



DP WORLD

ACHIEVING YOUR BEST SELF

SAMPLE

TEACHING GUIDE

ACHIEVING YOUR BEST SELF

Achieving Your Best Self is a 6-part short course to support career planning, as part of DP World's commitment to uphold SDG 8 (Decent Work and Economic Growth). The course focuses on self-reflection and looking at who you are as a person, what's important to you, and how you can achieve your goals.

The course can be delivered to a group by a teacher or facilitator, or students can also complete at home by using this guide and the worksheets provided.

TO COMPLETE THIS COURSE YOU WILL NEED:



ACCESS
TO A PC



PEN AND
PAPER



PRINTER
(OPTIONAL)

There are five worksheets that accompany the course. You can choose to print these, or complete them digitally on your PC.

Reminding others what is important certainly penetrates the essence of leadership. It is our values that represent what is most precious & meaningful to each of us. However, before we can remind others what is important we first need to know what is important to us. Sounds easy, but often it isn't.

We all like to think we know where we stand & what we value, but knowing our authentic value – the standards and guiding principles rooted deep in our hearts and guts – can be a very challenging aspect of self-discovery. Many folks will automatically recite things that are important to them, but the question is, are they really the most important values to you? Do they truly guide your life & actions? Too many of us have simply adopted our stated values from our culture, family or friends. But authentic values are forged in the traumas & privileges of our unique life story.

In the 13th century European cultures, a coat of arms was a symbolic representation of an individual, institution, or family. They were so rich in meaning, these symbols were considered property that could be transferred to others! The idea behind the coat of arms still holds power today. While we don't have literal shields, we all carry with us our own shield of values that we aspire to live by.

Today you are going to develop your own 'symbol' of your core values. This will be your personal coat of arms or Shield of Values... Those things that are truly the most important 'guides' to our decisions & actions and the way we live.

In your Personal Graphic Guide you will find a blank shield of values with six segments within the shield. Your ultimate goal for this exercise is for you to identify your Six Core Values... the six things that are most important to you and are at the essence of your being.

“ THE PURPOSE OF LEADERSHIP IS TO REMIND PEOPLE WHAT IS IMPORTANT. ”
WARREN BENNIS

PART 1

CORE VALUES



TASK MY SHIELD OF VALUES

 **15 minutes**

We all like to think we know where we stand and what we value, but knowing our authentic selves (the guiding principles rooted deep in our hearts) can be a very challenging.

Authentic values are forged in the traumas and privileges of each person's unique story.

Your job is to identify six values that are the most core to who you are – they should be values that shape your thinking, decisions and actions.

If you need some help, you can highlight your favourites from the suggested list of values to help you choose.

INSTRUCTIONS FOR COMPLETING THIS TEMPLATE:



STEP 1

Spend 8 – 7 minutes answering the following questions (You may use the journaling space in your Reflection Guide OR you may work directly on your Graphic Template).

- What has my life taught me about what is precious & valuable?
- What is most important to me?
- What am I willing to take a stand for?
- What are my "measuring sticks," my private ways of counting success in life?
- What is worth risking everything for?
- How do I "count what counts"?

STEP 2

Identify your Six Core Values for your shield. If you already know what they are based on the answers to your questions above, record them directly onto your Shield of Values template. If you need additional help narrowing / identifying your list, complete the following steps:

- From the list of possible values, underline the values that resonate with you. Feel free to add to this list!
- Continue to "narrow" your values list by drawing a circle around your "top ten".
- Take a final pass at your values to identify the six values that are truly the most important for you and are the things that matter most at your core.
- Transfer your six Core Values to your shield.

YOUR VALUES MAY INCLUDE ITEMS LIKE:

- | | | | | | | | |
|-----------------------------|----------------------|--------------------|-----------------|---------------------|-------------------|---------------------|----------------|
| • Ability to help others | • Cleanliness | • Cooperation | • Freedom | • Integrity | • Pleasure | • Others | • Success |
| • Accountability | • Creativeness | • Organization | • Friendships | • Justice | • Power | • Family Oriented | • Wellness |
| • Accuracy | • Collaboration | • Discipline | • Fun | • Knowledge | • Security | • Safety | • Wealth |
| • Acquisitions | • Commitment | • Diligence | • Hard Work | • Loving | • Wisdom | • Self-Respect | • Tradition |
| • Adventure | • Communication | • Dignity of Being | • Honesty | • Loyalty | • Practicality | • Service to others | • Transparency |
| • All for one & one for all | • Community | • Diversity | • Honor | • Money | • Privacy | • Socially | • Travel |
| • Ambition | • Competence | • Equality | • Independence | • Parenting | • Respect | • Spirituality | • Trust |
| • Career Success | • Concern for Others | • Equality | • Independence | • Patriotism | • Wealth | • Spirit in Life | • Unity |
| • Change Initiative | • Creativity | • Faith | • Individuality | • Personal Ambition | • Wellbeing | • Spirituality | • Variety |
| • Challenge | • Continuous | • Faithfulness | • Inner Peace | • Perfection | • Resourcefulness | • Status | • Versatility |
| • Change | • Empowerment | • Family | • Innovation | • Personal Growth | • Respect for | • Strength | |

02 ACHIEVING YOUR BEST SELF

WHAT HAS MY LIFE TAUGHT ME ABOUT WHAT IS PRECIOUS & VALUABLE

WHAT ARE MY "MEASURING STICKS," OR MY PRIVATE WAYS OF COUNTING SUCCESS IN LIFE?

WHAT IS MOST IMPORTANT TO ME?

WHAT IS WORTH RISKING EVERYTHING FOR?



WHAT AM I WILLING TO TAKE A STAND FOR?

HOW DO I "COUNT WHAT COUNTS"?

03 ACHIEVING YOUR BEST SELF



SELF-REFLECTION:

- Why did you choose each of these values?
- Why do you think they are so important to you?
- How would you rank them 1-6 if you had to put them in order of importance?

INSTRUCTIONS FOR COMPLETING THIS TEMPLATE:

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STEP 2

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YOUR VALUES MAY INCLUDE ITEMS LIKE:

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|-----------------------------|----------------------------|-------------------------|-----------------|----------------------|----------------------|--------------------------------|---------------|
| • Ability to help others | • Cleanliness, orderliness | • Coordination | • Friendships | • Justice | • Position | • Self-thinking | • Tradition |
| • Accountability | • Collaboration | • Decisiveness | • Fun | • Knowledge | • Power | • Service (to others, society) | • Tranquility |
| • Accuracy | • Commitment | • Delight of being, joy | • Hard work | • Loving | • Wisdom | • Simplicity | • Travel |
| • Acquisitions | • Communication | • Discipline | • Harmony | • Loyalty | • Practicality | • Spirit in life | • Trust |
| • Adventure | • Community | • Discovery | • Honor | • Money | • Privacy | • Stability | • Unity |
| • All for one & one for all | • Competition | • Diversity | • Improvement | • Parenting | • Prosperity, wealth | • Status | • Variety |
| • Authority | • Concern for others | • Equality | • Independence | • Patriotism | • Reliability | • Strength | |
| • Career success | • Continuous improvement | • Faith | • Individuality | • Peace, nonviolence | • Resourcefulness | • Success | |
| • Caring influence | • Cooperation | • Faithfulness | • Inner peace | • Perfection | • Respect for others | • Timeliness | |
| • Challenge | | • Family | • Innovation | • Personal growth | • Results oriented | • Tolerance | |
| • Change | | • Freedom | • Integrity | • Pleasure | • Security | | |

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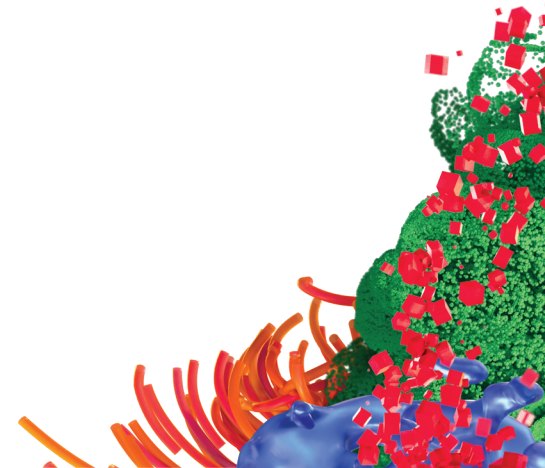
**WHAT IS MOST
IMPORTANT TO ME?**

**WHAT IS WORTH RISKING
EVERYTHING FOR?**



**WHAT AM I WILLING
TO TAKE A STAND FOR?**

**HOW DO I
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To download the full Teaching Guide and Worksheets Pack,
head to **education.dpworld.com**

All resources are free to download,
and it takes less than a minute to register!