Welcome
to
AP HRDI
Personality Development and Team Building
GLOBAL SCENARIO

- Socio-economic conditions have changed.
- World has become a small village due to Liberalisation and Globalisation.
- Needs have changed. Outlook has changed.
- Technology, Communications, Business, Commerce and Science have taken a giant leap opening avenues and opportunities to every one for global employment.
- Technology has also opened avenues for upgraded crimes from conventional crimes.
- Platforms have changed and now they are global.
- Knowledge, Expression, Application and Skills are the necessities for a contemporary life.
Understand

• Where You were Yesterday
• Where You are Today
• Where You wish to Reach
• GAP
India

➢ The World's first University was established in Takshasila in 700 BC. Students from all over the World studied more than 60 subjects.

➢ When many cultures were only nomadic forest dwellers over 5000 years ago, Indians established Harappan culture in the Sindhu Valley Civilization.

➢ Maharshi Sushruta is the father of surgery. 2600 years ago he and health scientists of his time conducted complicated surgeries like caesareans, cataract, artificial limbs, fractures, urinary stones and even plastic surgery.

➢ Surya Siddhantha compiled in 3000 BC Showed the Earth's diameter to be 7,840 miles, compared to modern measurements of 7,926.7 miles. Showed the distance between the Earth and the Moon as 253,000 miles, Compared to modern measurements of 252,710 miles.
India

- India invented the Number System. Zero was invented by Aryabhatura. The place value system, the decimal system was developed in India in 100 BC.

- Aryabhatura was the first to explain spherical shape, size, diameter, rotation and correct speed of Earth in 499 AD.

- Aryabhatura also propounded the Heliocentric theory of gravitation, thus predating Copernicus by almost one thousand years.

- In Siddhanta Siromani (Bhuvinakosam 6) Bhaskaracharya II described about gravity of earth about 400 years before Sir Isaac Newton. He also had some clear notions on differential calculus, and the Theory of Continued Fraction.
Indians discovered Arithmetic and Geometric progression. Arithmetic progression is explained in Yajurveda.

Govindaswami discovered Newton Gauss Interpolation formula about 1800 years before Newton.

Positive and Negative numbers and their calculations were explained first by Brahmagupta in his book Brahmasputa Siddhanta.

- The value of "pi" was first calculated by Boudhayana, and he explained the concept of what is known as the Pythagorean Theorem. He discovered this in the 6th century long before the European mathematicians. This was ‘validated’ by British scholars in 1999.

- Algebra, trigonometry and calculus came from India. Quadratic equations were propounded by Sridharacharya in the 11th century.

- The largest numbers the Greeks and the Romans used were 106 whereas Indians used numbers as big as $10^{53}$ with specific names as early as 5000 BC during the Vedic period. Even today, the largest used number is Tera: $10^{12}$. 

02 July, 2020

S Koteswara Rao
India

Long before Lorenz von Stein, a 1855 German professor from Vienna, is considered the founder of the science of Public Administration, Sage Valmiki gave us very efficient Public Administrative system.

- Long before Peter Drucker came into existence, Kautilya gifted us with a great Management Science.

The Encyclopaedia Britannica

“If there is a country on earth which can justly claim the honour of having been the cradle of the Human Race that country is assuredly India.”
How is it Today?

- Centuries of our Political Slavery has also reduced us as Intellectual Slaves and even Emotional Slaves.
- Urbanization has led to division of the joint family system leading to nuclear families.
- Thus, transfer of culture, age-old traditions, and the stability of the family have come under great strain.
- Our Noble Values … We have given up for cheaper pleasures. Value crisis is a global phenomenon of our times.
- Ideals are lost, happiness is scant, Relations are breaking.
- Education Scene today is intensely competitive exerting more stress and pressure on every young man and woman.
- Young Men and Women are turning Wrecks and Collapsing against this stiff competition and some are shaping up as anti socials and criminals too.
What is required?
We require young men and women of our country to rise above the narrow corridors of caste, colour, creed and religion.

Transform themselves into Personalities of Excellence through practicing the eternal Values of Life

Exhibit excellence in every walk of the life they choose
HUMAN EXCELLENCE

Need of the hour is to transform the Human Resource we have in our country into a Dynamic Power of Human Excellence
How can we achieve Human Excellence ??
Re –Engineering our Personality
PERSONALITY

Constant Integrated Application of ABC

Attitude, Behaviour & Character
THE ICEBERG

HOW MUCH DO YOU SEE OF AN ICEBERG?
THE ICEBERG

ONLY 10% OF ANY ICEBERG IS VISIBLE. THE REMAINING 90% IS BELOW SEA LEVEL.
THE ICEBERG

KNOWN TO OTHERS

BEHAVIOR

UNLENOWN TO OTHERS

IMPACT

VALUES - STANDARDS - JUDGMENTS

ATTITUDE

MOTIVES - ETHICS - BELIEFS
Power of Attitude

"Just like a great building stands on a strong foundation, so does success. And the foundation of success is attitude."

SUCCESS COMPONENTS

- **Attitude (85%)**
- **Knowledge (15%)**

A study by Harvard University found that when a person gets a job, 85% of the time it is because of their attitude, and only 15% of the time because of how smart they are and how many facts and figures they know.

"The greatest discovery of my generation is that human beings can alter their lives by altering their attitude."

- William James of Harvard University
BEHAVIOUR

• Manassekam Vachassekam Karmanyekam Mahaatmanam

Manas Anyath Vachas Anyath Karman Anyath Duraathmanam

• Role Modeling, ideals, acceptable, un-hurting, soft, gentle, assertive, Lovable
CHARACTER

• End of Education is Character: Seelena Sobhathey Vidya.

• Being truthful, Compassionate, Pious, Righteous, Peace Loving, Non-violent, Love, Living with Values.
Five Attributes of Personality

Physical
Intellectual
Emotional
Psychological
Spiritual
Application of Self for Excellence

IQ → EQ → CQ → SQ → VQ
DEVELOPMENT OF PERSONALITY:
the 5 Essentials
Knowledge...
Skill...
Training...
Values...
Application...
KNOWLEDGE IS POWER

- Learning gives Creativity
- Creativity leads to Thinking
- Thinking Provides Knowledge
- Knowledge makes you Great
Knowledge of Self

Purpose of Life
Aims & Objectives
Skills & Abilities
Stress & Pressures
Threshold
Society
Nation

• Self
• Attitude
• Behaviour
• Character
• Strengths
• Weaknesses
• Values
Who are you?
What you think you are.....
What others think you are....
What you really are...
SKILLS

• Knowledge Skills
• Presentation Skills
• Communication Skills
• Leadership Skills
TRAINING

- Develop the Qualities of a Winner
- Overcome Shyness - Gain Confidence
- Be Self Motivated
- Reduce Negativity - Develop Positive Attitude
- Develop Communication Skills
- Resolve Conflicts and Build Trust in Relationships
- Manage your Time effectively
- Overcome the habit of Postponing
- Set Priorities in life - Plan your Life and Career
- Take Effective Decisions
- Develop a strong Self Image, Self Worth and Self Esteem
- Be Assertive and Manage Anger and Frustrations
- Minimize Stress and Tensions
- Develop a Balanced Personality
<table>
<thead>
<tr>
<th>VALUE</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truth</td>
<td>Sathya Harischandra</td>
</tr>
<tr>
<td>Righteousness</td>
<td>Rama</td>
</tr>
<tr>
<td>Peace</td>
<td>Martin Luther King</td>
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<tr>
<td>Love</td>
<td>Jesus</td>
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<td>Non-Violence</td>
<td>Mahathma</td>
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<tr>
<td>Compassion</td>
<td>Mother Theresa</td>
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<tr>
<td>Kindness</td>
<td>Florence Nightingale</td>
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<tr>
<td>Courage</td>
<td>Jhansi Lakshmi Bai</td>
</tr>
</tbody>
</table>
Application
Personality of Excellence

Unify

Thought – Word - Deed
2 Sacred Principles

- Sathyam Vada
- Dharmam Chara
3 C’s

• Constancy
• Consistency
• Continuity
4 ideals
And the 5th Ideal
Mithra Devo Bhava

02 July, 2020
S Koteswara Rao
5 D's

- Duty
- Devotion
- Discrimination
- Determination
- Discipline
6 Noble Qualities

‘Utsaham, Saahasam, Dhairyam, Buddhi, Shakti, Parakrama Shadete yatra tishtanti tatra Devopi tishtati.’

- Enthusiasm, adventurous spirit, courage, intelligence, energy and boldness wherever these qualities are prevalent, God is sure to be present there.
Be Loved by All
Team Spirit
Team Defined

- “A small number of people with complementary skills who are committed to a common purpose, performance goals, and approach for which they hold themselves mutually accountable”

- Katzenbach and Smith, 1994
Why Teams?

- Completing a Challenge project is time consuming and intellectually challenging. When several people use their skills and knowledge together, the result should be a better project.

- People working together can sustain the enthusiasm and lend support needed to complete the project.
TEAM

• T : Together
• E : Every One
• A : Achieves
• M : More
Characteristics of Team

- Shared leadership roles.
- Individual and mutual accountability.
- Specific team purpose that the team delivers.
- Collective work products.
- Encourages open-ended discussions, active problem solving meetings.
- Measures its effectiveness direct by collective work products.
- Discusses, decides, & does real work together.
Characteristics of Team Members

- Understands and is committed to group goals.
- Is friendly, concerned and interested in others.
- Acknowledges and confronts conflict openly.
- Listens to others with understanding.
- Includes others in the decision making process.
- Recognizes and respects individual differences.
Team Development

An Effective Team

• Has a clear understanding of its goals: overall and immediate.
• Is flexible in selecting its procedure as it works toward its goals.
• Has achieved a high degree of communication and understanding among its members. Communication of personal feelings and attitudes as well as ideas occurs in direct and open fashion because it is considered important to the work of the group.
• Is able to initiate and carry out an effective decision-making, carefully considering minority viewpoints and securing the commitment of all members to important decisions.
Team Development

An Effective Team

- Achieves an appropriate balance between group productivity and the satisfaction of individual needs.
- Provides for sharing of leadership responsibilities.
- Has a high degree of cohesiveness (attractiveness to its members).
- Makes intelligent use of the differing abilities if its members.
- Can be objective about reviewing its own processes. Can face problems and adjust to needed modification.
- Maintains a balance between emotional and rational behavior, channeling emotionally into productive group effort.
Achieving a Cooperative Team Structure

- Members must interact, give and receive help from one another, and share ideas, information, and resources to help accomplish the group's goals.
- The group goal of getting the task done at the highest level possible must be accepted by everyone.
- Because the possibility exists of different group members doing different sub-tasks, groups may divide the labor in various ways to accomplish their goals.
- Rewards, if any, must be based upon the quality and quantity of group performance, not individual performance.
How do Teams Work Best?

Teams succeed when members have:

- commitment to common objectives;
- defined roles and responsibilities;
- effective decision systems, communication and work procedures; and,
- good personal relationships.
Team Roles - Leader

- Encourages and maintains open communication
- Leads by setting a good example
- Motivates and inspires team members
- Helps the team focus on the task
- Facilitates problem solving and collaboration
- Maintains healthy group dynamics
- Encourages creativity and risk-taking
- Recognizes and celebrates team member contributions
LEADER

L: Loving
E: Encouraging
A: Achieving
D: Devoted
E: Educating
R: Rejuvenating
Inter Personal Relations for Team Building

- One should develop certain qualities and skills to strengthen the inter personal relations for an achieving team building.
- Qualities and Skills like Enthusiasm, Courage, Confidence, Integrity, Sincerity, Knowledge, Task Clarity, Vision, Ability to Plan – Organise – Delegate – Direct – Achieve,
- Efficiency and Inter personal Values are some of the basic and fundamental qualities and skills, a leader should develop and improve constantly
Stages in Team Building

- Forming
- Storming
- Norming
- Performing
Stage 1: FORMING

• Team Building
  – Define team
  – Determine individual roles
  – Develop trust and communication
  – Develop norms

• Task
  – Define problem and strategy
  – Identify information needed
Stage 2: STORMING

During the Storming stage team members:

- realize that the task is more difficult than they imagined;
- have fluctuations in attitude about chances of success;
- may be resistant to the task;
- have poor collaboration.
Storming Diagnosis

- Do we have common goals and objectives?
- Do we agree on roles and responsibilities?
- Do our task, communication, and decision systems work?
- Do we have adequate interpersonal skills?
Negotiating Conflict

- Separate problem issues from people issues.
- Be soft on people, hard on problem.
- Look for underlying needs, goals of each party rather than specific solutions.
Conflict Resolution

- Disagreement is a euphemism for conflict.
- Teams and Members have to learn the requisite conflict-resolution skills.
- Disagreements are to be encouraged and accepted as a natural consequence of a dynamic, active organization.
- Effective teams create a climate in which people feel free to express their opinions even when those opinions are at odds with those of other team members.
ASPECTS OF CONFLICT

DESTRUCTIVE

• Diverts energy from more important activities and issue.
• Destroys the morale of people or reinforces poor self-concepts.
• Polarizes differences in values.
• Deepens differences in values.
• Produces irresponsible and regrettable behavior such as name calling and fighting.

CONSTRUCTIVE

• Opens up issues of importance resulting in their clarification.
• Results in the solution of the problems.
• Increases the involvement of individuals and internal cohesiveness.
• Causes authentic communication to occur.
• Serves as a release for pent up emotion, anxiety and stress.
• Helps build cohesiveness among people sharing the conflict, celebrating in its settlement, and learning about each other.
Addressing the Problem

- State your views in clear non-judgmental language.
- Clarify the core issues.
- Listen carefully to each person’s point of view.
- Check understanding by restating the core issues.
Stage 3: Norming

• During this stage members accept:
  – their team;
  – team rules and procedures;
  – their roles in the team; and,
  – the individuality of fellow members.

• Team members realize that they are not going to crash-and-burn

• and they start helping each other.
Behaviors

• Competitive relationships become more cooperative.
• There is a willingness to confront issues and solve problems.
• Teams develop the ability to express criticism constructively.
• There is a sense of team spirit.
Giving Constructive Feedback

- Be descriptive.
- Don't use labels.
- Don't exaggerate.
- Don't be judgmental.
- Speak for yourself.
Receiving Feedback

- Listen carefully.
- Ask questions for clarity.
- Acknowledge the feedback.
- Acknowledge the valid points.
- Take time to sort out what you heard.
Stage 4: PERFORMING

Team members have:

– gained insight into personal and team processes;

– a better understanding of each other’s strengths and weaknesses;

– gained the ability to prevent or work through group conflict and resolve differences; and,

– developed a close attachment to the team.
Recipe for Successful Team

• Commitment to shared goals and objectives
• Clearly define roles and responsibilities
  – Use best skills of each
  – Allows each to develop in all areas
Recipe for Successful Team

- Effective systems and processes
  - Clear communication
  - Beneficial team behaviors; well-defined decision procedures and ground rules
  - Balanced participation
  - Awareness of the group process
  - Good personal relationships
Team Management

- Selection
  - Analysing Team Roles
  - Forming the Team
  - Establishing Team Goals
  - Matching Team to Task

- Assessment
  - Project OR Goal Check

- Bonding
  - Establishing Team Trust

- Optimising Performance
- Maximising Performance
- Team Dynamics
- Four Stages of Team Development
- Managing Tacts
- Resolving Conflicts

- Development
  - Balancing Skills within the Team
  - Ways to formulate Goals
  - Maximising Team Performance
  - Improving Team Efficiency
The Results of Team Work
Every Team Member Can Help!
Every Team member has times, When they need Support
Team Work
Team Work
Everyone Has to Hang in There!

http://karaul.ru
Together you Win

Coming together is a **beginning**, staying together is **progress**, and working together is **success**.

- Henry Ford
All the Best