



TriMetrix®HD Role Confidence

Role Confidence:

The ability to develop and maintain an inner strength based on the belief that one will succeed.

Why is this skill important?

Role confidence is a combination of a person's ability to see his or her role clearly, to view it as being positive, practical, and functional, and to see him or herself as valuable in that role.

The first component of Role Confidence—the ability to see your role clearly and view it as positive, practical, and functional—is a combination of facts you know about your job and values that you bring to the position. For example:

- Do you know what the key responsibilities of your position are?
- Do you see how your position is important to the functioning of your company?
- Do you value the type of position it is?
- Do you believe that doing a good job in this position will make a difference?
- Are things you do in your job consistent with your own value system?
- Is it important to you to do a good job? Does it mean something to you?

The second component of Role Confidence is tightly bound to your sense of self-confidence. Role Confidence has everything to do with your ability to see the value that YOU, as a unique individual, bring to the position you are in.

In addition, Role Confidence has to do with your ability to not over-worry about new or difficult situations—you must be confident enough in your personal abilities and your value that you will see potential solutions without getting stressed out or focused on the negative.

People who have good Role Confidence typically will be willing to give their opinions in situations where they do not have a thorough knowledge of all the particulars. But they will most likely not be overly stubborn or insistent about their opinions. This ability—to feel comfortable assessing situations without complete details—comes from confidence that you know the requirements of the position you are in, that you have the experience to apply in the position, and that you can add value to new situations that arise on the job.

In contrast, people who are not Role Confident will probably not be assertive in the majority of professional situations. They may lack security in their opinions about what it is that they are doing, or supposed to be doing, so they become indecisive and unsure of how to proceed.

The great author William Faulkner once wrote, "I have found that the greatest help in meeting any problem with decency and self-respect and whatever courage is demanded is to know where you yourself stand. That is, to have in words what you believe and are acting from."

What are the skills associated with Role Confidence?

Someone who has mastered skills associated with Role Confidence:

- Knows what his or her core values are and how they formed them.
- Has a good understanding of what his or her personal and professional roles are.
- Has a clear vision for investing his or her life in pursuits that reflect core values.
- Believes in his or her ability to add value in personal and professional roles.
- Believes that doing a good job makes a difference.
- Is willing to give opinions based on thoughtful analysis, even if all relevant information isn't available.
- Is secure enough in his or her role to recognize that other people have unique strengths and add value.

How do you develop your own skills and Role Confidence?

- Define your own core values, and keep them at the front of your mind at all times.
- Understand what it takes to be successful at your job, and determine what you can do to be successful while staying within your value system.
- Know your capabilities and strengths, and use them to achieve your goals.
- Think in terms of past successes, not past failures. Evoke the feelings of the past successes before you embark on something new or difficult.
- Make a habit of being self-confident and confident in the role you are in.
- Consciously substitute good feelings of confidence for bad feelings such as frustration.
- Be diligent about continuous learning—stay ahead of the curve in your profession by reading journals, attending conferences, and networking, and keep an open mind to continuous learning in your personal life through good communication, self-improvement, etc.
- Don't think too much before you act. Put your goal foremost in mind and then act.
- Correct your actions as you go along, not before you start!

- Make a habit of speaking louder than usual—don't shout, but try to raise the volume of your voice to project confidence.
- Learn from mistakes you make, but don't over-analyze your mistakes so much that you are dwelling on them.
- If you find yourself unable to stop worrying, make your worries constructive. In other words, if you are worrying about a problem you can take care of, solve it and do so as soon as possible.
- If you can't do anything about a problem you are experiencing, resolve not to think about it anymore, or only to think about it constructively.
- Create affirmations for yourself—"I bring value to my job every day." "I believe in what I do." etc.
- Remember that other people have knowledge and opinions that are valuable and based on their own experiences.
- Recognize that everyone in your organization has a unique role to play, and that everyone has the capability to add value.

Role Confidence

Activities

Activity 1: Personal Impact

Use the following questions as a guide to connect with your core personal values:

1. What is your personal definition of success? If you became very successful, what would life be like?
2. What three principles most frequently guide your decisions and actions?
3. What three qualities are most essential for reaching success (as you define success)?
4. What excites you more than anything else in the world?
5. What is your greatest fear in life?

6. What is your primary consideration in making decisions in the following areas?

- a. Money
- b. Career
- c. Relationships
- d. Time management

7. What percentage of your time is spent in direct and active pursuit of your ideal of success?

8. Rank by numerical order the priority you place on the following areas of life, with (1) being the highest.

Career

Family

Financial security

Recreation

Spiritual growth

9. How would you most like to change your life?

Activity 2: Worry

Think carefully about the things that cause you worry or stress on the job. Write a brief description of the three main things that cause anxiety. Then, spend some time analyzing the situation or thoughts that are worrying you, and think of at least ten things you can do to move constructively to improve the issue.

For example, let's say that your worry is: I'm anxious about the upcoming staff meeting, because I have to give a presentation of the new sales plan.

If you can think of actions to take to help you address the worry, you will make that worry constructive. You could start an outline of your presentation. You could arrange to have a mentor review your draft. You could double-check the facts you are presenting, etc. There are many, many ways to take constructive actions that will lessen the anxiety of difficult or stressful situations.

Your Worry #1: _____

Constructive Actions: _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Your Worry #2: _____

Constructive Actions: _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Your Worry #3: _____

Constructive Actions: _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Activity #3: Self Improvement

Being on a path of continuous learning and self-analysis will help you meet your goal of being Role Confident. What are some things you can do to make yourself more knowledgeable about your job, your profession as a whole, your industry, and your own personal capabilities? Develop a plan for improvement by answering the following questions and taking steps to follow through on your answers.

1. What can you do to make yourself more knowledgeable about what is expected of you in your job? How can you add more value?
2. What can you do to learn more about your profession as a whole? Are there organizations or conferences you should join? What about journals or magazines that focus on your profession?
3. What can you do to learn more about your industry? Are there journals or magazines devoted to your industry? Are there trade shows you could attend? Are there subject matter experts you could interview for information?
4. What can you do to learn more about your personal capabilities? Are there assessment tests you could take? Are there certifications you could pursue? Can you ask mentors and peers for assessments of your behaviors?

Activity 4: Self-Analysis

Depending on your level of self-confidence, there may be a few or a lot of things you KNOW you do well. For this activity, you will need to define at least ten things that you do well on the job. Then, we'll turn these things into affirmations that you can use to help yourself be more Role Confident.

If you really can't think of ten things you do well in your job, ask a trusted peer or mentor for his or her suggestions.

Here's an example:

Let's say that you write that you are good at "making quick, effective decisions." Turn that into an affirmation by saying, "I am good at effective decision-making, which adds value every day."

Now, it's your turn. Remember, keep these items JOB-RELATED.

I'm good at:

1

2

3

4

5

6

7

8

9

10

Now, turn them into your own affirmations. Once you have your affirmation list, keep it somewhere handy to remind yourself of the value you add on the job.

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