# Interpersonal Relations
# Self-Assessment

Graduate degrees prepare USask students for a wide variety of professional contexts. Interpersonal Relations is one of six competencies you will develop. Interpersonal Relations requires individuals to demonstrate effectiveness in:

## Working effectively in groups and teams

- Working effectively in groups and teams requires building rapport, ethical collaboration, and the ability to resolve conflict in mutually beneficial ways.

## Emotional intelligence

- Emotional intelligence is the ability to identify, understand, and manage one's own emotions and the emotions of others. Emotional intelligence is an important professional skill because it can help individuals become more self-aware, manage their emotions, understand others' perspectives, seek clarification, and take action in response to feedback.

## Active listening skills

- Active listening skills are important professional skills because they can help individuals build rapport, avoid misunderstandings, gather information, provide support, and improve leadership. By listening actively, individuals can improve communication and relationships with supervisors and in the workplace, which can lead to better performance, increased productivity, and overall success.

## Continuous self-reflection for self-awareness

- The practice of continuous self-reflection is an important professional skill because it can increase self-awareness, support self-regulation, encourage personal change, improve decision-making, and foster resilience. By engaging in self-reflection regularly, individuals can improve their performance, build stronger relationships, and achieve greater success in their careers.

This self-assessment tool is intended to support your ability to identify where your current level of skill resides and what you might do to improve your skill in this area. Each person has unique goals and prior experiences. As such, there are multiple examples of evidence you might have to support competency within each category.

Interpersonal Self-Assessment Quiz

## Use strategies to work effectively in groups and teams

Indicate with an ✓ on the line below, where you currently have evidence of working effectively in groups and teams.

**Exploring** → **Implementing**

| | | | |
|---|---|---|---|
| I can identify situations when rapport, ethical collaboration, and conflict resolution were not effective, and I can predict areas for improvement. | I can identify situations when rapport, ethical collaboration, and conflict resolution were not effective, and I can describe potential strategies that may have mitigated or resolved the conflict. | I have practiced strategies that build rapport, ethical collaboration, and resolve conflict in mutually beneficial ways, to create positive outcomes for all parties involved. | I consistently use strategies that build rapport, ethical collaboration, and resolve conflict in mutually beneficial ways. to create positive outcomes for all parties involved. |

**Identify any examples of evidence that you could provide:**

- ❑ I can describe how I use the principles of equity, diversity, and inclusion to work effectively in groups and teams.
- ❑ I can describe situations where I have worked effectively in groups or teams when others' opinions and beliefs were in opposition to mine.
- ❑ I can describe how I resolved a conflict with a co-worker by listening actively, empathizing with their perspective, and finding a mutually beneficial solution.
- ❑ I can describe how I have addressed conflict through the principles of fairness, seeking mutual benefit and maintaining a relationship.
- ❑ I can describe task focused team skills I have used to work effectively in groups and teams such as planning and organizing, decision-making, and problem solving.
- ❑ I can describe process focused team skills I have used to be an effective teammate such as communication, building rapport, influencing, facilitation, chairing meetings, providing constructive feedback, and conflict resolution.
- ❑ Process focused team skills.
- ❑ Other_____

## Active listening skills

Indicate with an ✓ on the line below, where you currently have evidence of active listening skills.

**Exploring** → **Implementing**

| | | | |
|---|---|---|---|
| I am noticing and observing active listening skills in others. | I can describe why active listening skills are important to meet my personal and professional goals. | I am practicing active listening skills to build and maintain positive relationships. | I consistently use active listening skills to build and maintain positive relationships. |

**Identify any examples of evidence that you could provide:**

- ❑ I can explain how I have used active listening to understand my audience and tailor their communication style to their needs.
- ❑ I can provide examples that demonstrate my ability to listen actively including showing respect, empathy, open-mindedness, patience, authenticity, non-judgmental attitudes, and trustworthiness.
- ❑ I have training or certification through courses on active listening, conflict resolution, or emotional intelligence.
- ❑ I can describe examples of how active listening has helped me build strong relationships with colleagues and supervisors, resulting in increased productivity and group satisfaction.
- ❑ I can describe times when I have paid attention to non-verbal signals - body language, facial expressions, and gestures.
- ❑ I can describe how I use non-verbal skills to show that I am interested in what is being said (e.g., nod my head and use other gestures and facial expression).
- ❑ I can describe how I offer verbal signals while listening, things like, 'Go on…' or 'Uh huh' to encourage the speaker to continue.
- ❑ I can describe how I use active listening skills to understand what is important to people.
- ❑ Other_____

## Building emotional intelligence, specifically with receiving feedback and responding to others

Indicate with an ✓ on the line below, where you currently have evidence of emotional intelligence.

**Exploring** → **Implementing**

| | | | |
|---|---|---|---|
| I am aware of differing emotional states in myself others. | I am beginning to identify differing emotional states in myself and others and be curious about what I can do to respond in positive ways. | I have accurate emotional awareness of self and practice healthy responses. I often use mistakes as learning opportunities. | I have accurate emotional awareness of self and others and respond in healthy ways. I consistently demonstrate positive thinking and a growth mindset. |

**Identify any examples of evidence that you could provide:**

- ❑ I can describe situations where I have received negative feedback and responded with a growth mindset.
- ❑ I can describe situations when I have provided constructive feedback in a way that was respectful and supportive.
- ❑ I describe how I effectively communicate in a conversation when emotions are high.
- ❑ I can explain how emotional intelligence plays a role in my leadership approach.
- ❑ I can provide examples of how I identify and manage my emotions in challenging situations.
- ❑ I can explain emotional intelligence and how it can help in building strong relationships, managing conflicts, and improving team dynamics.
- ❑ I can interpret the mood of others when I communicate with them.
- ❑ Other_____

## Implement a practice of continuous self-reflection to increase self-awareness and capacity for self-regulation and personal change.

Indicate with an ✓ on the line below, where you currently have evidence of self-reflection.

**Exploring** → **Implementing**

| | | | |
|---|---|---|---|
| I can discuss strategies or tools for self-reflection. | I can discuss strategies or tools for self-reflection, and I can explain the value of continuous self-reflection. | I am practicing self-reflection strategies and can identify the ones that I anticipate being the most impactful in my continuous practice. | I am implementing a continuous practice of self-reflection and can describe the impact of my strategies on my self-awareness, empathy, accountability, and personal growth. |

**Identify any examples of evidence that you could provide:**

- ❑ Self-reflection or personal growth portfolio/journal.
- ❑ I can describe what I learned about myself through practicing self-reflection strategies.
- ❑ I can describe the impact of SMART goals I have set for myself to improve my interpersonal skills.
- ❑ I can accurately reflect on how my self-reflection practice has helped me see how my actions impact others.
- ❑ Other_____

Choose one area you would like to focus on to increase your skill and/or build evidence of this competency.

| Interpersonal Relations | Area of focus |
|---|---|
| **Working effectively in groups and teams** | ☐ |
| **Active listening skills** | ☐ |
| **Emotional intelligence** | ☐ |
| **Practice of continuous self-reflection** | ☐ |

**Personal action plan to increase your competency in professional communication:**