch for in yourself
- Energizers: Things that pick you up, give you the energy to get through the day
- De-stressors: Ways to reduce your own stress or manage your own attitude toward a situation

CHEAT SHEET

I need to <u>watch out</u> for:	I get <u>energized</u> by:	I can <u>de-stress</u> by:
• 1.	• 1.	• 1.
• 2.	• 2.	• 2.
• 3.	• 3.	• 3.

PART FOUR: Discussion Questions

Instructions: Get into groups of two or three. Feel free to discuss all of the questions below, or choose a few that are most useful to your group. This is an exercise in self-reflection, so it is more important that you can answer these questions yourself then share them with others. Still, for those who gain more understanding through communication and sharing, discussion can be a valuable part of a self-reflection exercise. It is also a good way to learn more about those you work with.

Questions:

1. Look at your response to Part One. How does your identity affect your level of comfort or your preferences at work?
2. What people or situations energize you? How does that affect the way you work with participants?
3. What people or situations drain you? How does that affect the way you work with participants?
4. What have you accepted about yourself? What are you still working to accept?
5. What are your warning signs that things are going off track? Does it take you a while to notice that this is happening or do you realize it right away?
6. Do you enjoy self-reflection or do you find it uncomfortable?
7. What else did this activity make you think about?