



The Ethical Moment and Effective SELF-MANAGEMENT – A SESSION RECAP

By Donna Belbin, AMM Events Coordinator

Our appointment-packed

schedules often present a workout of self-management skills. Occasionally, situations may arise that challenge your integrity, values and ethics. AMM's February 5 Education Session brought Cec Hanec of Cec Hanec and Associates to Portage la Prairie to address these two issues plus motivate, educate and bring self-awareness to an enthusiastic group of participants.

Prior to the session, participants completed an online survey that generated two personalized reports. The first determined work style and addressed "how" each person completes tasks. The second report identified personal values and revealed "why" each person does what they do. The outcomes on both reports were very detailed and dramatically, and very accurately, illustrated each participant's characteristics, attitudes and approaches.

The goal of the 'Effective Self-Management' portion of the session was to assist in formulating strategies to better manage time. The best way to achieve the most of your time is to make a plan to prioritize and complete tasks in order to achieve the desired outcomes within allotted time-frames.

In addition to looking at everyone's general characteristics, the group took time to point out time-wasters and with a group exercise, identified some strategies to minimize or even eliminate them. From visualizing, setting goals and leaving time for the unexpected to being willing to adapt, not sweating the small stuff and even being physically active, the participants came up with a long list of suggestions. Ideas to beat procrastination and organizing one's work space and paperwork provided some action plans for participants.

Cec noted that when it comes to multiple demands and priorities, your

goal should be to find balance and blend. Whether it is the schedule of your work day, your personal time or your environment, if you add, you have to learn to remove.

The second portion of the session, 'The Ethical Moment,' focused on the importance of being personally ready and identified proactive steps to take when faced with a challenge to your values. On a fairly frequent basis, most people

experience differences of opinion, ethical dilemmas and value conflicts between themselves and others.

Key psychological skills such as mental toughness, ability to visualize, relax, and source energy, and to effectively manage time and relationships all produce advantages. These include being prepared to handle ethical decisions, performing well under pressure, improving response time in demanding situations, being



AMM Education Sessions are hands-on and interactive



Workshop Leader, Cec Hanec, chats with participant Jacques Trudeau, Councillor, RM of Taché

effective in any situation and surviving, *and enjoying*, life's daily challenges.

The individual profile reports for this section measured workplace motivators and the relative prominence of the six basic interests or values:


- theoretical
- utilitarian/economic
- aesthetic
- social/altruistic
- individualistic/political
- traditional/regulatory

These values in turn identify the drive for knowledge, money, form and harmony, helpfulness, power and order. The values in which each participant ranked high indicated where they are most passionate, and uncovered the strengths that make each person unique within an organization.

Cec provided the participants with a template of a Personal Strategic Action Plan. The interactive plan was designed to help individuals move from where they currently are to where they want or need to go. By recognizing goals such as career performance, developing people skills and personal activities, participants could track progress within timelines and identify where motivation could be improved.

Although presented in two parts, it was clear the individual profile reports and the examination of self-management and being prepared ethically went hand in hand.

Cec also encouraged participants to add "increasing your knowledge of other cultures" to their personal Action Plan. What better way for any municipal official to implement this action than to register

and attend the next AMM Education Session "Responding to Canadian Cultural Diversity: Building Bridges across Cultures"? The session will be led by Priti Shah of PRAXIS Conflict Consulting and takes place on Friday, March 26 at the Canad Inns Polo Park. Don't delay – session details and registration is available online at the AMM website at www.amm.mb.ca. 

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Don't be a Snapdragon. That's when half of you is snapped and the other half of you is draggin'.

- Cec Hanec

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