


## Enhancement of Personality "A Practical Approach"

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## What does Personality mean?


- We use the term personality frequently but what does it actually mean?
  - He has a wonderful personality.
  - He has no personality.
  - He has personality plus.
  - We seem to have a personality conflict.
  - It's just his personality.
  - He's a real personality.



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## The Question

- What is Personality????
- How can personality be described?
- How does personality develop?



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## Definitions of Personality

- The word personality itself stems from the Latin word *persona*, which referred to a theatrical mask worn by performers in order to either project different roles or disguise their identities.

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## Definitions of Personality

- It is an integrated organization of Physical, emotional, intellectual, social, psychological and spiritual characteristics of an individual
- A relatively stable set of characteristics that influences an individual's behavior

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## Definitions of Personality

- Personality refers to individuals' characteristic patterns of thought, emotion, and behavior, together with the psychological mechanisms - hidden or not -- behind those patterns.
  - This definition means that among their colleagues in other subfields of psychology, those psychologists who study personality have a unique mandate: to explain whole persons.

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### Definitions of Personality

- No single definition is acceptable to all personality theorists
- We can say that personality is a pattern of relatively permanent traits and unique characteristics that give both consistency and individuality to a person's behavior

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### What is Personality?

- It is the **totality of the person** and not merely external looks, but character, behavioral traits and attitude towards life.
- A person is identified by his personality – public image.

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### What is Personality?

- Personality can be considered as *consistency in a person's way of being* — that is,
  - Long-term consistency in their particular ways of
    - Perceiving,
    - Thinking,
    - Acting and reacting as a person.
    - Organised patterns of thought and feeling and behaviour.

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### Same But Different

- Personality is about our different ways of being human.
  - How we are all variations on the same themes.
- How the human nature we all share manifests in different styles of thinking, feeling and acting.

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### Same But Different

- In some ways we are all the same.
  - We all have human bodies and human minds
  - We all have the same human nature
  - We share a common humanity
  - We all have human thoughts and human feelings
- Yet in other ways we are all completely different and unique.
  - No two people are truly alike
  - No two people can ever have the same experience of life
    - The same perspective, the same mind

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### Same But Different

- Even identical twins are unique in this respect:
  - Twin number 1 will always be twin number 1 and will never know:
    - What it is actually like to be twin number 2
    - To experience life and see the world through number 2's eyes.
- Somewhere between these two - **Our common humanity** and **Our unique individuality** lies personality.

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## Personality Traits

- Personality traits are defined as the relatively enduring patterns of thoughts, feelings, and behaviors that distinguish individuals from one another

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## The Big Five Personality Traits

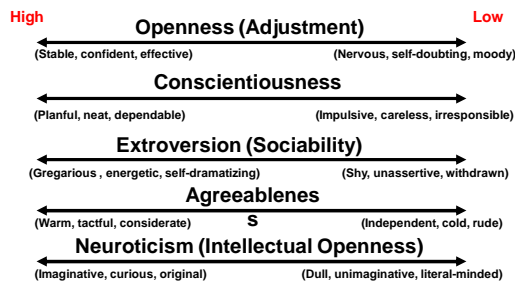
### OCEAN

- **OPENNESS (Adjustment)**
  - The tendency to enjoy variety, novelty, challenge and intellectual stimulation
- **CONSCIENTIOUSNESS**
  - The tendency to show self-discipline and self-control
- **EXTROVERSION (Sociability)**
  - The tendency to be outgoing, energetic and sociable
- **AGREEABLENESS**
  - The tendency to be friendly, compassionate and cooperative
- **NEUROTICISM (Intellectual Openness)**
  - The tendency to experience emotions

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## The Big Five Personality Traits



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## Personality Enhancement

- It is the improvement of behavioral traits such as communication skills, interpersonal relationships, attitude towards life and restoring our ethics.
- Its an ongoing process



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## Personality Enhancement

### Personality is

- A prediction what a person will do in a particular situation
- The way an individual reacts and interacts with others
- A individual's distinct patterns of thought, feeling, motive and behaviour

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## Personality Enhancement

### What makes good personality?

- Good physic & health
- Self Confidence & Positive Thinking
- Learning from failures
- Self reliance & Selfless service
- Attitude for good personality
- Goal Setting
- Time Management
- Communication skills
- Leadership Qualities
- Team spirit & well connect

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## Personality Enhancement

**Personality includes aspects**

- Motivation
- Perception
- Thought process
- Emotions
- Feeling
- Reaction
- Attitude
- Value

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## Needs for Personality Enhancement

**Knowledge**  
•What to do  
•Why to do?

**Attitude**  
•Want to do

**Skill**  
•How to do?

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## Be Yourself

**Knowledge about Self**

- Who are you?
- How well do you know yourself?
- What are you good at?
- What are your weaknesses, fears, innermost strengths and desires?
- What you want to be?
- Where are you headed?

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## Be Yourself

**Its YOU**

- Don't compare yourself with any one in this world.
- If you compare, you are insulting yourself.
  - **You are unique personality!**

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## Be Yourself

**Be Original**

- The best thing you can do to yourself is just being yourself.
  - Though inspirations are good, trying to turn yourself into a person whom you admire will have negative effects on you.
  - So, try not to be like someone else as each and every individual is unique.
- It is this originality which can help in creating a branding for you.

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## Adapt to change

**Two types of change**

- **Self Imposed Change**
  - You see something within yourself or your environment that you want altered
- **Imposed Change**
  - Someone other than you initiates the change

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## Adapt to change

### Change yourself

- Changing Face might change nothing.
  - But Facing the Change can
- Don't complain about others
  - Change yourself to see a change



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## Respect and Value People

- Respect is a positive feeling of admiration for a person
- The key to treating people with respect is to treat them as you would like to be treated.
- Respecting others is a silent way to express our feeling for them.



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## Respect and Value People

### Acknowledge each person's intrinsic value as a human being

- No matter who they are, each person has an intrinsic value that must be recognized and respected by you.
- When you ignore someone's value as a human being, you basically erase their humanity and any respect that they should be allowed.

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## Respect and Value People

### Allow others to maintain their dignity

- This means, not only treating people as having intrinsic value, but also treating them in a way that allows them to maintain that sense of worth and well-being

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## Respect and Value People

### Acknowledge each person's personal autonomy.

- This means allowing people to make their own choices, and to trust them to know what this means

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## Respect and Value People

### Consider each person to be of equal worth to yourself.

- It is important to remember that each individual has as much worth as you do, and that you should treat each person with the same respect that you yourself would like to be treated.

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### Respect and Value People

**Don't criticize, condemn or complain**

- Criticism is futile because it puts a person on the defensive and usually makes him strive to justify himself.

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### Respect and Value People

**Don't criticize, condemn or complain**

- Criticism is dangerous, because it wounds a person's precious pride, hurts his sense of importance, and arouses resentment.
  - Any fool can criticize, condemn and complain - and most fools do.
  - But it takes character and self-control to be understanding and forgiving.

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### Respect and Value People

**Give honest, sincere appreciation**

- The deepest principle in human nature is the craving to be appreciated.
- Speak positively of others every chance you get.
  - Think of a few positive things to say about each person you know and then reference those positive attributes when you can
- Give honest, sincere appreciation. Be "**heartily in your approbation and lavish in your praise**"

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### Respect and Value People

**Give honest, sincere appreciation**

- **Sincere Appreciation and not Flattery**
  - The difference between appreciation and flattery? That is simple.
    - One is sincere and the other insincere.
    - One comes from the heart out; the other from the teeth out.
    - One is unselfish; the other selfish.
  - Forget flattery.

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### Needs for Personality Enhancement

**Knowledge**  
•What to do  
•Why to do?

**Skill**  
•How to do?

**Attitude**  
•Want to do

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### Self Confidence

**Believing in Yourself**

- The belief in one's own capability to accomplish a task and select an effective approach to solve a problem.

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## Self Confidence and Arrogance

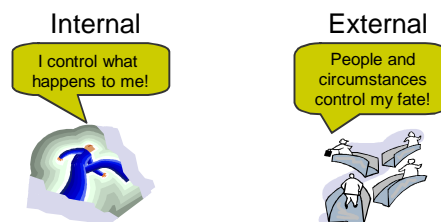
- There is actually a distinct difference between **self confidence** and arrogance.
- **Arrogance** is almost always a destructive behavior, while a nice dose of *self confidence* can take a man or woman to heights almost unimaginable.
- If you are going to develop **self confidence** you must start with eliminating fear.

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## Locus of Control

- This is the extent to which individuals believe they can control events affecting them



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## Dress Etiquettes

### Dress up Well

- Dressing up well is one of the most looked-into aspects
- In order to carry yourself in a confident manner, the way you dress up yourself is important.
- Try to maintain a decent and professional look in your dressing by avoiding striking colors.
- Though proper dressing alone will not improve your personality, it has a considerable amount of impact on it.
  - Myth about dressing well is that you have to spend a great amount of money on shopping.

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## Dress Etiquettes

### Dressing Sense

- What to wear while in office
  - Comfort is important when you are at work. Uncomfortable attire can ruin a day
  - Not to repeat dress more than a day

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## General Etiquette

### Follow good manners & proper etiquette

- Turn the cell phone on silent mode during meeting or at public places or transport
- Return the missed call
- Reply by SMS if you can not take a call
- Cut the call if you can not take a call
- Say please and thank you to waiters, flight attendants, store clerks, cab drivers
- Do not hesitate to say sorry or apologize for the mistake, be brave

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## General Etiquette

### Follow good manners & proper etiquette

- Move around at a party or social gathering, meet & greet the guest
- Keep eatable or item in left hand – keep right hand free for handshakes
- Address thank you note
- Make eye contact, offer a warm smile in every situation, this sets people at ease
- Be perceptive -- survey a situation and always use your best judgment

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## Communication

### Presentation skills

- Presentation skills can be broadly categorized into physical gesture, oral, & electronic
  - Includes planning, preparation & delivery of the message
- Present the ideas in an appropriate manners
- Look at the eyes of audience while speaking

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## Communication

### Presentation skills

- Speak in a natural, conversational voice
  - Appropriate voice will make the presentation effective and interesting
- Ask for feed back from your audience
- Occasionally ask audience understanding

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## Communication

### Public Speaking

- Prepare well, rehearsal before
- Use the notes if required
- Believe in what you say
- Clarity
- Simplicity
- End with a message & conclusion
- Have a feedback & improve next

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## Body Language

- Body language communicates much more than words.
- Body language signals are called 'leakages' because you may try to tell something, but the truth will leak out visually.
- Up to 93 per cent of communication is done on a nonverbal level.

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## Body Language

- Body language is the way through which you exhibit your inner personality to others.
- A positive body language can work out wonders in impressing others.
- Well, to maintain a perfect body language make sure you connect with the eyes of the person whom you are conversing to.
  - It reflects your honesty and boldness.

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## Body Language

### Positive body language

- **Strong, firm handshake**
  - Confidence,
  - Security
- **Leaning forward, eye contact, hand gestures**
  - Sincerity,
  - Confidence,
  - Interest
- **Natural tone, volume, pitch and pace of voice**
  - Secure,
  - Confidence

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### Body Language

#### Negative body language

- **Looking down**
  - Lack of confidence
- **Limp, weak handshake**
  - Nervousness
- **Leaning in too close**
  - Could be threatening
- **Weak, soft voice**
  - Nervousness
- **Clearing throat, saying um, uh, using overly complex sentences**
  - Insecurity, nervousness

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### Body Language

#### Negative body language

- **Dropping head**
  - Untrustworthy
- **Rigid, feet shuffling**
  - Lack of confidence
- **Folded arms, crossed legs**
  - Not interested
- **Twiddling thumbs, drumming fingers**
  - Not paying attention, anxiety

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### The Power of Thought

- All behavior begins and ends as thoughts
- Thoughts are unavoidable
- Our thoughts influence our actions

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### How thoughts works for you

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### The Thought for Now

**We all are a Developed Personality  
Need some tea NOW**

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### Needs for Personality Enhancement

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## Attitude

### What is Attitude?

- It is "a learned predisposition to respond in a consistently favorable or unfavorable manner with respect to a given object"
- **Attitude object**
  - Physical objects
  - Issues
  - Ideas
  - Events
  - People
  - Places

A Bad Attitude Is Like A Flat Tire. You Can't Go Anywhere Till You Change It.

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## Attitude

### Types of Attitude

- These are two different attitudes to the world around us.
- **Extraverted Attitude**
  - One relates more easily to the world of people and things outside of you.
- **Introverted Attitude**
  - One relates more easily to the ideas and concepts in your mind

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## Attitude

### Attitude Really Matters

- **Winners**
  - Get to the top and turn around to see those they have defeated
- **Leaders**
  - Get to the top and turn around to help others achieve the same

Remember the difference between a boss and a leader; a boss says "Go!" a leader says "Let's go!"

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## Want to do

### Attitude to be Leaders

- How to attain an attitude to....
  - Encourage
  - Listen
  - Become a Friendlier
  - Deal with Arguments
  - Get People to work
  - Be free from envy and ego
  - Get Cooperation

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## An Attitude to Encourage

### Make the fault seem easy to correct

- If you are giving advice to someone about how to correct a problem, try to make the problem easy to correct.
- Making the suggestion for correcting the fault seem difficult makes the person think that it is going to be hard and they are doomed to failure
- So offer lots of pointers that on their own seem quite easy and let the person believe that they are all easy and that they can correct the problem as required.

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## An Attitude to Encourage

### Praise the slightest improvement

- Whenever someone shows any sign of improvement, make it clear to that person and to others that you notice and appreciate it.
  - Do it in front of everyone.
- That inspires the other person to keep on improving.
- Be hearty in your appreciation and lavish in your praise.

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## An Attitude to listen

### Indulge in Conversations

- General conversations will teach a lot as it usually involves topics unrelated to your work.
  - Such conversations are the gateways for knowledge exchanges.
  - Nobody knows about everything and so indulge in conversations and get to know more on what you know the least or on what is totally new to you.
- It is also important to share your own thoughts and opinions but try not to be too preachy as it would bore the other involved in the conversation.

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## An Attitude to listen

### Be a good listener

- Make the Other Person Feel Important
- Encourage others to talk about themselves.
  - This Shows Respect
  - And Generates Ideas
  - Listening Builds Loyalty
  - And Increases Knowledge
- This is an easy way to become a good conversationalist
- **When you talk, you are repeating what you already know. But if you listen, you may learn something new.**



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## An Attitude to listen

### Listen with intent

- Listening with intent results in a better understanding of the core point of what you listen to.
- Being a better listener makes the person whom you listen to feel like they are important to you and in return they will begin to value you more.

"Most people do not listen with the intent to understand; they listen with the intent to reply."

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## An Attitude to Learn

### Be good in learning

- Always have a curiosity to learn new things.
- Learning will keep you updated in a challenging working environment and open minded towards accepting new happenings.
- At the same time, learning is not confined only to getting to know about something which you are not familiar about
  - Rather it also includes learning from the mistakes of others and your own.

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## An Attitude to become a Friendlier

### Become genuinely interested in what the other people like

- When you see a group photograph that you are in, whose picture do you look for first?
- We are interested in others when they are interested in us."
- The most frequently used word – "I"

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## An Attitude to become a Friendlier

### Talk in terms of the other person's interests

- Why talk about what we want?
  - That is childish. Absurd.
- You are interested in what you want.
- You are eternally interested in it.
  - But no one else is.
- The rest of us are just like you:
  - We are interested in what we want.
- So the only way on earth to influence other people is to talk about what they want and show them how to get it.

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### An Attitude to become a Friendlier

#### Make the other person feel important – and do it sincerely

- The basic things most people want include:
  - Health and the preservation of life
  - Food
  - Sleep
  - Money and the things money will buy
  - The well-being of our children
  - **A FEELING OF IMPORTANCE!!**

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### An Attitude to become a Friendlier

#### Make the other person feel important – and do it sincerely

- Think of other people's good points – and point them out!
- If you want to build a real bond with someone else, make it clear how important that person is to you and do it in a way that the sincerity of the feeling comes across.
- Everyone is starving for a little recognition deep inside them.
  - Give it to them.

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### An Attitude to become a Friendlier

#### Remember other person's name

- A person's name is to that person the sweetest and most important sound in any language

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### An Attitude to become a Friendlier

#### Try honestly to see things from the other person's point of view

- Be sympathetic with the other person's ideas and desires
  - If you say to yourself, "How would I feel, how would I react if I were in his shoes?"
  - You will save yourself time and irritation, for "by becoming interested in the cause, we are less likely to dislike the effect."
  - And, in addition, you will sharply increase your skill in human relationships.

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### An Attitude to become a Friendlier

#### Show respect for the other person's opinion.

- **Never say, "you're wrong"**
  - This is a sure way to make enemies
  - There's magic, positive magic, in such phrases as
    - "I may be wrong. I frequently am. Let's examine the facts"

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### An Attitude to become a Friendlier

#### If you're wrong, admit it quickly and emphatically

- If you are revealed to be wrong, just admit it and be very clear about the admission.
- Don't try to hide it under sulking or arrogance because you will just amplify the negativity of those behaviours when you have clearly been exposed as being wrong.

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### An Attitude to become a Friendlier

#### If you're wrong, admit it quickly and emphatically

- Any fool can try to defend his or her mistakes - and most fools do - but it raises one above the herd and gives one a feeling of nobility and exultation to admit one's mistakes.



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### An Attitude to become a Friendlier

#### Begin in a friendly way

- If your temper is aroused and you tell 'em a thing or two, you will have a fine time unloading your feelings.
- But what about the other person?
  - Will he share your pleasure?
  - Will your belligerent tones, your hostile attitude, make it easy for him to agree with you?

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### An Attitude to become a Friendlier

#### Begin in a friendly way

- If you come at me with your fists doubled, I think I can promise you that mine will double as fast as yours
- But if you come to me and say, 'Let us sit down and discuss and, if we differ from each other, understand why it is that we differ, we can find a solution.



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### An Attitude to become a Friendlier

#### Let the other person do great deal of the talking

- When someone comes to you with a complaint about something, don't interject and start an argument.
  - Let them blow off their steam and only respond when they are finished.
  - Ask questions to encourage them to speak even more.

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### An Attitude to become a Friendlier

#### Let the other person do great deal of the talking

- This will often cause them to vent off most or all of their issue which makes it much easier for the problem to be handled rationally at the end of the conversation.

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### Attitude to deal with Arguments

#### The only way to get the best of an argument is to avoid it

- Avoid arguments... even if you win, you lose
- If something looks it might be turning into one, just let it drop as gracefully as you can and move on.
- Doing this over and over again will make you appear level headed and rational

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### Attitude to deal with Arguments

The only way to get the best of an argument is to avoid it

- You can never win an argument
- A man convinced against his will is of the same opinion still."



"And just when the hell are you in hell and I'm entitled to my opinion!"

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### An Attitude to get People to work

Throw down a challenge

- When nothing else works try this

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### An Attitude Free from envy and ego

If you must find fault Begin with praise and honest appreciation

- If you are going to find fault in a person or an organization, start off by stating their positive attributes and things you find good about the person or group.

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### An Attitude Free from envy and ego

If you must find fault Begin with praise and honest appreciation

- Then once you have established that there are positive attributes and you are not just railing on them you can move on to criticism.
- For example:
  - We're really proud of you, son, for raising your grades this term, and by continuing the same conscientious efforts next term, your algebra grade can be up with all the others.

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### An Attitude Free from envy and ego

Call attention to people's mistakes indirectly

- This is a way how to criticize-and not be hated for it
- You can begin by saying
  - I don't blame you one iota for feeling as you do. If I were you I would undoubtedly feel just as you do.

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### An Attitude Free from envy and ego

Talk about your own mistakes before criticizing the other person

- Another effective way to blunt the sting of criticism is to tell of your own faults and mistakes first.
- It isn't nearly so difficult to listen to a recital of your faults if the person criticizing begins by humbly admitting that he, too, is far from perfect.
- Admitting one's own mistakes - even when one hasn't corrected them - can help convince somebody to change his behavior.

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## An Attitude Free from envy and ego

### Ask questions instead of giving direct orders

- **No one likes to take orders**
  - Its easy to say
    - Do this or do that
    - Don't do this or don't do that.
  - Instead try these
    - What do you think of this?
    - Maybe if we were to phrase it this way it would be better.
- Technique like that saves a person's pride and gives him or her a feeling of importance.

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## An Attitude Free from envy and ego

### Let the other person to save face

- We ride roughshod over the feelings of others, getting our own way, finding fault, issuing threats, criticizing a child or an employee in front of others, without even considering the hurt to the other person's pride.
- A few minutes' thought, a considerate word or two, a genuine understanding of the other person's attitude, would go so far toward alleviating the sting!

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## An Attitude Free from envy and ego

### Let the other person to save face

- If you have offered criticism, allow the other person plenty of space to save face.
- Let them correct the mistake if they can or atleast give them the opportunity to do so
  - Only after this opportunity should you seek change
- Your belief might be to get rid of the problem completely but by letting the problem at least have the chance to be solved.

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## An Attitude Free from envy and ego

### Give the other person a fine reputation to live up to

- When you introduce someone or mention them in a group setting, always talk them up.
  - Give them a standard to live up to as you introduce them and they will try hard to live up to that standard.
- The reverse is true too
  - If you dont say much or criticize them as you introduce them, they will live up to that lowly standard instead.

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## An Attitude Free from envy and ego

### Give the other person a fine reputation to live up to

- Most people don't have faith in themselves, and believe they will fail
- Most people don't have someone who has faith in them
- Most people will do anything to live up to your faith in them

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## An Attitude to get Cooperation

### Make the person want to do things

- Make the other person interested in you by leading with things that are useful to them.
  - If you don't want your children to do something, don't preach at them, and don't talk about **what you want**; but show them that what they want to do may keep them from achieving their targets
    - Watching too much TV might hamper with their studies
    - Smoking is not good
    - .....

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### An Attitude to get Cooperation

#### Make the other person happy about doing the thing you suggest

- There is only one way under high heaven to get anybody to do anything.
- Did you ever stop to think of that?
- Yes, just one way.
  - And that is by making the other person want to do it
- Remember, there is no other way.

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### An Attitude to get Cooperation

#### Make the other person happy about doing the thing you suggest

- Of course, you can make someone want to give you his watch by sticking a revolver in his ribs.
- YOU can make your employees give you cooperation - until your back is turned - by threatening to fire them.

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### An Attitude to get Cooperation

#### Make the other person happy about doing the thing you suggest

- You can make a child do what you want him or her to do by a whip or a threat.
- But these crude methods have sharply undesirable repercussions.

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### An Attitude to get Cooperation

#### Let the other person feel that the idea is his or hers

- Present all the ideas up front, then state your conclusion and ask for approval on it with a nice "what do you think?"
- Listen to what they have to say and then try to incorporate it.
- In the end they will feel like the idea is theirs and will come out of the conversation feeling quite positive about things.
- This is the best way to get cooperation

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### To Conclude....

#### Start fresh

- No one can go back and change a bad beginning
- But anyone can start now and create a successful ending.

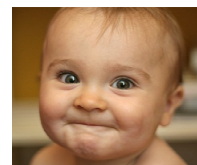
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### To Conclude....

- *We cannot choose our external circumstances, but we can always choose how we respond to them.*
- *And the best way is...*

- **With a smile**



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