Haward Technology Middle East

COURSE OVERVIEW SS0331
Developing Personal Resilience
(E-Learning Module)

Course Title
Developing Personal Resilience
(E-Learning Module)

Course Reference
SS0331

Course Format & Compatibility
SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration
30 online contact hours
(3.0 CEUs/30 PDHs)

Course Description

Today's workplace is increasingly complex and challenging; employees are being asked to be more adaptive and creative with available resources. This requires personal resilience and mental strength to thrive in this continually changing landscape and maintain productivity, health and happiness. Leaders, in addition to developing their own personal resilience, are also tasked to develop resilient teams.

Personal resilience is the capacity to maintain wellbeing and work performance under pressure, including being able to bounce-back from setbacks effectively. Our natural resilience is a combination of personal characteristics and learned skills – but most importantly the quality can always be developed whatever an individual's starting point; and in times of change and growth it's becoming increasingly important for individual and business performance.

Our training approach in this area recognizes this reality and integrates both of these core influences on resilience. Resilience training is relevant for leaders and non-managers and is designed to help delegates understand, build and develop their resilience in order to respond effectively to the challenges of their roles.
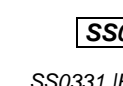
This E-Learning course will help delegates to understand how to develop a positive mental attitude to work by being able to recognize and use stress in a positive and practical way. Managing stress in this way will transfer the negative energy in stressful and channel it into positive action.

The participants will discover "common sense" approach to time planning, identifying areas that create problems and waste of time and devising strategies to minimize any negative effect. Participants will devise and set personal goals to improve productivity and increase job satisfaction. Participants will be able to analyze problems and seek solutions to issues relating directly to them using well-proven techniques easily assimilated and useful in the workplace.

In this developing personal resilience course, we will explore the most common workplace stressors and challenges and cover the reasons why they can impact us profoundly. You will then develop a complete understanding of the concept of resilience in the workplace and building emotional resilience techniques and skills required to develop this capacity.

Course Objectives
After completing the training, the employee will:-

- Apply and gain an in-depth knowledge on developing personal resilience

- Have an increase self-confidence, self-worth, and personal credibility leading to enhance performance

- Have greater behavioral flexibility in order to build better business relationships due to raised self-awareness leading to a change in attitude and mind set

- Develop the ability and skill to influence others assertively and effectively

- Understand and practice techniques for maintaining emotional control in challenging circumstances

- Understand and have practiced how to ask for advice or clarification to maintain performance when facing challenging or stressful situations

- Understand the importance of personal resilience in the work context

- Discuss resilience, pressure, stress and adversity and the importance of resilience

- Identify work pressure, work stress, adversity, the power of forgiveness and taking your strength from something bigger than yourself

- Accept others' help, don't apologize for being confident and define boundaries

- Explain the common misconception about boundaries and boost your resilience

- Visualize success, boost your self-esteem, take control and become more optimistic

- Manage stress, improve decision-making, ask for help and deal with conflict

- Carryout emotional intelligence, self-awareness, self-management and social awareness

- Apply relationship management, avoid conflict, improve your emotional intelligence and build a resilience development plan

Who Should Attend

This course provides systematic techniques and methodologies in developing personal resilience for all employees in an organization in conjunction with manager's version that has the ability to recover quickly from setbacks and adversity that stay committed and increase their efforts when the going gets tough.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- USA International Association for Continuing Education and Training (IACET)

  Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

As per proposal

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Contents

- Resilience, Pressure, Stress and Adversity
- What is Resilience?
- Why is Resilience Important?
- What is work pressure?
- What is work stress?
- What is adversity?
- Resilience versus Resistance
- Know the Power of Forgiveness
- Take your strength from something bigger than yourself
- Be willing to accept others' help
- Don't apologize for being confident
- Ground your hope in reality
- Defining Boundaries
- What is a boundary?
- A common misconception about boundaries
- Myth
- Fact
- Take care of yourself first!
- Boundaries go both ways
- Material Boundaries
- Physical Boundaries

- Mental Boundaries
- Emotional Boundaries
- Resilience Questionnaire
- Case Studies
- How to boost your resilience
- Visualize success
- Boost your self-esteem
- Take control
- Become more optimistic
- Manage stress
- Improve decision-making
- Ask for help
- Deal with conflict
- Learn
- Be yourself
- Emotional Intelligence
- Self-Awareness
- Self-Management
- Art of Self-Management
- Social Awareness
- Example Social-Awareness
- Relationships
- Relationship Management
- Conflict
- Improving our Emotional Intelligence
- Building a Resilience Development Plan
- Case Studies
- Exercise for Building a Resilience Plan