**Topic 1: Introduction to leadership**

**The Myers-Briggs personality test**

According to the test in (citation 1), my personality corresponds well to the characteristics of extroversion, intuition, feeling and judging (ENFJ, i.e. protagonists) and of extroversion, intuition, thinking and judging (ENTJ, i.e. commanders), and this means that I fall into the categories of diplomats and analysts, respectively. Evidently, both personality types include the traits of being judgemental and extroverted, which I possess in particular. In my case, I tend to prepare and pursue the plans in my life, and I am sociable and can easily express my ideas, emotions and feelings, which allows me to establish relationships. Thanks to this and my charisma, I am able to be a leader with many supporters.

That said, the main differences between the two personality types lie in the terms *feeling* and *thinking*. Through their great vision and their emotions, protagonists inspire people to achieve their goals, while commanders are governed by the logic and rigidity of situations.

As I mentioned previously, I can identify myself with both personality types (sentimental or thinking side), and which one prevails will often depend upon the situation. As a protagonist, I tend to demonstrate my interpersonal skills when wishing to get people to do what I want; I maintain an image of myself in which I must achieve my dreams and goals; and I consider myself to be a very persevering person. As a commander, I tend to express my opinions forcefully despite knowing that I may become embroiled in a dispute with someone if I believe that I am in the right and they do not. I also like to lead work teams to which I must apply my managerial skills in order to resolve any problems. For more details, please see Appendix A.

**Table 1: Analyses of my strengths and areas for improvement**

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| **Characteristics** | **Description** | **Strength / to improve** | **Analysis** |
| Communication | They are the centre of attention in conversations. | Strength | I always try to speak truthfully and to express my point of view, whether negative or positive. I also like to listen to people before reaching an agreement.  I consider that it is also important to learn how to read people because sometimes people’s words do not match their behaviour. Currently with the pandemic, it is difficult to have no face-to-face contact, as emails or calls can be misunderstood. |
| Energetic | They implement plans and establish goals while leading teams. | Strength | I love to lead and monitor projects and to ensure that the objectives of each project are accomplished. For me, the most important thing is to have vision, i.e. to try to predict the future in order to be prepared for any situation. |
| Strategic thinkers | They like to consider problems in order to develop strategies that make work easier. | Strength | I like to suggest and implement new methods that will facilitate work and have better results. |
| Charismatic and inspiring | They are charming and popular, and they can convey their enthusiasm and motivate their supporters. | Strength | Some colleagues and friends have commented that I have inspired them to become better people and to develop new interests and reach new goals. I try to resolve any problems that colleagues or friends may be having, and they tend to seek my opinion when it comes to both personal and professional decision-making. |
| Altruistic | They are warm and selfless people who like to support their communities. | Strength | I have organised charity, food and clothing collections for rural communities as well as collections of donated toys for orphaned children. Given the seriousness of the Covid-19 pandemic some months ago, I donated personal protective equipment to doctors in hospitals where the conditions are poor. I also provide free French classes in my spare time. |
| Stubborn and dominant | They like to debate and argue that they are always right, and they tend to impose their will because the best idea is theirs. | To improve | When I feel that I am right and that the idea that I contribute is better than my colleagues’, I try to ensure that my opinions are respected. Sometimes I try to keep quiet, but eventually, I reiterate that my idea would have been better than theirs. |
| Intolerant | They do not like to make mistakes and cannot accept different opinions. | To improve | It is difficult for me to tolerate mistakes and to implement projects that have not required my input. I understand that certain decisions do not depend upon me; however, sometimes I will feel so displeased with a decision that I get frustrated. |
| Impatient | They cannot tolerate long waits; they like to get results quickly. | To improve | I enjoy getting results quickly in what I do. Even in my personal life, I like to advance at speed in the way I live my life. |
| Arrogant | They look down on people who neither match up to the job nor share their thoughts. | To improve | If I think that the ideas contributed by my colleagues are poor, I will not consider them. I also do not give in to my bosses when I believe that I am right. |
| Poor at handling emotions | They tend to not control their emotions; they get irritated easily. | To improve | I am unable to control my emotions at all, and I show that I am angry or happy with someone through my facial expressions and gestures. I have taken courses to improve my emotional intelligence, and these have helped me to not allow certain matters to affect me, but there are still many lessons to learn. |
| Cold and ruthless | They tend to be insensitive when pursuing goals. They do not consider personal circumstances. They sometimes act rudely. | To improve | I do not mix work with friendship. I never have business meetings outside of my company’s offices, and I do not accept gifts, which means that sometimes people consider that I am cold to the point of being rude. |

**This sample of my editing work was taken from a self-assessment portfolio of one of my clients who is currently studying for an MBA at the University of London.**

**The small words/phrases that are highlighted in purple and blue in the first and third paragraphs were rendered as such by the client.**

**The small phrase in paragraph three that is highlighted in green was rendered as such by me.**

**I should also highlight that I was in regular contact with the client throughout the editing process. Thus, I can assure you that any vast differences that you may notice between the original version and the edited version were discussed first. This was to ensure that not a single aspect of the client’s intended meaning would be lost in the edit.**