

# Personal Action Plan

Current Skills	Questioning	Listening more & talking less	Preparing	Teamwork
Skills to work on	Using roles	Responding	Testing commitment	Linking
<b>My goals</b>	<ul style="list-style-type: none"> <li>To stick more to the assigned role than to be myself, especially in terms of culture</li> <li>To switch easily between different roles</li> <li>To recognise better the roles of others, especially the opposition</li> </ul>	<ul style="list-style-type: none"> <li>To respond only if I have been asked</li> <li>To respond exactly/precious/targets-orientated to the question</li> <li>To respond in a shorter way in terms of time</li> </ul>	<ul style="list-style-type: none"> <li>To ask questions regarding the commitment of the other team members and the opposition</li> <li>To force the other side to precious answer (often people tend to babble)</li> </ul>	<ul style="list-style-type: none"> <li>To see the big picture of a negotiation/To understand the overall idea of a negotiation</li> <li>To link every factor of the negotiation to another</li> <li>To develop a better sense for business judgements</li> </ul>
<b>My resources</b>	<ul style="list-style-type: none"> <li>Families and friends</li> <li>TV, YouTube and other media</li> <li>Looking through the eyes of others</li> </ul>	<ul style="list-style-type: none"> <li>Family, friends and colleagues</li> <li>Presentations at university</li> <li>Self-consciousness</li> </ul>	<ul style="list-style-type: none"> <li>Friends</li> <li>5 rules of questioning</li> <li>Self-consciousness</li> </ul>	<ul style="list-style-type: none"> <li>Newspaper, news in the TV and other media</li> <li>Time</li> </ul>
<b>Action Plan</b>	<ul style="list-style-type: none"> <li>To observe the communication skills from other positions, jobs (e.g. TV, YouTube) and cultures (e.g. my international friends at ESCP Europe) in order to better fulfil the assigned roles</li> <li>To actively change roles in daily/private conversation. For example I often talk about politics with my family and friends; during these talks I can change my role: Be the opposition, be the questioner etc.</li> <li>To listen more carefully in lectures and conversation and look for signal words regarding responsibilities, decision power, relations, etc.</li> </ul>	<ul style="list-style-type: none"> <li>To observe myself more</li> <li>To get feedback from others, who belong to different groups (e.g. family, friends, colleagues) about my responses</li> <li>To set own rules (e.g. to time myself, i.e. before I give a response I assign a certain amount of time to it, during my answer a countdown is running)</li> <li>To stand to time rules. For example, if I just have five minutes to hold my presentation, I force myself to strictly stick to these five minutes</li> </ul>	<ul style="list-style-type: none"> <li>To prepare commitment questions and scenarios beforehand</li> <li>To practice it in conversation with friends. For example all of my fellow students and me are currently looking for a job; to show commitment is one important factor to get a job, but also during work. Therefore we can re-enact the interview situation and ask commitment questions</li> <li>To be more consequent and direct, i.e. if somebody does not answer my commitment question, I have to point out that that he/she did not answer and request a precious answer</li> </ul>	<ul style="list-style-type: none"> <li>To prepare myself better, i.e. first read all information at once, then read the information again but step by step/more carefully and in the last step think longer about the meaning of each factor and link them to each other (e.g. by using tools like mind-mapping)</li> <li>To follow more actively the news and read more about economics and businesses</li> </ul>
	I year – December 2015	8 months – August 2015	6 months – June 2015	2 years – December 2016
<b>Key elements to be successful</b>	<ul style="list-style-type: none"> <li>To start today</li> <li>To practice the whole time, even if it is difficult, I have to force myself</li> <li>To make notes in case I noticed something that was not obvious to me before or a factor I have to improve</li> <li>To control my progress on a monthly basis, i.e. take the action plan, review the goals and state the progress, which following tool: See next slide</li> </ul>			