

## Resiliency, Agility & Productivity: Practical Actions for Workplace Continuity Virtual Training Program Handout™

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### **Learning Outcomes**

- Build resilience.
- Respond to change effectively, with agility and adaptability.
- Improve productivity with workplace continuity.

### **Key Program Points**

- We are learning, adapting and using a common language of catch phrases to educate us, remind us, change our behavior and celebrate contributions. The outcome is this language strengthens our global social connectedness.
- Our common emotional reactions are also a shared human experience.
- Our conversation centers around Future Readiness which includes Mindfulness, Learning, Adapting, Growing and Transforming. Resilience means that you will bounce forward versus bounce back, which is a more common expression. Bouncing forward means that you will not go back to the previous state of life and activities.
- When Life Changes the Rules, we need to prepare with a “Future Readiness” approach using our skills of Resiliency, Agility and Productivity to maintain workplace and life continuity. Rule #1: Use mindfulness, learning and adaptation for new behaviors. Rule #2: We use growth, innovation & transformation to thrive.

### **Skills Module 1: Resiliency & Coping Strategies**

- Develop an Emergency Readiness and Continuity Action Plan for both work and home.
- Build a firm foundation of Self-esteem, People Connections, Set & Achieve Goals and Coping Strategies.
- Self-esteem is important to resilience because having resilience depends in part on having confidence in your own abilities in the face of obstacles and uncertainty.
- Take a proactive approach to build a resilient, firm foundation by making and maintaining connections with others.
- SMART goal setting increases your resilience because goals provide purpose, direction, commitment and motivation. It enables you to stay true to your purpose no matter what is going on around you.
- Allow yourself a bad day: Accept it, and know tomorrow will be better. Go find a private place, take a deep breath, whatever will help you cope and regain your composure.
- Laughter is the best medicine.

### **Skills Module 2: Agility & Adapting to Change**

- Being flexible when shaken with a crisis happens, means: Accepting Change, Overcoming Resistance & Barriers, Flexible Thinking and Mental Agility, Shifts & New Skills
- We are comfortable with habits and we are equally uncomfortable with change! Make small changes daily so that you build up a tolerance for change.

## **Skills Module 2: Agility & Adapting to Change continued**

- Change is difficult for many people because they equate change with loss. It makes them feel helpless and not in control. Becoming more resilient means changing your mind-set toward change and seeing the positive opportunities it holds.
- Overcoming resistance: If you're prone to resisting change, one of the best things you can do is find a "change buddy" or two—form an alliance with others who have a positive approach to change. Be curious about change. Avoid naysayers. Build a continuous learning mindset.
- Reframing your Inner Voice to Positive Self-talk to increase your flexible mindset.

## **Skills Module 3: Productivity & Workplace Continuity**

- Adapt to your new circumstances. It's a relief to focus on work activities, if you can.
- Use Pam's rule of "three things": when some days are harder than others, identify three activities you can accomplish to make progress toward life and work goals.
- Breathe. We know these circumstances are temporary, so make plans for when we return to normal life activities. Keep a forward-looking approach to maintain optimism, while being present, acknowledging the current, very serious situation.
- Accountability is the most effective step = fulfilling commitments
- Carve out a routine, work time and work space. Get dressed – casual is fine.
- Maintain your work rituals – collaboration, meetings.
- Build in movement during the day: 5 to 10 minutes every 60 to 90 minutes.
- Ensure Tech Security is in place – VPN, Encryption, Data and IT security are imperative today.

***Thank you for participating in our program! We hope you found it useful. We love to connect with new people! Feel free to contact us below.***

Pam Sammarco, Founder & CEO

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***Smart People. Smart Business. Smart Planet™***

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