

COURSE OVERVIEW SS0924
Introduction to Adaptability and Learning
(E-Learning Module)

Course Title

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 (E-Learning Module)

Course Reference

SS0924

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



Adaptability involves the ability to adapt quickly to change. It includes a genuine willingness to modify own style and approach in order to see others' points of view or to achieve a specific objective and includes interacting effectively with people from other cultures. It entails enthusiastically changing or easily accepting changes in one's own organization or job requirements and adapting one's own approach as the requirements of a situation change.



Learning can no longer be divided into a place and time to acquire knowledge (school) and a place and time to apply the knowledge acquired (the workplace).



Instead, learning can be seen as something that takes place on an ongoing basis from our daily interactions with others and with the world around us. It can take the form of formal learning or informal learning, or self-directed learning.

This E-Learning course is designed to familiarize new employees with the main concepts and themes of adaptability and learning.



It covers the importance of adaptability and flexibility in the workplace; adjusting to situations; the effective problem solving, negotiation, working under pressure and listening and communication skills; acknowledging others view; balancing work with family; be more productive and optimistic; using a different way of approach; accommodating job rotation; showing confidence; the proper scheduling; the importance of adaptability in the workplace; the various tips to develop adaptability and flexibility skills; the various types of workplace flexibility; sticking to your work schedule; following the rules at work and dressing appropriately; acting professionally; getting along with others; having a good attitude; and avoiding problems with coworkers, slackers, disagreeable coworkers, office bullies, gossipers and trouble makers, whiners and complainers, saboteurs and backstabbers.

During this interactive course, participants will learn the workplace ethics and integrity issues; getting along with your boss; the learning and development opportunities; the benefits and importance of employee development; the employee development methods; the employee development areas; the flexibility, ways to train a highly flexible workforce, communication skills and ways to help in developing communication skills; the leadership skills; the employee training and development needs; talking to your employees and setting clear expectations and goals; creating personal development plans; conducting organisational, task and work analysis; the leverage systems and software; managing personal development plan; applying a "growth" mindset; designing a personal learning plan; and making connections; overcoming barriers; and the important role people play in making business transformation successful.

Course Objectives

The main objective of this programme is to familiarize new employees with the main concepts and themes of adaptability and learning. After completing this training the employee will:-

- Apply and gain a good working knowledge on adaptability and learning
- Understand and have practiced seeking and using feedback to identify one's own strengths and development needs
- Be able to identify the learning and development opportunities and assignment within the workplace that would contribute to meeting one's own development need and build upon one's strengths
- Have practiced applying lessons learnt from learning opportunities in everyday work activities
- Understand how the employee development process in their company works and their role within it
- Be able to recognize the important role people play in making business transformation successful and show willingness to trying new ways when requested
- Discuss the importance of adaptability and flexibility in the workplace
- Define flexibility at work and explain the importance of flexibility in the workplace

- Adjust to situations and apply effective problem solving, negotiation, working under pressure and listening and communication skills
- Acknowledge others view, balance work with family and be more productive and optimistic
- Use a different way of approach, accommodate job rotation, show confidence and apply proper scheduling
- Identify the importance of adaptability in the workplace and apply various tips to develop adaptability and flexibility skills
- Recognize the various types of workplace flexibility as well as stick to your work schedule, follow the rules at work and dress appropriately
- Act professionally, get along with others, have a good attitude and avoid problems with coworkers
- Identify and avoid slackers, disagreeable coworkers, office bullies, gossipers and trouble makers, whiners and complainers, saboteurs and backstabbers
- Discuss workplace ethics and integrity issues, get along with your boss and apply learning and development opportunities
- Explain the benefits and importance of employee development and carryout employee development methods
- Interpret employee development areas and apply flexibility, ways to train a highly flexible workforce, communication skills and ways to help in developing communication skills
- Employ leadership skills, identify employee training and development needs, talk to your employees and set clear expectations and goals
- Create personal development plans, conduct organisational, task, and work analysis and recognize leverage systems and software
- Manage personal development plan, apply a "growth" mindset, design a personal learning plan and making connections
- Overcome barriers and identify the important role people play in making business transformation successful

Who Should Attend

This course provides deeper appreciation and wide understanding on adaptability and learning for all employees in general and the new employees in particular.

Course Fee


As per proposal

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: -

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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.

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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.

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

- Importance of Adaptability and Flexibility in the Workplace
- Define Adaptability
- Flexibility at Work Definition
- Importance of Flexibility in the Workplace
- Open to trend
- Not rigid in thoughts
- Adjusting to situations
- Effective problem solving
- Able to negotiate
- Work under pressure
- Ability to listen
- Able to communicate
- Acknowledging others view
- Allows expanding
- Able to learn
- Balancing work with family
- More productive
- Optimistic
- Diversity valued

- Use a different way of approach
- Accommodate job rotation
- Shows confidence
- Scheduling
- Able to transcend
- Importance of Adaptability in the Workplace
- Fit the Culture
- What is cultural fit?
- Make or break deal
- More productive
- Job Requirement
- Highly valued
- Tips to Develop Adaptability and Flexibility Skills
- Types of Workplace Flexibility
- Short Quiz
- Workplace Challenges: Whether you are new to the workplace or a seasoned employee, problems occur at work
- New to the Workplace
- Stick to Your Work Schedule
- Follow the Rules at Work
- Dress Appropriately
- Act Professionally
- Get Along with Others
- Have a Good Attitude
- Problems with Coworkers
- Slackers
- Disagreeable Coworkers
- Office Bullies
- Gossipers and Trouble Makers
- Whiners and Complainers
- Saboteurs and Backstabbers
- Workplace Ethics and Integrity Issues
- Getting Along with Your Boss
- Workplace Bullying

- Advancement Concerns
- Being Passed Over for Promotion
- Glass Ceiling
- Pigeon-Holed
- Looking for Other Work
- Short Quiz
- Learning and Development Opportunities
- What is Employee Development?
- Benefits and importance of employee development
- Employee Development Methods
- Employee Development Areas
- Flexibility
- Ways to train a Highly Flexible workforce
- Communication skills
- Ways to help in developing communication skills
- Bonus: Conflict Resolution, Tactfulness, Work ethic
- Leadership Skills
- How to Identify Employee Training and Development Needs
- Understanding Your Employee Training and Development
- Talk to Your Employees
- Set Clear Expectations and Goals
- Create Personal Development Plans
- Conduct Organisational, Task, and Work Analysis
- Leverage Systems and Software
- Short Quiz
- Personal Development Plan
- What is a Personal Development Plan?
- How to Manage Your Professional Development
- Apply a "Growth" Mindset
- Design a Personal Learning Plan
- Making Connections
- Overcoming Barriers
- Key Points

- Short Quiz
- The Important Role People Play in Making Business Transformation Successful
- CEO
- Chief Transformation Officer
- Head of Transformation Officer
- Chief Innovation Officer
- Programme, Project and PMO Managers
- Director of Analytics
- Chief Information Officer
- Operating Model Lead
- Short Quiz
- Case Studies
- Video