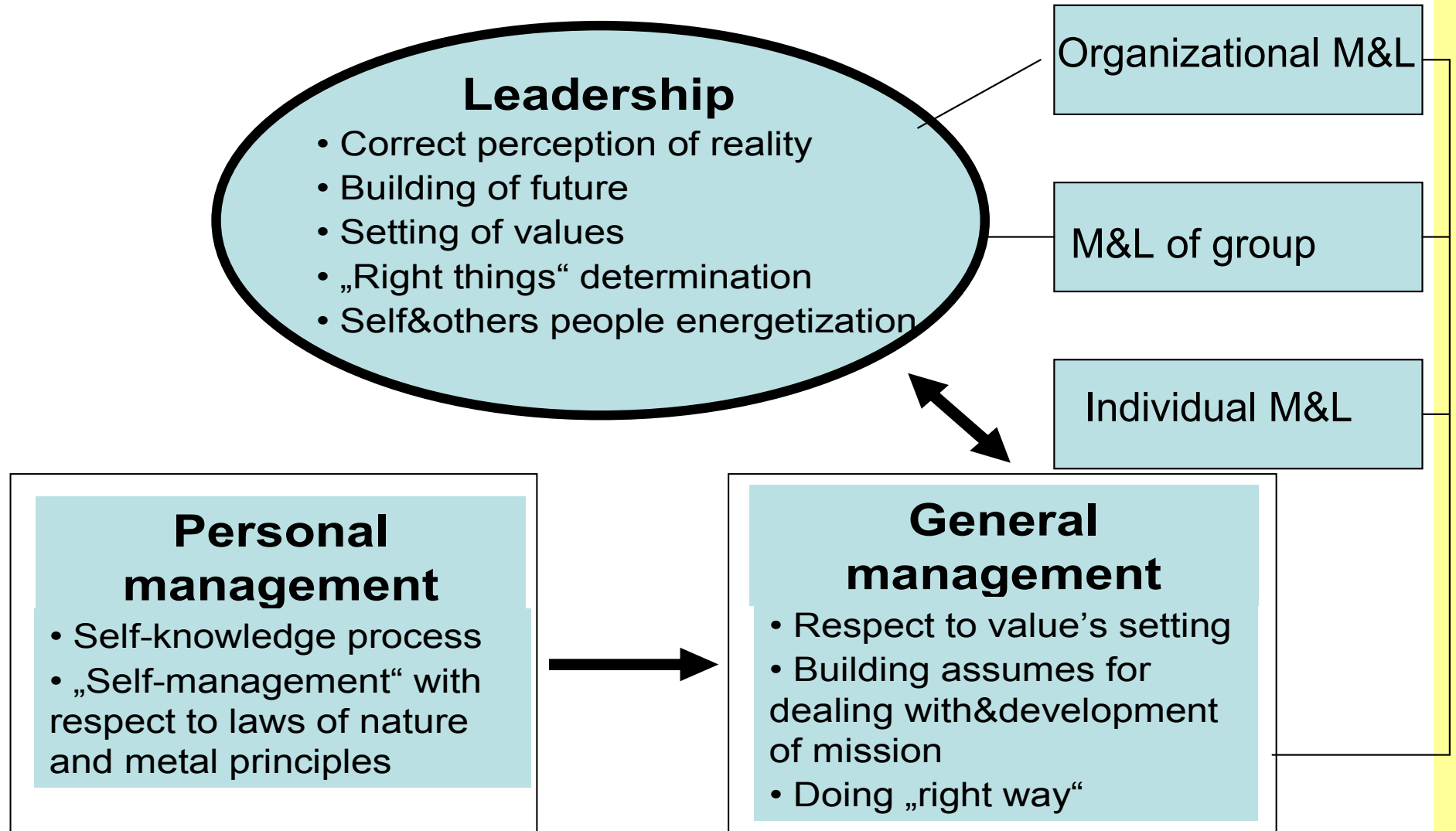


# Personal Management – Traditional Concept

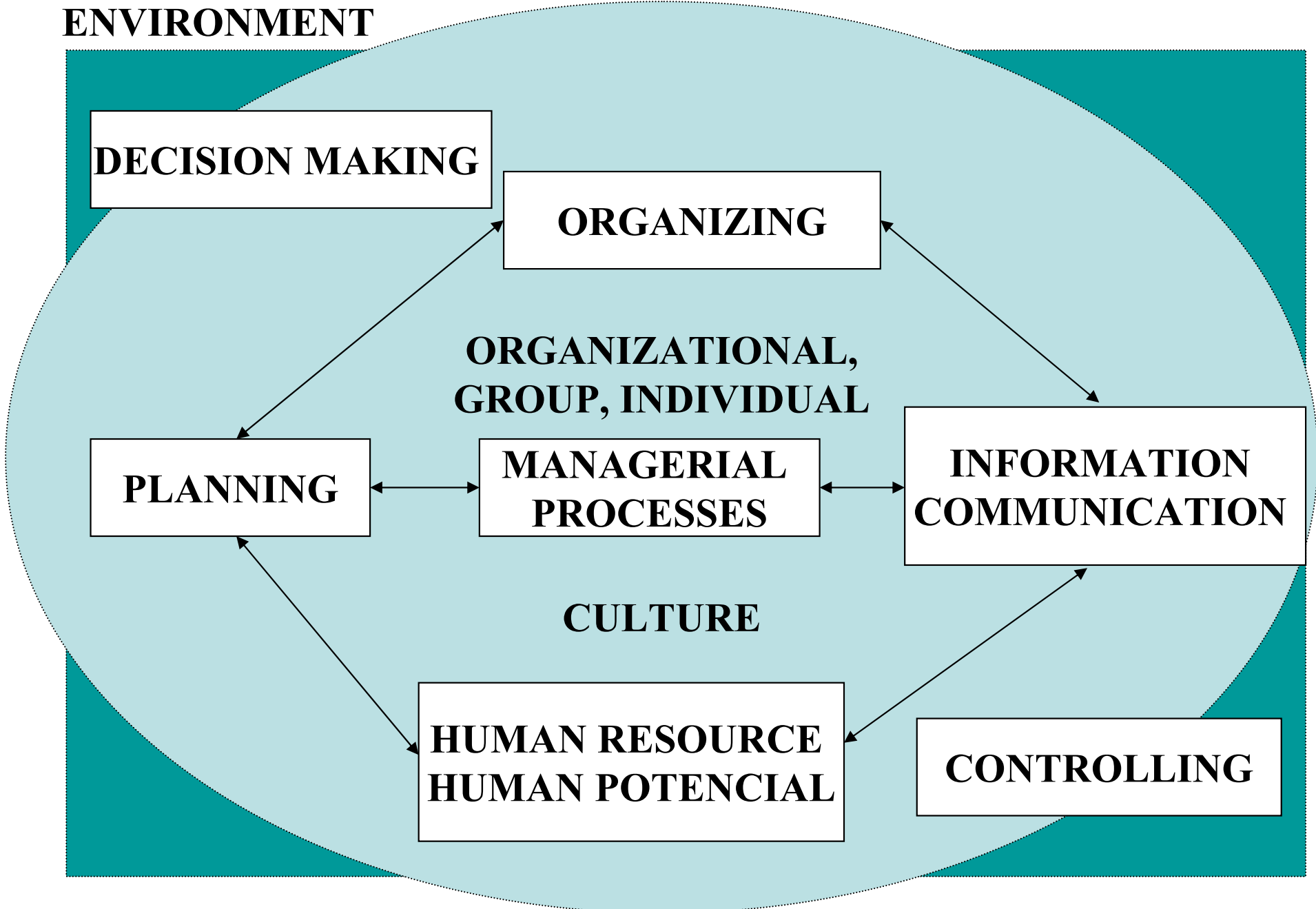
## Outline

1. Management system model – personal and individual management
2. Two concepts to personal management (PM)
3. Faktors influencing on knowledge workers (KW) competence
4. Content of PM according to traditional concept
5. Self-knowledge process – questions, which must be answered
6. Tasks and questions for self-study

## Management system model



**ENVIRONMENT**



## 1. Traditional concept of PM

- Specific focus
- Priority for science & management practice of 21<sup>st</sup> century
- KW's efficiency factors
- Content of PM

## 2. Principal leadership concept of PM

- Universal purpose
- Human being is part of nature (universe)
- Request to respect nature laws and metal principles
- „Personality ethics“ a „character ethics“
- „Maturity continuum“, „private“ a „public“ victory
- Importance of seven habits' acquiring

### 3. Faktors influencing on knowledge workers' (KW) competence

- **Unclear perception of KWs' competence**
- **Quality level of PM**
- **KW's willingness to innovate his/her competence**
- **KW's willingness to educate himself/herself and his/her colleagues as well**
- **Taking into consideration, KWs' efficiency doesn't refer to quantity of work primary but to its quality**

#### 4. Content of PM according to traditional concept

- 1. Carrying out self-knowledge process!!**
- 2. Identify working position your personality matches**
- 3. Obtain knowledge of how to develop yourself in future**
- 4. Obtain knowledge of how and when to change your professional orientation**
- 5. Prepare yourself to handle requirement to remain biologically young and mentally active during whole professional career**

5. Self-knowledge process – questions, which must be answered

## **Question: „Who am I?“**

**Answer isn't simple - way?!**

**Because we often doesn't know answer, results are:**

- *Potential KWs study subject field unsuitable for them*
- *KWs work in functions which don't fit them*

**First step for answer: *To accept that much of “who we are” is determined genetically as well as by up-bringing, especially in early childhood***

**What can help us!: *Profile analyses***

5. Self-knowledge process – questions, which must be answered

## **Profile analysis (1)**

**Key examined personal characteristics:**

- *Dominance*
- *Influence on people*
- *Stability needs*
- *Willingness to adapt*

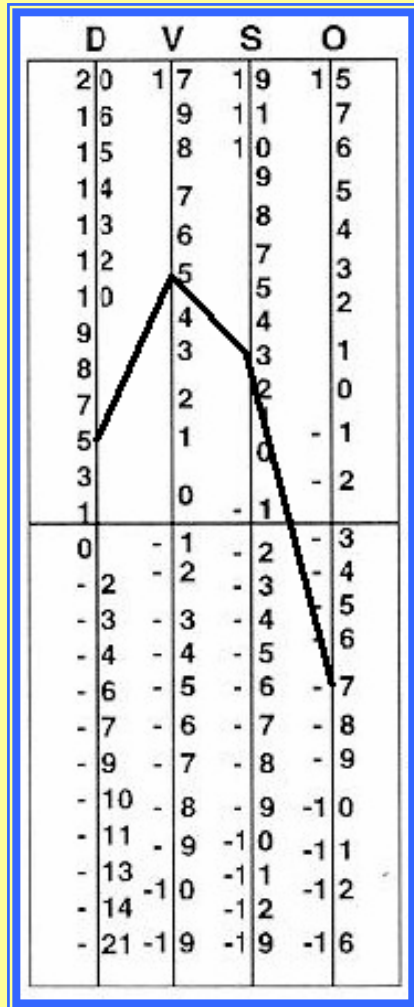
**Comparative analyses of personal and professional profile**

**Higher compatibility of both profiles – important assumption for successful professional competence and personal satisfaction as well**



5. Self-knowledge process – questions, which must be answered

## Profile analysis (2)



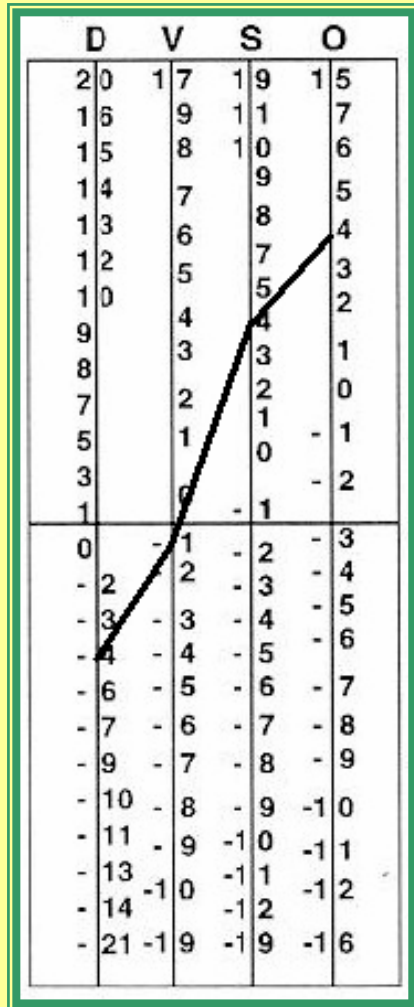
### Personal profile of applicant "B.H."

#### Motives:

- *To be free how to perform*
- *Team working*
- *Free from control and details*
- *Big remuneration*

5. Self-knowledge process – questions, which must be answered

## Profile analysis (3)



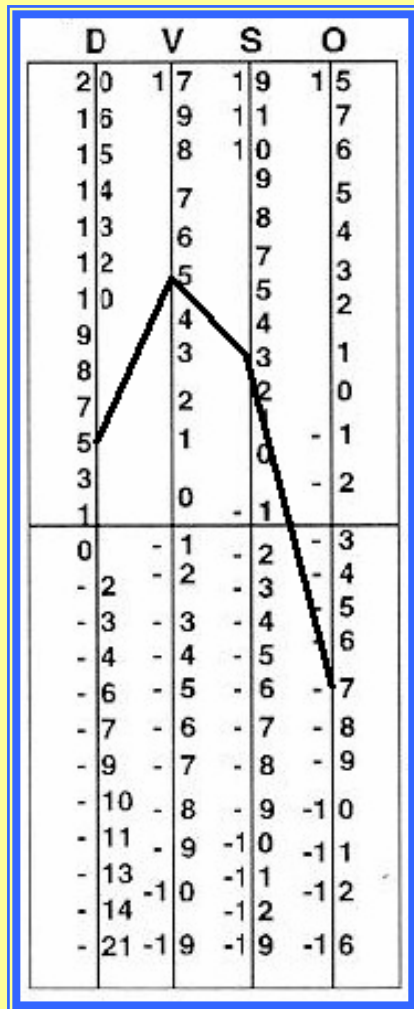
### Personal profile applicant "J.S."

#### Motives:

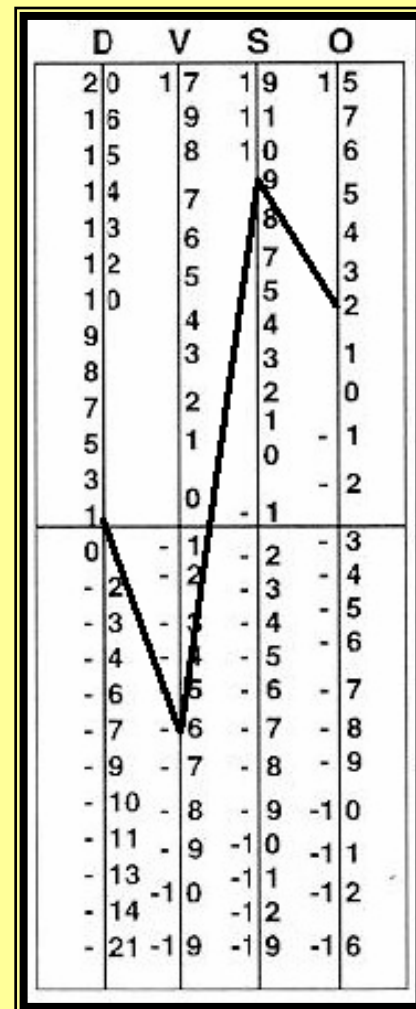
- *Using of professional knowledge*
- *Work at home*
- *Precise setting of job (tasks)*

5. Self-knowledge process – questions, which must be answered

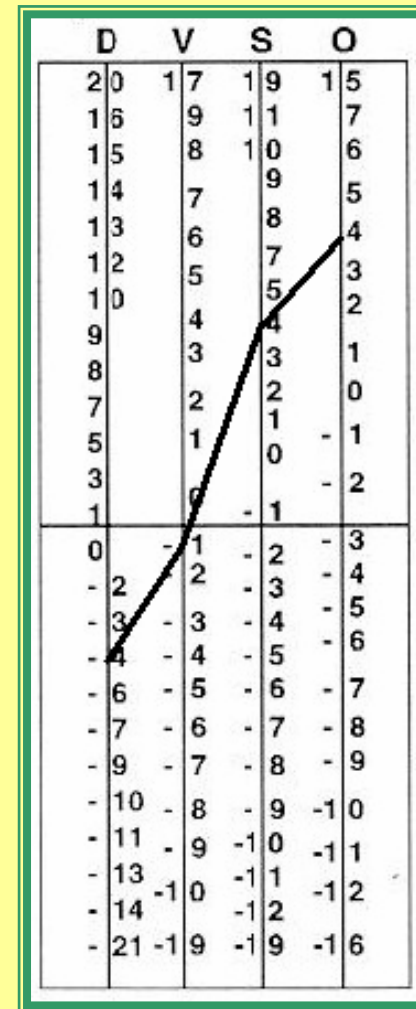
**Profile analysis (4) – Comparison of personal and professional profiles**



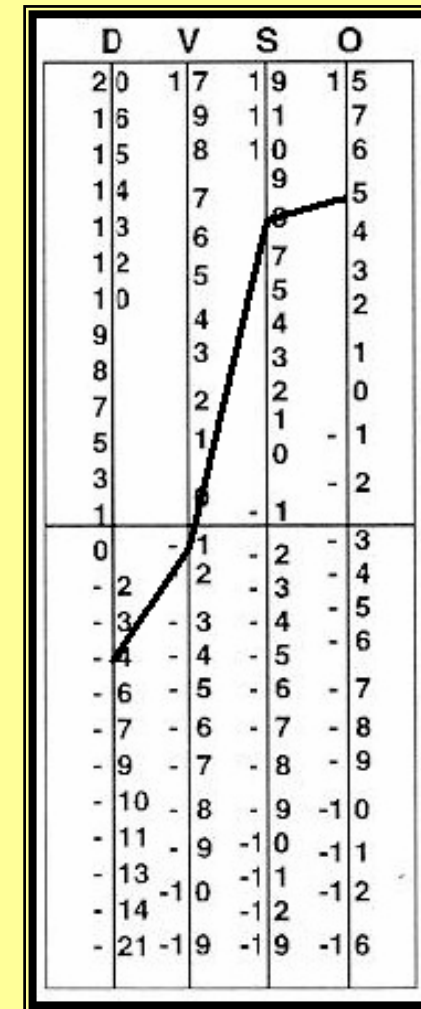
**Profile of B.H.**



**Profile of judge**



**Profile of J.S.**



**Profile of notary**

## **Question: What of my strengths?**

### **Two myths exist:**

- *People know their strengths and weaknesses*
- *Efficiency can be increased due to removing of weaknesses only*

### **Method of feedback analysis:**

- *Inform us in what our strengths are,*
- *Bring out our activities, which causes under-utilisation of our potencial*
- *Show, where we any strengths have*

### **Conclusions for our suitable dealing with:**

- *Concentrate on our strengths and find matching jobs*
- *Dealing with development of our strengths only*
- *Identify intelectual arrogance areas*

5. Self-knowledge process – questions, which must be answered

## **Question: How do I work?**

**Suitable way of KW's work is personal – it depends on particular KW's personality and it's chance to modify it only no change it!**

**KWs have above-standard work's results, if they work in accordance with their potencial!**

**To answer “how I work?” – to find answers on these subquestions:**

- *Am I reader or hearer?*
- *How do I learn?*
- *What are my values?*

## **Question: Where do I belong?**

**In P. Drucker's opinion:**

- *Most people doesn't know what professional career's areas are suitable for them till around 25 years of individual's age!*
- *Later KWs should be able to find which jobs matching their personalities and vice – versa which jobs they shouldn't never take*
- *Final decision making relating to career's orientation don't make after graduation immediately*
- *Successful professional careers aren't planned – It's essential to be prepared to use of opportunities*

**Conclusion:**

*To know “where I belong”, it helps on average competent KWs to have outstanding efficiency!!!*

5. Self-knowledge process – questions, which must be answered

## **Question: What is my contribution?**

Answer this question means to go from knowledge over to activity

Right question should be: *“What should my contribution, as KW, be?”*

To correctly answer, it's necessary to put these subquestions:

- *Comply required activities with my strengths?*
- *Comply required activities with it what I want to do?*
- *Correspond required activities to my motives?*

Being efficient by contributing – reactions to 3 elements (expressed by these questions):

- *What does situation require?*
- *How can I contribute to what must be done, employing my strengths, way I work and my set of values?*
- *How do I deal with to achieve changes practically?*

5. Self-knowledge process – questions, which must be answered

## **Question: Am I able to assume relational responsibility?**

**Most KWs collaborate with other KWs – *Urgency for KWs to assume so-called “relational responsibility”!***

**To assume relational responsibility means:**

- ***To understand people I cooperate with, to learn to make use of their strengths, their working methods, their sets of values!***
- ***Identify “whoever needs from me”, “who is dependent on me” and “who am I dependent on regarding goals and tasks to be achieved”!***
- ***To communicate with my colleagues in such way that suits them!***



## **Questions:**

- 1. Way is it advisable to increase KWs' efficiency and way KWs' efficiency have been lower then it should be?**
- 2. What items does traditional personal management consist of and which of them you consider most important (way)?**
- 3. What is essence of profile analyses and how you can use them?**

## **Tasks:**

- 1. Try to answer all questions regarding self-knowledge process!**
- 2. Carry out SWOT analysis refer to your future professional employability!**