




Leading Your Business Transformation

The background of the central section is a blurred image of a modern office interior with large windows and people in business attire. Overlaid on the right side of this background are several white, stylized gear icons of varying sizes, some overlapping each other.

**Activate Resilience and Well-being
Within Yourself and Your Organization
Course syllabus V1.2**

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1. Introduction to the course syllabus

This document provides the detailed outline of the Activate Resilience and Well-being Within Yourself and Your Organization course. The learning the teacher will provide you with includes:

- Course syllabus
- Presentation material

2. Course preparation

Pre-workshop assignment is to read the whitepaper 'Human Era at Work' and highlight what stands out for you.

3. Administrative and logistical activities

None

4. Target group

The target group of the Activate Resilience and Well-being Within Yourself and Your Organization course is for:

- Leaders and Employees at all levels of the organization

In today's busy world, leaders and employees at all levels of an organization struggle to meet the increasing work demands and will sacrifice themselves by putting in more time, making them feel depleted, frustrated and inefficient. Dedicating more hours to meet the increasing demands no longer works. Manage your energy and not just your time. Personal Energy Management is your solutions for sustainable productivity, innovation, engagement, well-being and peak performance.

We teach you how to be your best self professionally and personally by focusing on Personal Energy Management (PEM) rather than just Time Management.

This may include but is not limited to, non-IT professionals, IT professionals, business managers and business process owners. There is no pre-requisite for this course.

5. Course objectives

The Activate Resilience and Well-being Within Yourself and Your Organization course objectives are:

- To know your energy capacity to meet increasing work demands
- To raise awareness of energy depleting behaviors
- To maximize energy for increased productivity and peak performance
- To react better to stress and challenging situations
- To increase engagement, accelerate innovation and workplace well-being
- To reduce mental clutter and have more focus and clarity for strategic thought
- To get clarity on your values, your priorities and what fuels your energy to keep going during busy times



6. Delivery method

6.1 Educational alternatives

This course was designed so that it makes use of the following educational alternatives:

- **Deduction:** Using anecdotes, scenarios and examples, the training presents cases before the concepts have even been covered. The students deduct the learning from their own analysis. The topic and its concepts are presented afterwards to demonstrate how theory applies to what was deducted.
- **Questioning:** Asking questions forces participants to stop and think about different variables. It also enables the participants to put the newly acquired knowledge to the test. Quizzes and facilitation methods have been incorporated as part of the training to make sure that the concepts are well understood by the participants.
- **Demonstrating:** Some use cases have been incorporated to the training AFTER the concepts. These serve to explain a cause and effect relationship using the newly acquired knowledge.

7. Session plans

The following section provides a description along with objectives of the full day training. There are also three additional modules to be delivered as ½ day sessions for complete integration of the PEM principles. We suggest that these additional ½ sessions to be delivered at 1-month intervals.

Module – Topic

Module 1 - Activate Resilience and Well-being Within Yourself and Your Organization Full Day Training

Foundations of Wellness – Be Energized and Undefeatable - Discover that you are not alone and that many organizations are struggling to keep up with the increasing work demands and are looking for strategies to increase wellbeing, productivity, job satisfaction and engagement in the workplace. You will have an opportunity to assess your work/life level of satisfaction; how you currently manage your energy and the resources you have access to.

Subjects covered

- Understand the fundamentals around Personal Energy Management (PEM)
- Gain greater awareness around energy depleting behaviors and consequences to oneself and the workplace
- Have access to new resources to achieve optimum performance and wellbeing
- Implement a personal plan for increased energy with easy to use strategies



Module – Topic

Module 2 – PEM ½ day workshop

Feel Positive and Perform at Your Best - You will discover emotional challenges that exist in the workplace, the source of conflicts and have effective solutions to feel confident, positive and energized!

Subjects covered

- Discover the emotional behaviors that are energy depleting and creating a sense of overwhelm
 - Understand the conflict continuum and how you can use it to your benefit
 - Understand the fight or flight response and how it manifests itself at work
 - Have access to new resources to achieve optimum performance and wellbeing
 - Implement a personal plan for increased energy with easy to use strategies
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Module – Topic

Module 3 – PEM ½ day workshop

Be Focused, Efficient and Productive - Most of us get pulled in so many directions, steering us away from what's truly important. Get back in the driver's seat and get productive and highly efficient again!

Subjects covered

- Discover the mental behaviors that are energy depleting and creating distractions and errors
 - Manage the internal and external distractions with greater ease
 - Gain a greater understanding of mindfulness and how it applies in the workplace
 - Have access to strategic habits to achieve greater productivity and focus
 - Implement a personal plan for increased energy with easy to use strategies
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Module – Topic

Module 4 – PEM ½ day workshop

Be Aligned With Your Organization With a Sense of Purpose and Meaning – You will get clarity on your values, your priorities and what fuels your energy to keep going with job satisfaction during busy times.

Subjects covered

- Discover the psychological behaviors that are energy depleting and creating disengagement
- Have a greater sense of purpose and alignment with one's own values and priorities
- Gain a greater awareness of behaviors that enhance job satisfaction
- Connect with your company's mission at a deeper level
- Implement a personal plan for increased energy with easy to use strategies

Fifalde Consulting Inc. is a trusted independent advisor, helping organizations maximize efficiencies and increase value to their IT services. We specialize in the delivery of Information Technology Service Management (ITSM) and Information Security Management (ISM) consulting and training services, using best practices such as the Information Technology Infrastructure Library (ITIL®), TIPA®, TOGAF®, and standards such as ISO/IEC 20000, 27001, 38500 and others. Fifalde's team includes a network of the most accredited consultants and trainers in the IT industry.

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