

THE LEARNING ARCHITECT
behavioural skills specialists

The Little Book of...



www.thelearningarchitect.com

Living in a VUCA world

Life's rich tapestry is a finely woven creation of ups and downs and twists and turns. In this complex and ever evolving world it seems that we have to deal with an increasing amount of challenge and change.

The need to equip ourselves to cope better with relentless change and promote personal wellbeing is essential for both personal and business survival.

VUCA is an acronym that derives from military vocabulary and reflects the volatility, uncertainty, complexity and ambiguity of conditions and situations that we may well find ourselves in.



Transforming VUCA

Being able to positively turn VUCA around by cultivating vision, understanding, clarity and agility is key to creating an environment where people can thrive in turbulent times. The ability to be resilient and agile is essential.

Resilience comes from the Latin word *resilio* which means “to jump back”. Some people describe resilience as the ability to bend instead of breaking when experiencing pressure, or the ability to persevere and adapt when faced with challenges and change. The same abilities also help us to be more open and willing to take on new opportunities. In this way resilience is more than just survival, it is also about letting go of what is unhelpful and learning to grow.



10 KEY STRATEGIES

1. **Take a journey of self-discovery**
2. **See the glass half-full**
3. **Take emotional control**
4. **Change for the better**
5. **Cope well with conflict**
6. **Embrace probortunities**
7. **Look after yourself**
8. **Make positive connections**
9. **Let go of the past and keep going**
10. **Create a personal vision**

This little book will guide you through each strategy and help you to:

- ✓ Be more resilient, agile and responsible
- ✓ Cope better with challenges and change
- ✓ Think more positively and optimistically
- ✓ Manage emotions and stress levels
- ✓ Improve personal wellbeing and life balance
- ✓ Help make a positive difference



1. Take a journey of self-discovery

He who knows others is learned

He who knows himself is wise

Lao-tzu



How to develop personal potential

- ✓ Examine the value you give yourself
- ✓ Understand your strengths and weaknesses
- ✓ Develop techniques to improve your self-confidence
- ✓ Listen to yourself and seek feedback from others
- ✓ Be open-minded about making positive changes



2. See the glass half-full

Dear Optimist, Pessimist and Realist.

While you were debating whether the glass was half empty or half full, I just wanted to let you know, I drank it!

Kind Regards

The Opportunist



How to be positive

- ✓ Make a conscious decision to be an optimist
- ✓ Take personal responsibility for everything you do
- ✓ Listen to and examine your internal vocabulary
- ✓ Challenge every excuse you make to yourself
- ✓ Embrace mistakes and see them as learning opportunities



3. Take emotional control

One evening an old Cherokee Indian explains to his grandson about a battle between two wolves that are inside all of us.

One wolf is called "Evil" and is full of anger, envy, jealousy, regret, self-pity, guilt, resentment and ego.

The other wolf is called "Good" and is full of joy, optimism, love, hope, kindness and generosity.

The grandson listens intently and then asks his grandfather: "So which wolf wins?"

The old Cherokee simply replies, "The one you decide to feed."



How to manage emotions

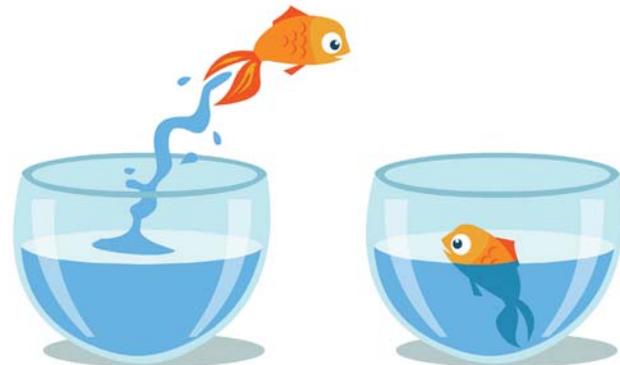
- ✓ Understand your emotions and your responses
- ✓ Learn how to regulate and control your emotions
- ✓ Cultivate your emotional intelligence
- ✓ Observe and seek to understand other people's emotions
- ✓ Develop coping mechanisms to manage unhelpful emotions



4. Change for the better

It is not the strongest of the species that survives, or the most intelligent, but rather the one most adaptable to change

Charles Darwin



How to embrace change

- ✓ Understand why the change in your life is happening
- ✓ Actively seek out the opportunities that this will bring
- ✓ Be positive and open-minded
- ✓ Understand your emotions around change
- ✓ Take responsibility for your reactions and choices



5. Cope well with conflict

An eye for an eye will only make the whole world blind

Mahatma Gandhi

How to manage conflict

- ✓ Understand the benefits of conflict
- ✓ Actively listen to defuse tension
- ✓ Consider the other person's point of view
- ✓ Manage your emotional reaction
- ✓ Seek mutually beneficial outcomes



6. Embrace probortunities

Problems are to the mind what exercise is to the muscles, they toughen and make you strong

Norman Vincent Peale



How to turn problems into opportunities

- ✓ Be positive and view your problems as opportunities
- ✓ Identify and understand each problem
- ✓ Be creative and explore a range of options
- ✓ Determine your goal to help you select your solution
- ✓ Learn to be better at making decisions so that you can move forward



7. Look after yourself

Your health is your wealth

Virgil



How to be healthier

- ✓ Refuse the snooze on your alarm
- ✓ Buy a pedometer and walk 10,000 steps a day
- ✓ Reduce caffeine, refined sugar and carbohydrates
- ✓ Reduce alcohol and drink two litres of water a day
- ✓ Build in relaxation time for yourself every day



8. Make positive connections

Remember, we all stumble, every one of us. That's why it's a comfort to go hand in hand

Emily Kimbrough



How to build better relationships

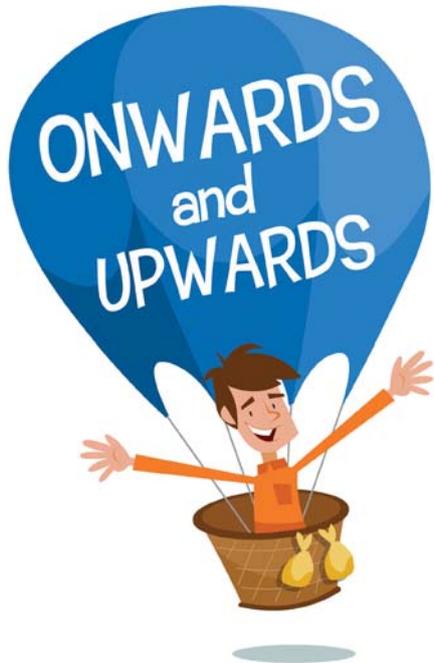
- ✓ When you feel low make an effort to connect with other people
- ✓ Appreciate and accept people for who and what they are
- ✓ Cultivate and nurture your friendships
- ✓ Be open to exploring and making new connections
- ✓ Define your purpose and contribute to your community



9. Let go of the past and keep going

If you are going through hell, keep going

Sir Winston Churchill



How to keep going

- ✓ Take personal responsibility for your responses
- ✓ Learn to let go of the baggage from your past
- ✓ Explore healthy coping mechanisms
- ✓ Develop an attitude of gratitude
- ✓ Seek out inspirational books and resources



10. Create a personal vision

*Vision without execution is
hallucination*

Thomas Edison



How to achieve your goals

- ✓ Decide what is really important to you
- ✓ Consider all the key components of your life
- ✓ Use the SMART acronym to set goals by making them specific, measurable, achievable, recorded and timed
- ✓ Create a vision board with images of what you want to attract into your life
- ✓ Believe in yourself and your ability to make positive things happen



Resilience – The book

Based on the highly acclaimed book **Resilience – How to cope when everything around you keeps changing** by best selling author Liggy Webb

Ten well researched strategies that offer practical and straightforward tools and techniques



It's amazing reading Liggy Webb's book Resilience. It shows you what it takes at times of strife and acute anxiety to push on through.

Fiona Jeffery OBE Chairman, World Travel Market

This book is an inspiring and motivational read!

Rhona Martin MBE, Olympic Gold Medallist

www.liggywebb.com/books

More information

The Learning Architect is an international consortium of behavioural skills specialists who have developed a portfolio of solutions around resilience and agility that include the following:

- One-day Resilience workshop
- Half-day Resilience workshop
- Bite size sessions – 60/90/120 minutes
- Keynote conference presentations
- e-Learning solutions
- Books and webinars



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