APPENDIX - 1

PERSONAL EFFECTIVENESS SCALE (G)

Name: Role:

Organisation: Date:

This instrument is for your own use. So, be frank in your responses.

Read each statement given below and indicate on the left-hand blank space how much it is true of your behaviour, by using the following guidelines:

Write 4 if it is most characteristic of you, or if you always or most often behave or feel this way.

Write 3 if it is fairly true of you, or you quite often behave or feel this way.

Write 2 if it is somewhat true in your case.

Write 1 if it is not true of you, or if you only occasionally feel or behave this way.

Write 0 if it is not at all characteristic of you, or you seldom feel or behave this way.

—1. I find it difficult to be frank with people unless I know them very well.

—2. I listen carefully to others' opinions about my behaviour.

—3. I tend to say things that turn out to be out of place.

—4. Generally, I hesitate to express my feelings to others.

—5. When someone directly tells me how he feels about my behaviour, I tend to close up and stop listening.

—6. On hindsight, I regret why I said something tactlessly.

—7. I express my opinions in a group or to a person without hesitation.

—8. I take steps to find out how my behaviour has been perceived by the person with whom I have been interacting.

—9. I deliberately observe how a person will take what I am going to tell him, and accordingly communicate to him.

—10. When someone discusses his problems, I do not spontaneously share my experiences and personal problems, of a similar nature with him.

—11. If someone criticises me, I hear him at that time but do not bother myself about it later.

—12. I fail to pick up cues about others' feelings and reactions when I am involved in an argument or a conversation.

—13. I enjoy talking with others about my personal concerns and matters.

—14. I value what people have to say about my style, behaviour, etc.

—15. I am often surprised to discover (or told) that people were put off, bored or annoyed when I thought they were enjoying interacting with me.

PERSONAL EFFECTIVENESS SCALE

Score Sheet

A. Enter your responses below after reversing (*) marked ones.

Original responses	0	1	2	3	4
Reversed responses	4	3	2	1	0

Item	*Response*	*Item*	*Response*	*Item*	*Response*
*1.	...	2.	...	*3.	...
*4.	...	*5.	...	*6.	...
7.	...	8.	...	9.	...
*10.	...	*11.	...	*12.	...
13.	...	14.	...	*15.	...
Total	...		...		...
	Self-disclosure		Openness to feedback		Perceptiveness

B. Write L or H below each of the three total scores; if the total score is 11 or below, write L; if the score is above 11 write H.

Mark one category, out of the eight given below, based on the combination of your three totals. This is your effectiveness type.

	Category	*Self-disclosure*	*Openness to feedback*	*Perceptiveness*
1.	Effective	High	High	High
2.	Insensitive	High	High	Low
3.	Egocentric	High	Low	Low
4.	Dogmatic	High	Low	High
5.	Secretive	Low	High	High
6.	Task-obsessed	Low	High	Low
7.	Lonely Empathic	Low	Low	High
8.	Ineffective	Low	Low	Low

C. Look in A at items on which you have a response of 2 or below. Develop your own action plan to change your behaviour to become more effective.