

Encouragement Skills Inventory

Please complete the Encouragement Skills Inventory using the rating scale provided where:

- ❖ "1" is **Least Like Me**
- ❖ "3" is **Somewhat Like Me**
- ❖ "5" is **Most Like Me**

Circle the number that best represents your Encouragement Style

1. In my conversations with others, I go out of my way to talk about the positive qualities or aspects of people on my team. (A)

1 2 3 4 5

2. When people are discouraged, I make a point of coming alongside them. (S)

1 2 3 4 5

3. When people are experiencing difficulties, I usually ask them what I can do to help them. (H)

1 2 3 4 5

4. If someone is making progress or doing well at something, I often give them a compliment or word of affirmation. (A)

1 2 3 4 5

5. I take time to listen to and understand others, especially when I notice that they are having a difficult day. (S)

1 2 3 4 5

6. If I see a practical way to help someone, I will usually go out of my way to do it. (H)

1 2 3 4 5

7. From time to time, I write emails or personal notes thanking others for their work, or just to express my appreciation for them. (A)

1 2 3 4 5

8. When people are not sure what to do, I am comfortable being a sounding board for them. (S)

1 2 3 4 5

9. I enjoy volunteering to complete tasks that I know will encourage someone. (H)

1 2 3 4 5

10. I am comfortable in sharing with others the potential I see in them and my belief in their abilities. (A)

1 2 3 4 5

11. I am comfortable in going with people if they would like company or support when attending an appointment or going someplace new. (S)

1 2 3 4 5

12. If people I know are sick, I often encourage them by making a meal or covering some of their responsibilities. (H)

1 2 3 4 5

13. I believe building up others in workplace conversations is important for encouraging people to be at their best. (A)

1 2 3 4 5

14. I usually hold off on giving advice and am just present with others when they are experiencing difficulties. (S)

1 2 3 4 5

15. I feel most comfortable in helping others through doing something practical for them. (H)

1 2 3 4 5

For Scoring, refer to the attached score sheet

Scoring Sheet

Expressing and Personalizing Encouragement for Others

- Encouragement may be expressed in different ways.
- People may prefer different forms of encouragement based on their individual preferences.
- We tend to communicate to others in ways that are most meaningful to us – our preferred way of receiving encouragement.
- We personalize encouragement for others when we understand what is most meaningful to them – their preferred way of receiving encouragement.

Three Preferences for Expressing Encouragement

- **Affirmation** is the expression of encouragement that communicates appreciation to another person.
- **Support** is the expression of encouragement that conveys friendship and personal support.
- **Helping** is the expression of encouragement that provides practical assistance and help to others.

Identify Your Preference for Expressing Encouragement

Add up your rating scales for each (A=Affirmation), (S=Support), or (H=Helping) preference and note your highest preference score for expressing encouragement:

A: (Statements #1 + #4 + #7 + #10 + #13) = _____

S: (Statements #2 + #5 + #8 + #11 + #14) = _____

H: (Statements #3 + #6 + #9 + #12 + #15) = _____

My highest Preference for Expressing Encouragement = _____