

6TH  
EDITION

# ABNM HR NEWSLETTER

SEPTEMBER 2023



## THIS ISSUE

- *Self Awareness in work place*
- *Training, Capacity Building and Development*
- *Four Advantages that self-aware Employees Tend to Benefit From*

### TRAINING, CAPACITY BUILDING AND DEVELOPMENT

Training and Capacity building involves the improvement in an individual or organization's capability "to produce, perform or deploy". This also provides guidance and support on preventing and responding to disasters, conflicts, and other humanitarian emergencies.

ABNM HR develops, implements, and evaluates training materials and courses to help in ensuring that the foundation of communications and organizational design are in place before rolling out training. In terms of the relative weighing of training methods, we consider focusing on-the-job training, coaching and also in-classroom experience. ABNM HR organizes and coordinates expert consultations, seminars and workshops addressing topics related to good work ethics, communication skills and other human development training for individual and organizations

The motive behind the training is to create an impact that lasts beyond the end time of the training itself and employees get updated with the new phenomenon and global organizational trends and technologies.

Knowledge and skills are crucial to every company nowadays. Firms are evaluated based on their physical structure and intellectual capital and supporting untrained employee costs the organization more than it would if it employed well-trained individuals

A comprehensive approach to Training and Capacity Building are always implemented at ABNM HR by using a coherent, organised, and progressive manner of all capacity-building instruments (i.e., knowledge development tools, training and technical assistance).

## SELF AWARENESS IN WORK PLACE

Self-awareness is the ability to focus on yourself and how your actions, thoughts, or emotions do or don't align with your internal standards.

If you're highly self-aware, you can objectively evaluate yourself, manage your emotions, align your behavior with your values, and understand correctly how others perceive you. There are two distinct kinds of self-awareness, public and private.

**PUBLIC SELF-AWARENESS:** Being aware of how we can appear to others. Because of this consciousness, we are more likely to adhere to social norms and behave in ways that are socially acceptable.

**PRIVATE SELF-AWARENESS:** Being able to notice and reflect on one's internal state. Those who have private self awareness are introspective, approaching their feelings and reactions with curiosity.

### BENEFITS OF SELF-AWARENESS

Here are some examples of common benefits of self-awareness:

- It gives you the power to influence outcomes
- It helps you to become better decision-makers
- It gives you more self-confidence so, as a result, we communicate with clarity and intention
- It allows you to understand things from multiple perspectives
- It frees you from your assumptions and biases
- It helps you build better relationships
- It gives you ability to regulate your emotions
- It decreases stress
- It makes you happier

## IMPORTANCE OF SELF-AWARENESS IN THE WORKPLACE

**HIGH EMOTIONAL INTELLIGENCE IS AN INCREDIBLY VALUABLE CHARACTERISTIC TO HAVE AT WORK, PARTICULARLY IF YOU ARE MANAGING A TEAM OR DEALING WITH OTHER PEOPLE ON A REGULAR BASIS.**



## FOUR ADVANTAGES THAT SELF-AWARE EMPLOYEES TEND TO BENEFIT FROM

### 1. Coping better with pressure and stress

- Pressure is a natural part of our lives; though it's easy to see how continual pressure at work can lead to stress and anxiety if people don't have a good coping mechanism to manage it.
- Simple behaviors like recognizing the onset of stressful emotions and taking regular breaks to relieve pressure.
- Pressure can help people respond positively to pressure and reduce the risk of burnout.
- Highly self-aware individuals even have the potential to reframe situations in their mind and view them positively rather than negatively.

### 2. Managing time more efficiently

Without a good level of self-awareness in the workplace, employees find it difficult to manage their time and perform at their peak on a regular basis. It's a big help if employees can think ahead and plan their schedule in a way that maximizes their strengths and minimizes their weaknesses.

For instance, if a person knows that they work best first thing in the morning, they should feel comfortable organizing their day accordingly in order to limit meetings and other distractions and instead focus on their priorities.

### 3. Developing leaders

For some employees, going through their day-to-day roles and responsibilities is enough to keep them happy in their current position. However, anyone that has ambitions to move into a senior role will need to develop the ability to influence colleagues in a positive way, particularly those in a managerial role.

This is another area where self-awareness at work is so important. Self-aware people generally have a good sense of how their mood and behavior affects other members of staff. The ability to empathize is also essential when giving and receiving feedback and criticism because this ensures that important messages are communicated in the right way.

### 4. Enabling progression and high performance

Alan Mullaly, the CEO responsible for turning around the fortunes of Ford Motors in the mid-2000s, once said that self-awareness is perhaps the biggest opportunity for growth and improvement – in business, at home, and in life. Research from the Korn Ferry Institute backs this up too. Its study of 486 companies over a 30-month period found that businesses with a higher rate of return also employed staff with higher levels of self-awareness. In fact, poor-performing businesses were 79% more likely to have low overall self-awareness than businesses in the top percentile for performance.

## TIPS TO IMPROVE MENTAL HEALTH

- Connect with other people.
- Good relationships are important for your mental wellbeing
- Be physically active
- Learn new skills
- Give to others
- Pay attention to the present moment (mindfulness)

## COMMON TECHNIQUES OF SELF-AWARENESS

- **Mindfulness Meditation.**
- **Grounding techniques, and reconnecting to the Earth.**
- **Yoga.**
- **Strength Assessments**
- **Journaling.**
- **Having a Personal Vision.**
- **Observing others.**

## HOW TO BECOME A MORE SELF-AWARE PERSON

**Envision yourself**  
Visualize the best version of yourself. "Ideal selves reflect our hopes, dreams, aspirations, and speak to our skills, abilities, achievements, and accomplishments that we wish to attain."

**Keep a journal**  
Journaling is a great way to pay attention to what's going on in your private and public self. It will also help you to recognize patterns that either serve you or not. You may use these prompts:

1. What did I do well today?
2. What challenges did I face?
3. What was I feeling?
4. How did I respond? In retrospect, would I have responded differently?
5. What strengths did I use to keep me focused on the best version of myself?
6. What is my intention for tomorrow?

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How to improve self - awareness in the workplace?

Every employee in your organization should be aware of their own strengths and weaknesses because this is fundamental to their long-term progression. Here are 4 tips on how to build self - awareness in the workplace:

## 1. Coping better with pressure and stress

- Talk openly with staff about keeping pressure positive
- Ask employees to note when they start to feel stress so they can recognize the triggers

## 2. Managing time

- Encourage autonomy and self - organization
- Ensure staff know they can and should schedule breaks

## 3. Developing leaders

- Look for practical ways that potential leaders can understand how their mood and behaviors affects others
- Build mood checks into team meetings, or through anonymized surveys

## 4. Provide development opportunities

- Encourage personal development around self - awareness, such as through topical reading
- Look for guided learning and training opportunities

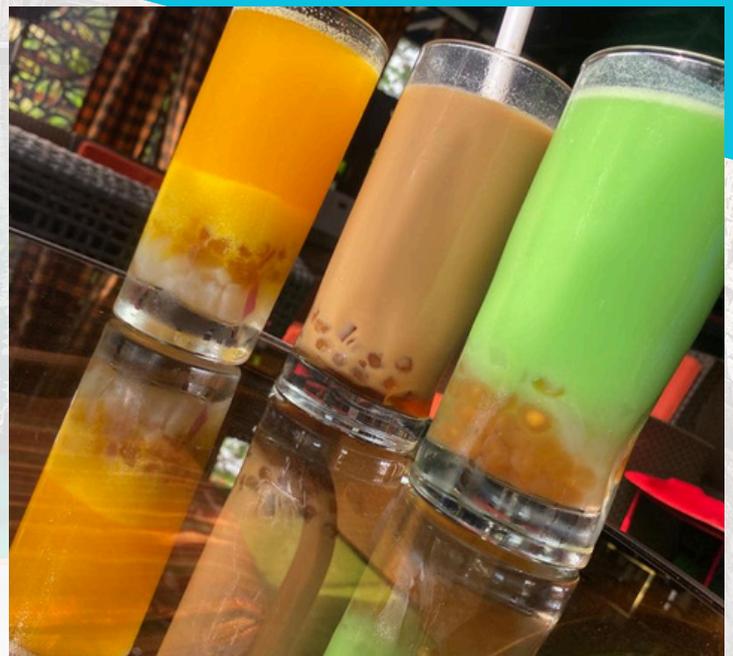
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# *MUSIC HACKS TIP BITS*

*“You already know that music reduces stress”*

**BUT  
DID YOU KNOW?**

- That Catchy songs that play continuously in your mind even long after you finish listening to it is called “earworm”
- That a daily dose of music makes you mentally steady and sharper
- That Music also gives you a frisson, it’s a strong emotional feeling that music lovers have when they listen to their favorite songs.
- That Plants respond to good music and it influences their growth. If you are a plant person and you love music, share it with your plants.

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Capacity Building and Staffing Resources.**