



True Colours – Self-development Materials

Overview

True Colours is a library of self-development materials that enable you to provide your people with a personal development guide that allows them to take responsibility for their own development. You select the modules from the flexible True Colours library that you want to include in the self-development journey that your staff follow to identify, plan and meet their development priorities.



About True Colours

True Colours helps you to give individuals the responsibility for their own development by guiding them through three critical phases in the self-development cycle:

1. **Reflection:** Individuals must take a look at themselves from a number of different angles and identify their development priorities - using the True Colours reflection modules
2. **Planning:** For self-development to work, individuals require practical and realistic development plans - using the True Colours planning modules
3. **Implementation:** These modules include hints & tips, learning materials and references to further resources to drive and implement their self-development

The True Colours modules that you select are provided to you within the True Colours folder, or alternatively we can work with you to tailor the materials to reflect your specific needs, corporate identity and learning & development strategy.

True Colours Modules

Reflection

Self-perceptions of personality

This module encourages individuals to clarify their self-perceptions of their personality. Individuals complete a personality questionnaire and receive feedback, or simply indicate their self-perceptions against the scales.

Learning styles and learning methods: the Self-Development Reflector

This module explores the individual's orientation to self-development, their learning styles, their preferred learning methods, and the competencies that are priorities for development.

Business aims

Individuals review the business aims associated with their own areas of work and consider the implications these have for their own personal development.

My career choices

Individuals consider options for progressing their career within the organisation, identifying the challenges and rewards each potential career path may offer.



My rewards and motivations

Individuals consider the potential rewards and motivators of the self-development process and prioritise those that are more relevant for them. They then consider how the goals that are set can help to achieve these rewards.

My work-life balance

Individuals identify the aspects of their job that are most motivating and consider activities that they can undertake outside work that will reward them in other ways.

Role analysis

Individuals analyse their roles in terms of the responsibilities, outputs and deliverables, as well as any changes that are likely to take place. They then consider which aspects of the role they would like to develop.

Self-managed feedback from others

Individuals identify a person whose perceptions they value and get structured feedback from them, using the same competencies or personality scales they completed in the self-perceptions modules.

The future of my organisation

Individuals relate their understanding of the future of their organisation to their personal longer-term plans.

Organisational values

Individuals clarify their perceptions of the culture and values of their organisation and relate these to their own values.

Planning

Force-field analysis

This module enables individuals to identify potential barriers to their self-development and ways in which to overcome them.

The Personal Development Planner

This is a comprehensive guide to development planning. Its structured format ensures that consideration is given to every perspective before drawing up Development Action Plans that are practical and realistic.

Implementation

Hints and Tips

Guidance on what high performance looks like in a particular competency area. Modules also include practical ideas about developing each area and where to find support for self-development.

- **Interpersonal style**

Interpersonal skills, Oral communication, Negotiation skills, Customer service, Impact and influence.

- **Thinking style**

Problem-solving and decision making, Numerical reasoning, Financial understanding/awareness, Creativity/innovation, Strategic thinking, Operational planning, Implementation and monitoring, Written communication.



- Emotional style**
 Assertiveness/self-confidence, Stress management, Time management.

Motivation
 Leadership, Coaching/mentoring, Motivating others, Delegation.

Culture fit
 Team working, Managing change, Organisation awareness, Commercial awareness.

Self-development

These more in-depth modules focus on one particular competency area and give a more detailed introduction to the subject.

- Stress management**
 This module helps individuals to understand the impact that stress may be having on their lives and to consider ways in which they may address it. Different approaches to dealing with stress are introduced, together with tools and techniques for making changes.

Impact and influence
 This module looks at the factors involved in influencing others and provides a framework for developing individuals' own influencing styles.

Inspirational leadership
 This module focuses on an introduction to managing others and considers managers' own behaviours and styles of working, the needs of their team members and communication between the two. Issues such as motivating others, leadership style and giving feedback are covered.

Presentation skills
 This module provides practical tips on how to give a presentation with impact. It covers the whole range of skills, including planning and preparation, delivery and evaluation.

Conflict management
 This module helps individuals to consider the key factors which lead to conflict. It also provides guidance on how to defuse conflict, helping people to work together towards a more positive outcome.

Assertiveness and self-esteem
 This module focuses on how to take an assertive approach to difficult situations, including: saying no, asking for things and putting across individual points of view. The module explores perceptions of these situations, together with work on behaviours that demonstrate a more assertive approach.

Financial management
 This module looks at several key aspects of financial management and some useful financial indicators: measuring profit, fixed and current assets, the balance sheet, working capital and cash flow.

Vision and creative problem solving
 This module helps individuals to focus on corporate and personal visions. It also helps individuals to unlock their own personal creativity in order to solve key problems they may be faced with in their roles.

Performance appraisal
 This module focuses on the critical stages in conducting an effective appraisal. The module covers practical tips on planning and implementing an appraisal meeting, including the interpersonal skills that are required.

Business planning
 This module guides individuals through the key steps in strategic and operational planning. Included is material on business planning models, strategic thinking and performance indicators.

Managing customer service
 This module provides a framework for assessing the customer service provided by an individual's own part of the organisation. The module follows the necessary steps for conducting a review and



then taking positive action to address key development areas.

Coaching others

This module provides support for individuals who are taking on a coaching role for the first time. It focuses on the key skills required to be a good coach and provides a framework to get the coaching relationship started.

Prices

The total price per unit depends on the modules selected.

Presented below are price indications based on low quantities and do not allow for tailoring materials for specific needs.

Price discounts may be negotiated for higher volume users. In these circumstances, pricing depends on the modules selected and the extent of tailoring required. Please contact us for further details

True Colours folder	£5.00*
Reflection Modules	
Individual modules	£5.00*
Self-development Reflector	£30.00*
Planning Modules	
Force-field analysis	£5.00*
Personal Development Planner	£20.00*
Implementation Modules	
Hints and tips modules	£2.00*
Self-development modules	£15.00*

* Subject to VAT at current rate. Postage and packaging are charged at cost.

Contact Us

For further information or to place an order please contact Criterion Partnership on 01273 691199 or at letterbox@critterionpartnership.co.uk.