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Training & Development

Gearred2Lead

**Youth Leadership Development Programme
with ASHREF ISMAIL**

Week 1 - Session 2 (4 July 2020)

WEEK 1 - Sat, 4 July 2020



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Module	Session A (Theory: Self-Study)	Session B (Theory: Via Zoom)	Task (Practical Application)
1	Getting Started	*Essential Workplace Readiness Skills	T1: Building a POE
2	Evolution of Leadership	*IQ + EQ + SQ + AQ (What is this?!)	T2: Creating a Profile

The Most Essential Workplace Qualities (Skills and Attributes/Qualities/Values/Traits)



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- 1. Skills - the ability to do something well - expertise, learnt formally or informally.**
 1. Examples: computer literacy, driving a car, organizing skills, communication skills.
- 2. Attributes/Values/Qualities/Traits: principles or standards of behaviour based on one's judgement of what is important in life**
 1. Examples: punctuality, driven, focused, positive, thrifty, ambitious, self-starter, caring

Most Valuable Skills



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- Learnability/Coachable
- Resilience
- Agility/Flexibility
- Collaboration/Team Player
- Written Communication
- Presentation Skills
- Problem Solving/Creativity
- Conflict Management
- Negotiation
- Decision Making
- Planning and Organizing
- Time Management
- Interpersonal
- ?
- ?
- ?
- ?
- ?

Most Valuable Character Traits



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- Punctuality
- Diligent
- Honesty
- Integrity
- Reliable/dependable
- Self- starter
- Go-Getter
- Curious
- Delegate
- Confidence
- Commitment
- Positive
- Inspire
- Empathic
- Accountable/Responsible
- Enthusiastic

Intelligence Quotient



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- Is the measure of one's ability to analyze, use logic, comprehend, read, write, ability to store and retrieve information, in other words a person's reasoning ability.
- Just being intelligent doesn't guarantee success and conversely, being of little intelligence doesn't mean someone will fail.
- To be successful also takes **grit** – passion and perseverance
- Are you a **climber, camper** or **quitter**?

Social Quotient



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- **The ability to successfully build relationships and navigate social environments.**
- **Ways to improve Social Quotient:**
 - Listen with empathy
 - Caring about other's needs
 - Don't interact if you feel you "obligated" to
 - Hang out with people who energize and inspire you
 - Friend keep your mind, body and soul healthy
- **Beware of the Dark Triad:**
 - Being Narcissistic – inflated view of themselves – “others exist to adore me!”
 - The Machiavellian personality: someone who is manipulative and consistently exploits the people
 - The Psychopath personality is someone who is impulsive, remorseless and extremely selfish

Emotional Quotient



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- The measure of one's ability to deal with emotions and feelings.
- There are five components of Emotional quotient:
 - Self awareness
 - Self regulatory
 - Motivation
 - Empathy
 - Social skills
- **The stages of grief**
 - **Shock**
 - Denial
 - **Guilt**
 - Anger
 - Bargaining
 - Depression
 - Acceptance
 - **Recover**

Adversity Quotient



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- Measures a person's ability to deal with adversities in his or her life. Hence it is known as the science of resilience.
- Four dimensions of adversity quotient (CORE):
 - C – Control – ability to influence the situation or control your response to it
 - O – Ownership – extent to which you take responsibility, regardless of the cause
 - R – Reach – extent to which a particular situation reaches other areas of your life
 - E – Endurance – your perception of how long an adverse situation will last

Tips to Improve Adversity Q



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- **Be a detective:** look for clues of which facets of the adversity you can control;
- **Be a lawyer:** prove people wrong when they say: 'There's nothing we can do about it';
- **Be a judge:** base your judgement on facts only;
- **Be a pioneer:** be the first to declare accountability and take appropriate action
- **Be a firefighter:** when adversity strikes, contain the blaze by acting with urgency to prevent it from affecting other areas of your life
- **Be a visionary:** look beyond the adversary and plan into the future
- **Be a catalyst:** take even the smallest constructive action to regain control and limit the reach

THUS...



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• $IQ + EQ + SQ + AQ + ?Q = \text{LEADERSHIP QUOTIENT}$

TASK 1 FOR WEEK 1



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Revisit Module 1 and 2 only of the Leadership and Influence Learner Guide.

Complete the Multiple Choice Questions on the answer sheet provided at the end of Module 2, online: www.rwtraining.co.za

***Submission Deadline:
Tuesday, 7 July 2020***

TASK 2 FOR WEEK 1



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TASK 1	DEADLINE
Commence with Building a Portfolio of Evidence * Obtain a Lever Arch File * Include every highlight/achievement that you have thus far (post matric) Eg: matric certificate, driving licenses, any post matric degrees, diplomas, short course certificates, references, testimonials, awards, trophies, medals, media reports in the sports, cultural or academic fields. * Be creative, use initiative and imagination. * Include photographs * Letters of appointment, promotion, salary increase, project leadership * Organizing of special events * Letters of thanks for fund raising and volunteering * What else can you include?	Saturday, 25 July Submit a video entry Via Whatsapp Max 2 mins long

Task 3 for Week 1



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TOP FIVE CHARACTER TRAITS	MOTIVATION/JUSTIFICATION
<i>EG: Diligent</i>	<i>Completed major projects on time and within acceptable standards</i>
2	
3	
4	
5	
TOP FIVE SKILLS	MOTIVATION/JUSTIFICATION
<i>EG. Conflict Management</i>	<i>I managed to resolve a conflict at the workplace when...(please explain)</i>
1	
2	
3	
4 + 5	

END OF WEEK 1



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- Any queries: Ash@rwtraining.co.za
- Whatapp: 061 447 8506
- Can we form a Whatsapp Group?