



Civil Service

Live Online



Turning a crisis into a success story for you

**“Now try this at home.....”
Exercise Handout**

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The 36 Civil Service Strengths

Adaptable	Analytical	Authentic	Catalyst	Challenger	Change Agent	Confident	Courageous
Decisive	Disciplined	Efficient	Emotionally Intelligent	Enabler	Explainer	Focused	Inclusive
Influencer	Improver	Learner	Mediator	Mission	Motivator	Negotiator	Networker
Organiser	Precise	Preventer	Problem Solver	Relationship Builder	Resilient	Responsible	Service Focused
		Strategic	Team Leader	Team Player	Visionary		

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The 36 Civil Service Strengths

Seeing the Big Picture



- Challenger
- Strategic
- Mission
- Visionary

Making Effective Decisions



- Analytical
- Preventer
- Decisive
- Problem Solver

Communicating and Influencing



- Authentic
- Inclusive
- Emotionally Intelligent
- Influencer
- Explainer

Leadership



- Confident
- Motivator
- Change Agent
- Team Leader
- Inclusive
- Visionary

Developing Self and Others



- Enabler
- Inclusive
- Explainer
- Learner

Delivering at Pace



- Adaptable
- Organiser
- Disciplined
- Resilient
- Catalyst
- Responsible
- Focussed

Changing and Improving



- Adaptable
- Improver
- Courageous
- Problem Solver
- Change Agent
- Resilient

Working Together



- Challenger
- Networker
- Emotionally Intelligent
- Relationship Builder
- Inclusive
- Team Player

Managing a Quality Service



- Disciplined
- Precise
- Efficient
- Preventer
- Focussed
- Service Focussed
- Organiser

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Exercise 1- Identify your strengths

- Write each of the Civil Service Strengths on a Post It Note or print out and create a 'card deck'
- Take each 'strength' in turn and consider its definition
- Lay all the 'cards' / Post It Notes that you find energising in a pile and discard the others
- Now look through this pile and put all those you do well in a pile and discard the others
- Now divide this pile into those you do a lot and those you do less frequently

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Exercise 2 - Identify your strengths flipside / shadows

- Go back to the list of strengths you identified in Exercise 1
- Take each strength in turn and consider its possible flipside
- Ask yourself the following questions:
 - Have you noticed yourself using it before?
 - What's the impact on others?
 - What triggers the flipside for you?
 - What can you do to manage and mitigate the flipside?

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Exercise 3 – Turning a mistake into a learning opportunity

- Think about a specific time where you made a mistake at work or something you tried, failed.
- Ask yourself the following questions:
 - Why did the mistake happen / why did I fail?
 - Was there a point where I could have done something different to have a different outcome?
 - What did I learn from the experience?
 - What would I do differently next time?
 - Was I using a strength, potential strength, learned behaviour or weakness in this situation?

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Exercise 4 – Reflect on your own Covid work experience (Strengths)

- Go back to the list of strengths you identified in Exercise 1
- Separate the strengths into two piles – those you have used over the past few months (pile 1) and those you haven't (pile 2)
- Now go back through each pile in turn and ask yourself the following questions:
 - Pile 1: When did I use this strength with the most impact? How do I know?
 - Pile 2: Why haven't I used this strength? Were there opportunities where I could have done but didn't? Why was that?

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Exercise 5 – Reflect on your own Covid work experience (Potential Strengths)

- Go back to Exercise 1 and look at the last pile you discarded (i.e. those that you do well, that energise you but do less frequently)
- Take each of these in turn and ask yourself the following questions:
 - Have I used this strength more frequently over the past few months?
 - Why was that?
 - When did I use this strength with the most impact? How do I know?

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Find out more.....



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Civil Service Learning:

- [Strengths Dictionary](#)
- [Strengths Based Coaching](#)
- [Designing Strengths Based Questions](#)
- [How strengths-based interviews are conducted \(video\)](#)
- [Changing recruitment in the Civil Service \(vidoe\)](#)

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