Haward Technology Middle East

Managing Dynamic Work Environments
(E-Learning Module)

Course Title
Managing Dynamic Work Environments (E-Learning Module)

Course Reference
HM0339

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

Organizations are complex networks of human interaction and at the end it is always people that make things work. If they are willing to cooperate, a system will change and thrive. If they are not, it will die. We all have seen organizations fail because the human aspects of the system were not addressed. So, while it is necessary to understand the business processes and technology of our organizations, it is not enough. We have to understand ourselves as well. How we think, feel, and act? What puts us off, and what makes us go? and most of all, how we communicate and convey meaning?

Flexibility in workplace takes a variety of forms. This course focuses on functional and working time flexibility issues in work places with specific emphasis on the effects of such flexibility strategies on employees, the work environment and the company. The course will help participants learn how a flexible work environment can contribute to employee's productivity and well-being and your organization's bottom-line.

Going far beyond the basics, this course addresses the system forces that typically act to either enhance or dissolve how dynamic the work environment. The course uses the talent, wisdom, logic and existing thought patterns of the delegates to forge an improved conceptual model of the organization, from that which exists at the start of the flexibility process.

Using a variety of innovative techniques that are easily understood, relevant, practical and sensible, delegates will quickly grasp the 'big picture' then step-by-step, drill down to where improvements can be made. Delegates will find the course challenging, thought provoking and rewarding. Ultimately, they will leave the course with ideas for improvement and an enthusiastic fresh perspective on the important impacting factors in the organizational environment.

This course is designed to provide participants with a detailed and up-to-date overview of managing dynamic work environments. It covers the flexibility at work; focusing on your core values, being open-minded and optimistic and developing your skill set; staying calm, planning ahead, have a strong support network and encouraging flexibility in the workplace; the various ways workers can demonstrate flexibility; the benefits of workplace flexibility, encouraging team flexibility and fostering a sense of security; leading with purpose, encouraging creativity and reducing stress; the Kotter's 8-step change model; the Kurt Lewin 3 phase of change and the 3-stage model of change; the common resource management challenges and how to overcome them; the challenges project managers face and how to handle them; the right skills for the project; and aligning team's availability and capacity with project's schedule.

During this interactive course, participants will learn the team's availability; managing risks before they occur; taking your team's capacity into account; avoiding unrealistic schedules; managing workload without resource hogging; avoiding resource hogging; focusing on your core values; developing your skill set; joining a professional organization; taking classes and attending events; looking around your office; be optimistic; 'trying on' a positive lens; writing in a journal for a few minutes each day and acknowledge what you can — and cannot — control; staying calm, avoiding a doom and gloom attitude, trusting yourself and focusing on the positive; delegating and seeking support; looking at the big picture; stop demanding perfection of yourself; and practicing patience every day and planning ahead.

Course Objectives

After completing the course, the employee will:-

- Apply and gain an in-depth knowledge on managing dynamic work environments

- Understand the importance and practical implications of being flexible in the workplace and its impact on achieving high performance

- Understand the different change management models such as Kotter's 8-step change model Kurt Lewin 3 phases of change etc., and how they can be practically applied to the workplace

- Understand and practice how and when to accept or challenge differing viewpoints, use structured arguments and approaches

- Understand best practice in the Oil industry regarding flexible and dynamic work practices and have practiced these techniques

- Understand and have practiced how to be flexible in the work environment and how to leverage on the wider skills of others

- Understand the various management approaches used to control dynamic work environments

- Manage dynamic work environments and apply flexibility at work

- Be more flexible, focus on your core values, be open-minded, develop your skill set and be optimistic

- Stay calm, plan ahead, have a strong support network and encourage flexibility in the workplace

- Discuss how does workplace flexibility work and identify flexible employees and various ways workers can demonstrate flexibility

- Recognize the benefits of workplace flexibility, encourage team flexibility and foster a sense of security

- Lead with purpose, encourage creativity, reduce stress and apply the Kotter's 8-step change model

- Recognize the Kurt Lewin 3 phase of change and the 3-stage model of change

- Identify the common resource management challenges and how to overcome them

- Discuss the challenges project managers face and how to handle them

- Recognize the right skills for the project, align team's availability and capacity with project's schedule and identify your team's availability

- Manage risks before they occur, take your team's capacity into account, avoid unrealistic schedules and manage workload without resource hogging

- Avoid resource hogging, focus on your core values, develop your skill set, join a professional organization, take classes and attend events

- Look around your office, be optimistic, 'try on' a positive lens, write in a journal for a few minutes each day and acknowledge what you can — and cannot — control

- Stay calm, avoid a doom and gloom attitude, trust yourself, focus on the positive as well as delegate and seek support

- Look at the big picture, stop demanding perfection of yourself, practice patience every day and plan ahead

Who Should Attend
This course covers deeper appreciation and wide understanding of managing dynamic work environments for all employees.

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: -

- **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.

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

- Managing Dynamic Work Environments
- Flexibility at Work
- What is Flexibility?
- Why be Flexible?
- How to be More Flexible
- Focus on Your Core Values
- Be Open-Minded
- Develop Your Skill Set
- Be Optimistic
- Stay Calm
- Plan Ahead
- Have a Strong Support Network
- Warning
- Why We should Encourage Flexibility in the Workplace
- What is Workplace Flexibility?
- How Does Workplace Flexibility Work?
- Flexible Employees
- Some Examples of the Ways Workers can Demonstrate Flexibility
- Flexible Employers
- Important

- Flexible Schedules
- Benefits of Workplace Flexibility
- Conclusion
- How to Encourage Team Flexibility?
- Foster a Sense of Security
- Lead with Purpose
- Encourage Creativity
- Empathize
- Morale
- Reduces Stress
- Key Points
- Kotter's 8-Step Change Model
- Step One: Create Urgency
- Step Two: Form a Powerful Coalition
- Step Three: Create a Vision for Change
- Step Four: Communicate the Vision
- Step Five: Remove Obstacles
- Step Six: Create Short-Term Wins
- Step Seven: Build on the Change
- Step Eight: Anchor the Changes In Corporate Culture
- Kurt Lewin 3 Phase of Change
- What Is The 3 Stage Model of Change?
- Step 1: Unfreeze
- Step 2: Change
- Step 3: Refreeze
- Conclusion
- Common Resource Management Challenges and How to Overcome Them
- Challenges & Resource
- Challenges Project Managers Face (and How to Handle Them)
- Recognizing the Right Skills for the Project
- Aligning Team's Availability and Capacity with Project's Schedule
- Know Your Team's Availability
- Manage Risks Before They Occur
- Take Your Team's Capacity into Account

- Avoid Unrealistic Schedules

- Managing Workload without Resource Hogging

- Avoid Resource Hogging

- Conclusion

- How to Focus on Your Core Values

- Practical Activity on Core Values

- Step 1 - Think Through and Describe the Following in Detail

- Step 2 - Think Through and Describe the Following in Detail

- Step 3 – Advise to Yourself

- Step 4 - Next Try and Reduce Them to a Few Words

- Step 5 – Test the Value

- How to Develop Your Skill Set?

- Read (or Listen to) Books, Articles, and Forums

- Join a Professional Organization

- Take Classes

- Attend Events

- Look Around Your Office

- Volunteer

- How to be Optimistic

- 'Try On' a Positive Lens

- Train Yourself to be More Optimistic

- Take Note of the Company You Keep

- Turn Off the News

- Write in a Journal for a Few Minutes Each Day

- Acknowledge What You Can — And Cannot — Control

- Don't Forget to Acknowledge the Negative

- How to Stay Calm

- Avoid a Doom and Gloom Attitude

- Trust Yourself

- Focus on the Positive

- Delegate and Seek Support

- Breathe

- Chew Slowly

- Look at the Big Picture

- Stop Demanding Perfection of Yourself
- Practice Patience Every Day
- How to Plan Ahead
- Step 1 – Write a to Do List
- Step 2 – Remove Yourself from Distraction
- Step 3 – Take Breaks When Working
- Step 4 – Break Big Tasks Up into Smaller Chunks
- Step 5 – Find Your Most Productive Times
- Step 6 – Become More Efficient
- Step 7 – Accept Your Limitations
- Case Studies
- Videos