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INTRAPERSONAL SKILLS

EMOTIONAL INTELLIGENCE TRAINING MODULE



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1.Introduction



Howard Gardner set the precedent for breaking down false beliefs about people's abilities alone. The theory of Multiple Intelligence (1983) broke with the idea that there is no single intelligence. Therefore, his scientific theory was a major step towards understanding that human beings need to develop different types of intelligence. Gardner proposes eight types of intelligence: linguistic-verbal, logical-mathematical, musical, spatial, kinaesthetic-bodily, interpersonal, **intrapersonal** and naturalistic.

Intrapersonal skills represent *your relationship with yourself and the world around you*. This includes having a clear sense of identity, purpose, values, beliefs, and motivations. People who excel in intrapersonal intelligence can access and reflect on their feelings and emotions. This intelligence also allows people to delve deeper into their introspection and to understand the reasons why one is the way one is. By understanding and managing your emotions, you can make better decisions and take meaningful action. This set of skills is based on what are known as soft skills and, by training them, we can enhance the development of our self-knowledge and, therefore, better understand how we are and why. The key components of intrapersonal skills are:

- **Self-Awareness** focuses on understanding oneself at a deeper level, including emotions, thoughts, values, strengths, weaknesses, and beliefs. It involves being aware of one's own identity, preferences, and personal characteristics. Self-awareness area allows individuals to recognize how their emotions and internal states influence their behaviour and interactions with others.
- **Self-Management** encompasses the skills required to effectively manage oneself in various aspects of life, including personal and professional domains. It involves goal-setting, time management, adaptability, prioritization, decision-making, and problem-solving. Self-management skills enable individuals to set meaningful goals, plan and organize their actions, make informed choices, and effectively navigate challenges and obstacles.



2. The module in the professional environment



In today's professional market, companies are looking for more than just someone with a long list of degrees, as technical knowledge is essential, but they also need professionals with intrapersonal skills. All jobs can benefit from these skills, and they can be harnessed to improve performance strategically. Interpersonal skills play an important role in the professional sphere, effective communication, teamwork, and overall success. Even though soft skills are not gender-specific, women may face some challenges in the workplace.

The fact that intrapersonal skills are transferable is one reason why they can heavily influence your success at work. They are behaviours and habits that can be applied to many different jobs, industries, and other areas of your life. Developing interpersonal skills facilitates a growth mindset, which views challenges as opportunities. A growth mindset perseveres despite failure, embraces criticism, and believes that people can transform to reach their full potential. For these reasons and many more, intrapersonal skills in the workplace are critically important. They form the basis of your relationships with others and help you communicate effectively. They also help you avoid unnecessary conflict and manage necessary conflict in healthy, productive ways. Intrapersonal skills also allow employees to enjoy a workplace experience that aligns with your organization's core values and goals.

At this point, you may be wondering: *What are the effects or benefits of these competencies in our day-to-day work?* Some benefits can be summarised as follows:

- **A positive decision-making process:** A negative attitude often strikes at the least expected moment, especially in a difficult situation.
- **Broader vision:** Exploring the inside brings another dimension to things and situations.
- **Compassion:** It helps you to understand others better, as well as their motivations and attitudes, and this promote direct relationships based on trust and transparency.
- **Switching patterns:** People behave according to patterns and habits. To be a good professional, it is necessary to change negative attitudes that hinder the achievement of goals. Skills such as self-knowledge, self-motivation and self-development are essential for this.

3. Impacts recognized through gender stereotypes



Many gender-related barriers and biases have declined over the years but gender stereotypes continue to create problems in the progress of women's careers, which shape managerial behaviour and occupational outlooks in the workplace with patriarchal expectations. Gender stereotypes can have an impact on how intrapersonal skills are perceived and valued by different genders.

Women's Institute from Spain has stated that several factors should be considered, including self-esteem, self-concept, and self-image, as they significantly influence one's perception of professional and personal worth. Additionally, the values associated with gender stereotypes within the female condition can also impact how one perceives their value in both professional and personal contexts. These societal expectations and norms can shape the perception of one's worth, potentially influencing career choices, aspirations, and overall self-confidence. It is important to recognize and challenge these factors to promote gender equality and empower women to reach their full potential.

Traditional gender stereotypes may reinforce certain expectations or biases regarding the expression and development of intrapersonal skills. Emotional intelligence is sometimes associated with stereotypically feminine traits, such as empathy and sensitivity. This can lead to the assumption that women have higher emotional intelligence, while men may face expectations to display emotional restraint, potentially affecting perceptions of their emotional intelligence. Gender stereotypes often perpetuate the idea that men are naturally more self-assured and confident, while women may be perceived as lacking confidence or being less assertive. These stereotypes can impact how self-confidence is evaluated and valued in the workplace. Stereotypes often depict men as natural leaders, while women may face biases and barriers in leadership positions. This can influence perceptions of leadership skills and hinder opportunities for women to develop and showcase their leadership abilities.

Intrapersonal skills are not inherently gender-specific because men and women possess a wide range of soft skills, and individual abilities should be assessed on their merits. Promoting equality and inclusiveness in the assessment and recognition of intrapersonal competencies contributes to creating a more diverse and enabling work environment for all individuals, as well as benefiting organisations from the full range of talents and skills that individuals bring to the workplace.

4. Good practices and tips



Intrapersonal skills are of great value, through self-knowledge we can improve our understanding and care for ourselves. Below are tips and tools that can help you to enhance this skill:

- **Mindfulness:** this technique allows you to learn to self-regulate your emotions. Try practising mindfulness through activities like *meditation* or *yoga*, or even just taking a few minutes each day to tune into your thoughts and feelings. Besides this text, you will find a code to scan with the *Insight timer* app.
- **Positive thinking and self-talk:** it involves reversing negative thoughts in order to transform them. Having a healthy relationship with yourself requires positive self-talk. It helps to be aware of when you are talking to yourself negatively, and purposefully practice giving yourself positive feedback and praise for your accomplishments and strengths. Below you will find 5 worksheet templates to put into practice.
- **Set goals:** think about your qualities and how to improve them. It's easy to stay in our comfort zones our entire lives, but doing so comes at the expense of personal development. Taking small risks can help you challenge yourself and build new intrapersonal skills. Ikigai is a Japanese philosophy that helps you find your true life purpose, your 'reason for being. It's what brings you joy and inspires you to get out of bed every day. The Ikigai test is presented in the QR code.
- **16 personalities test:** This self-assessment tool can be completed online and the results are available immediately. The aim of the test is to promote the self-knowledge of the person taking the questionnaire and to provide, for example, possible guidance on career preferences or compatibility with other people.



5. Conclusions



The importance of interpersonal skills lies in the ability of good leaders to initiate an appropriate reaction in response to this or other unforeseen circumstances which arise in the organization. These skills can influence interpersonal relations between team members due to positive internal dialogue occurring within the individual's mind. A variety of intrapersonal techniques, including meditation, visualization, and affirmations, can be used by individuals to evaluate existing situations or to sort out and adopt business proposals. To improve intrapersonal skills, any good leader should be aware of her or his own inner dialogue.

It is clear that occasional negative thoughts of an individual can influence the results of the work and the effectiveness of communication. That is why any individual should be aware of his or her intrapersonal negatives and make appropriate corrections of behaviour and speech to develop self-control and a positive attitude. It is necessary to say that intrapersonal skills play an important role in the process of leadership and in the organization when an individual is going to take a new position, which is more promising and more prestigious. Only in case an individual has well-developed interpersonal and intrapersonal skills, he or she will be able to become an effective leader who will influence the work of other team members and improve their performance and the organization's productivity.

It can be concluded that intrapersonal skills enable professional women to continuously grow and develop personally:

- The ability to manage time, prioritize tasks, and stay organized, means that by being self-disciplined and focused, women can increase their productivity and efficiency in the workplace.
- Navigating challenges because if they are self-aware and emotionally intelligent, women can effectively manage stress, adapt to changes, break through barriers, and prove their abilities, expertise, and bounce back from failures or setbacks in their professional careers.
- Contributing to developing a positive mindset and self-motivation by cultivating optimism, perseverance, and a growth mindset, women can overcome obstacles, embrace learning opportunities, and stay motivated to achieve their career goals.
- Communicate effectively and develop assertiveness in their communication and build strong interpersonal relationships. By understanding their own communication style, managing their emotions, and practising active listening, women can foster collaborative and supportive work environments.

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