

Emotionally Resilient Workbook

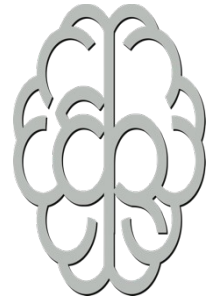
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In order to have a complete guidance system within, we have to get a reference point, from which to work from. Many view joy as their best guidance system to bring them fulfilment, happiness and success.

Success can come in many forms, it is up to

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Module 1 - Part 1



Our first step is to learn where we are in our current life, define where we want to go, and those hurdles that are in our way, which we can overcome.

There are no right or wrong answers, answer the following with the first response that comes to your mind, don't over think it. Just do it.

	Not at all like me	Not much like me	Some -what like me	Mostly like me	Very much like me
New ideas and projects sometimes distract me from previous ones	5	4	3	2	1
Setbacks don't discourage me. I don't give up easily	1	2	3	4	5
I often set a goal but later choose to pursue a different one	5	4	3	2	1
I am a hard worker	1	2	3	4	5
I have difficulty maintaining my focus on projects that take more than a few months to complete	5	4	3	2	1
I finish whatever I begin	1	2	3	4	5
My interests change from year to year	5	4	3	2	1

Add lines together that start with a 5 in the column marked **Not at all like me**, this will be your:

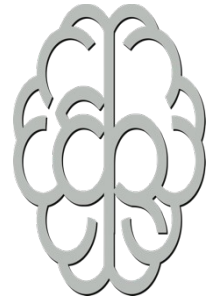
Passion score _____

Add lines together that start with a 1 in the column marked **Not at all like me**, this will be your:

Perseverance score _____

Finding our core values comes from our ability to notice how we respond to certain situations. We may find our responses that result from a myriad of experiences and exposures we have had to life. These may be as a result of learned responses from

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Core Values:

Are said to be the fundamental belief system, which guide us, on how we will act in a given situation, based on what we believe to be right or wrong.

Here is a starting list of personal core values, use what suits you!

Achievement	Recognition
Adventure	Self Esteem
Authority	Self Respect
Autonomy	Stability
Balance	Success
Beauty	Support
Boldness	Spontaneity
Compassion	Teamwork
Challenge	Talent
Community	Thankfulness
Contribution	Thoroughness
Curiosity	Tolerance
Fairness	Toughness
Faithfulness	Tranquillity

List the values that are most important to you!

Now group the core values which are alike. Eg, joy, fun, happiness

Make a heading for each group

Eg, Fun, Integrity, Growth,

Order the groups in priority, eg,

Integrity above Fun, but Growth above Fun

Make 3 Columns and work backwards, so do column 3 first:

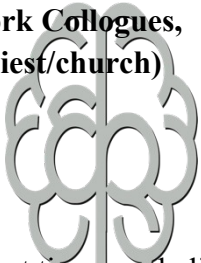
Column 1 will have one of the following: Parents, Friends, School / teachers / students, Books/Films,

Internet/Magazines/Social , Media, Work Collogues, Religion (piest/church)

Column 2:

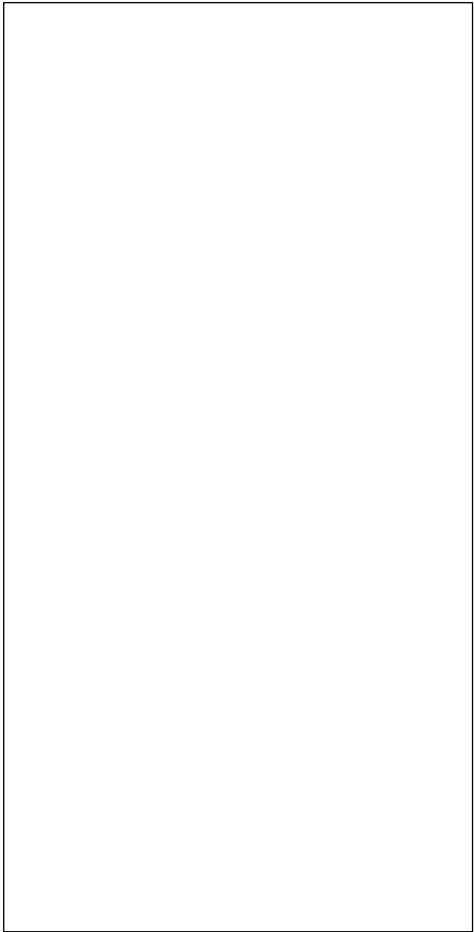
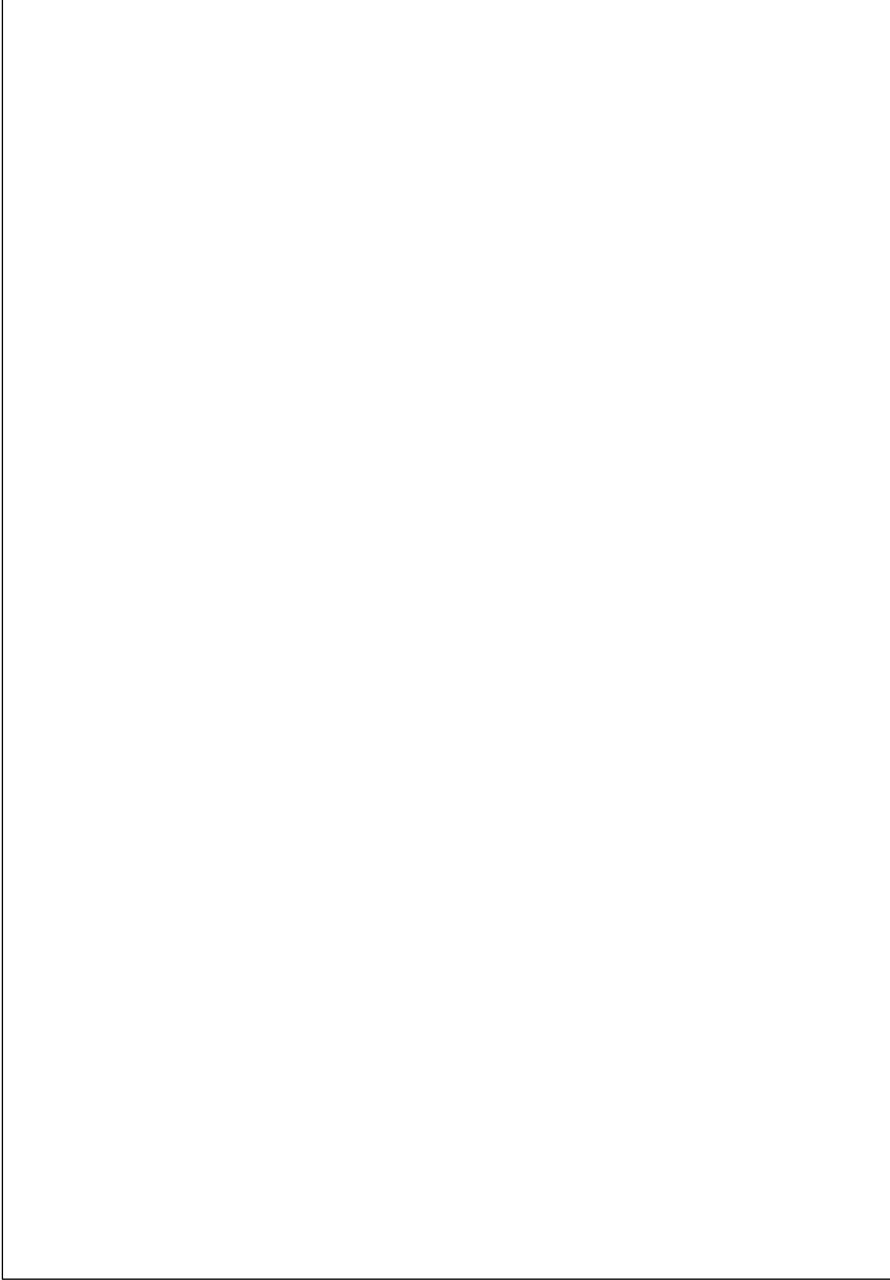
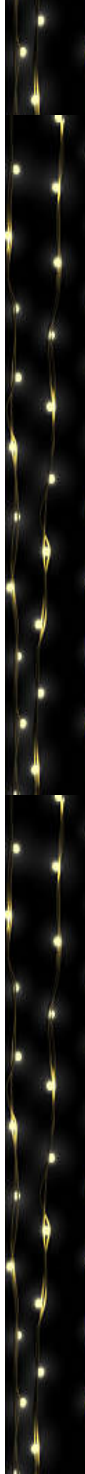
Write the first time you believe that belief came up for you

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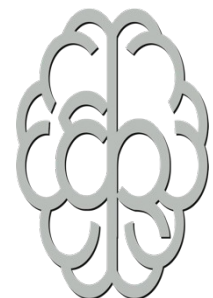
Mapping out the core values are the first step to attitudes that are worth maintain. Finding out where they come from can expand our current belief that Can lead to limitation affect our self-perception which are reflected in our attitudes and

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Parents typical systems may have been:



Connecting the thinking ,the physiological system to our attitudes and belief becomes manifested in our dally life when what we think and how we act are not in congruence with one another. There is like a tearing apart of our mind, body and spirit

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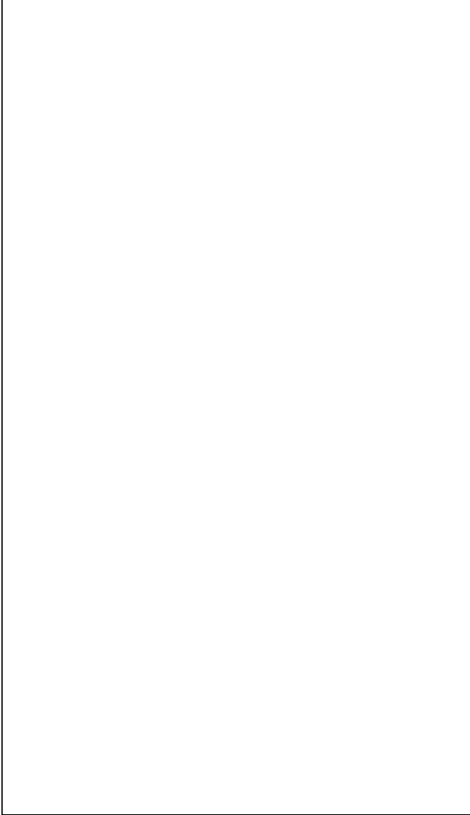
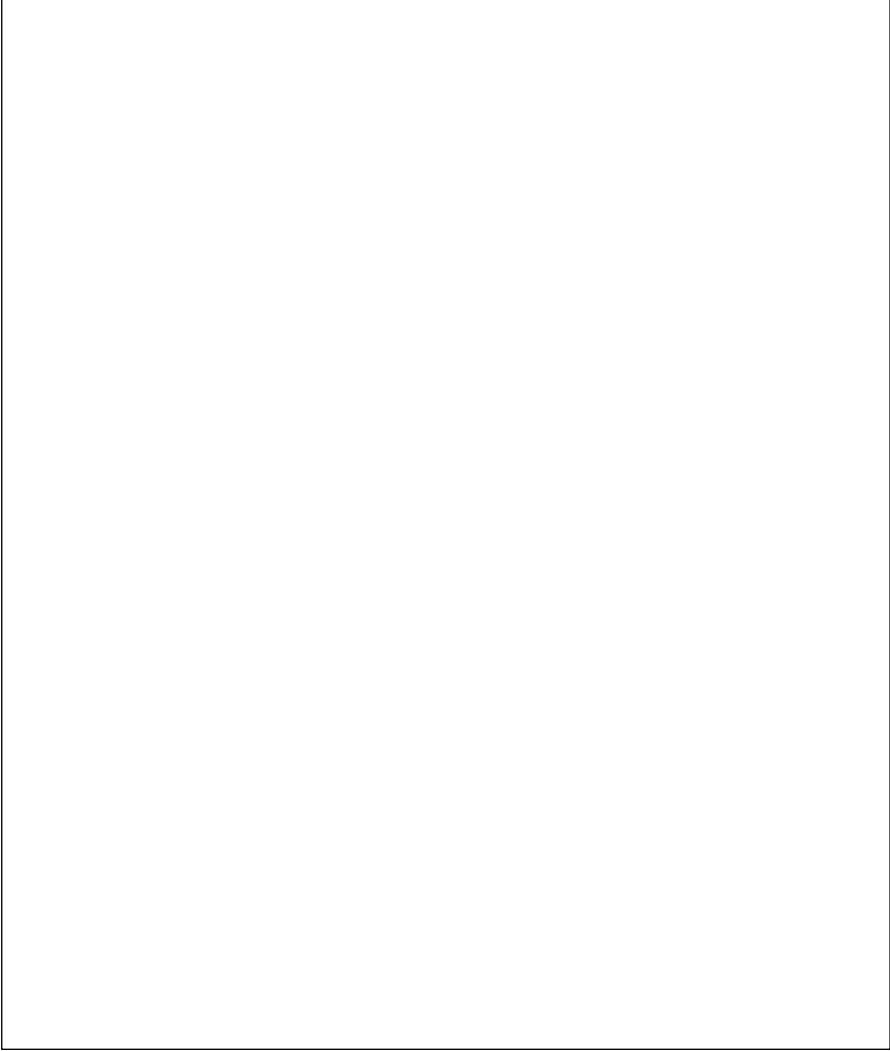
Physical Signs which may represent a mismatch between belief and actions: (this is provided there are NO underlying medical conditions – which should always be checked out and ruled out)

Module 1 - Part 4

Anxiety

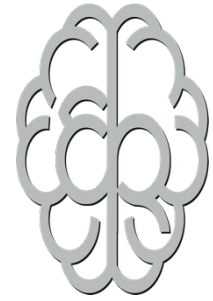
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deemed a characteristic that is caused by genetics, the shape of your eyes, the colour of your eyes, your height. Your character traits which can be learned or are innate can be eg. Kindness.

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Do you believe once we are adults we can no longer change our character traits?

Module 1 - Part 5

Is your main trait come from fear, anger, survival?

Are these fixed?

What are you character traits?

Where do you fit in?

The Sage

The Innocent

The Explorer

The Ruler

The creator

The Magician

The Hero

The Rebel

The Lover

The Jester

The Orphan

To know yourself is to know both your strengths and your weaknesses.

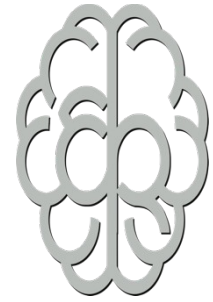
The ability to change and morph into what you want requires knowledge of whom you wish to be, and knowledge of whom you are.

These are not mutually exclusive, but when you can see you can change, you are like a blank canvas, and that which you paint reflects your inner being, and what it is you wish to achieve.

We are 100% responsibly for our lives, however we make allowances or we make excuses when we are unable to be fully responsible for our actions and our outcomes. Where is the locus of control?

How do we make relevant changes?

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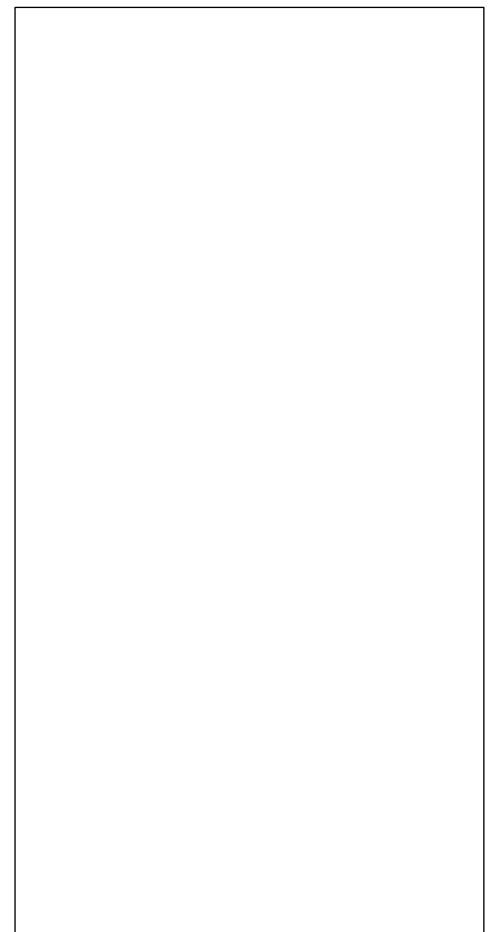


What has stopped you in the past from taking 100% responsibility for your actions?

Module 1 - Part 6

1. Responsibility for health and well-being. If I was to take 5% more responsibility I would
2. Responsibility for friendship. If I was to take 5% more responsibility I would
3. Responsibility for expanding my knowledge base. If I was to take 5% more responsibility I would
4. Responsibility for my own mental health well-being. If I was to take 5% more responsibility I would

Do you sabotage yourself, low self-esteem, you are not good enough, only others can do these items, does someone need to give you permission to do what you want to do?

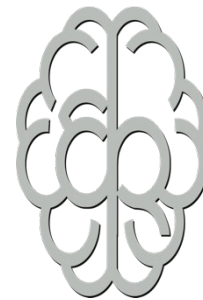


Failure friend or foe?

Change good or bad, or just is?

You are in the right place at the right time
does this resonate for you?

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Failure

Module 1 - Part 7

What does failure mean to you? What does it look like, and how does it affect you?

Changes

How do changes affect you? How often have you had changes in your life, when did they happen?

What did those changes do to your life? How did you handle them, what personal hardship did they cause if any?

Changes and failure are our friends, how did you emerge as a result of the events that led to the above?

Did you seek help? From where, from whom?

Was the assistance helpful, hindered your growth, set you further back?

Did the changes and failure create a paradigm shift and if so what was it?

Rewrite the story that gave you such discomfort and anger in your life.

Decide what you want the outcome to be, decide how you would navigate the whole situation to achieve our desired goal.

This is imagination, this is your story, rewrite it to suit your meaning and ending. This is your life, create magic.

Reality versus truth? Whose truth is life?

If the brain cannot distinguish between an event that has occurred, and event that

According to Cambridge Dictionary, you thought occurred, but when imagination

Resilient can create new neurological paths that

Able to be happy, successful, etc. again, it

after something difficult or bad has

happened, able to quickly return to its

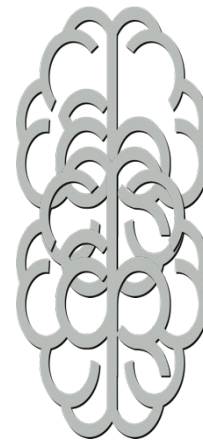
usual shape after being bent, stretched or

Emotionally

Resiliently

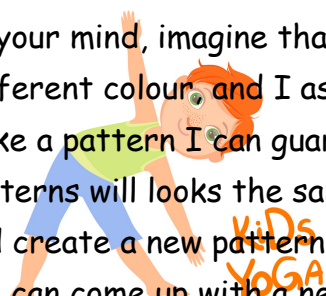
Resilient

Module 1 - Part 8



In your mind, imagine that I give you several threads of different colour, and I ask you to weave the threads and make a pattern I can guarantee that none of your patterns will look the same. Then I ask you to unpick it and create a new pattern with those threads, I am sure you can come up with a new pattern, and yet again no two patterns in the room will be the same.

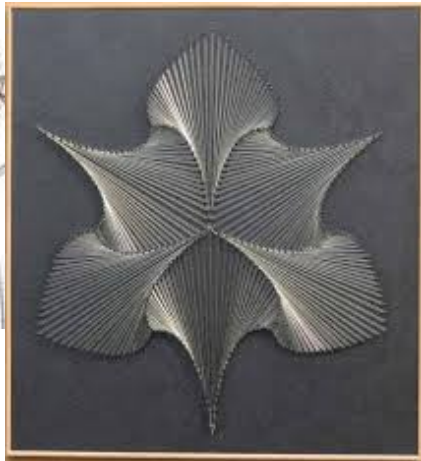
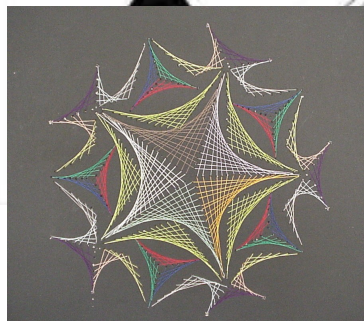
Module 1 - Part 9



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Eg



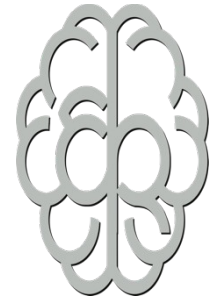
Stand feet together, weight on big toe small toe and heel, even weight on the whole foot.

Take a step to the right, right foot is perpendicular to the body, left foot should feel slightly pidgeon toed, extend both arms parallel to the ground. Bright the right hand forward of right foot, as you start to bend the torso to the right, bright the right hand down towards your right inner thigh, take the left hand up or on your hip. The gaze to the left middle finger, forward or to the floor. Take five slow breaths

The pose is designed to open up through the psoas muscles, and also give you a a stretch on the

When we name the nameless, it takes away its power over our subconscious. This exercise will allow you to name your biggest fears while realizing they are all constructs of our own minds. Once we accept these are all stories, we can move

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Fear # 1 Ex. I am afraid of....

Module 1 - Part 10

I scare myself by imagining...

Fear # 2 Ex. I am afraid of....

I scare myself by imagining...

Fear # 3 Ex. I am afraid of....

I scare myself by imagining...

Fear # 4 Ex. I am afraid of....

List your five biggest fears around your next-level goal as follows:

“I am afraid of...”

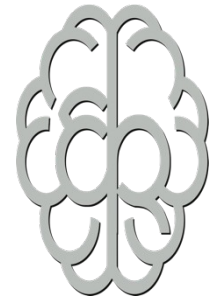
“I scare myself by imagining...”

Eg. I am afraid of failing to meet my ability to live happy because I feel that I must meet others expectation.

I scare myself by thinking of their needs, instead of putting my needs first, I cannot be everything to everyone. I can

List 101 things you want to do, be, and/or have in this life. It may be difficult to get all the way to 101, but it's important that you get there

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Examples:

Module 1 - Part 11

Do... or Be... or Have...

1. *Do: Go skydiving*
2. *Be: Fearless in my pursuit to get out of my comfort zone*
3. *Have: the ability to go anywhere anytime and be happy in my own space*
4. *Have the financial freedom to go on holidays whenever I want*
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

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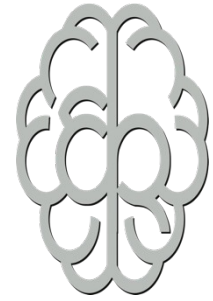
This is designed to make you dream, dream the life you want to have, no restrictions.

You can achieve anything you set your mind to, it is upto you to dream big! You can achieve any goal you set your mind to, never, ever let anyone tell you you can't, the only person stopping you is YOU!

Journal

immune system. Gratitude and appreciation are the two most powerful things we can do to help us feel happier and more energized

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Spend 15 minutes appreciating everything you can do daily either verbally or even better make it part of your journal. Always write in a positive way, even if you are not feeling it, by changing how we think and write, after a while it becomes second nature and we rewire our brain to think in a positive light, this will increase your health, as well as your outlook in life, and interactions with others.

Split your journal into sections eg.

Gratitude:

Things I have achieved today eg. I smiled at a stranger and they smiled back

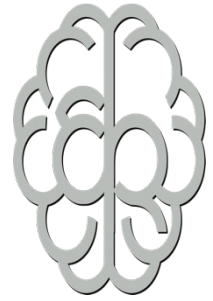
Things I wanted to achieve today - wanted to cut my nails, or spend time out in nature

Module 1 - Part 12

It doesn't matter what you write in your journal, it's a way of getting the things that are continuously running through your head, which you do not seem to shake off. I should read more, I should do more exercise daily, I should talk to my family. When I speak with friends I feel really happy because.... When I speak to my friend she annoys me, so I will tell her how I feel in a kind and loving way, so that we can move past this hurdle and become better friends... etc

Building your way forward

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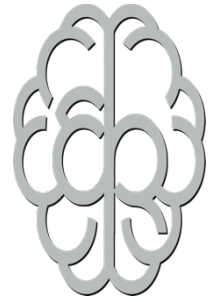
Module 1 - Part 13

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A smaller, empty rectangular box with a thin black border, positioned on the right side of the page. It is also intended for notes or a presentation.

Compassion for self and others

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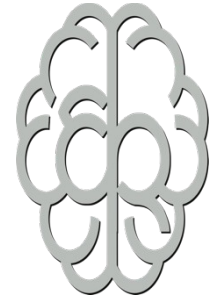


Module 1 - Part 14

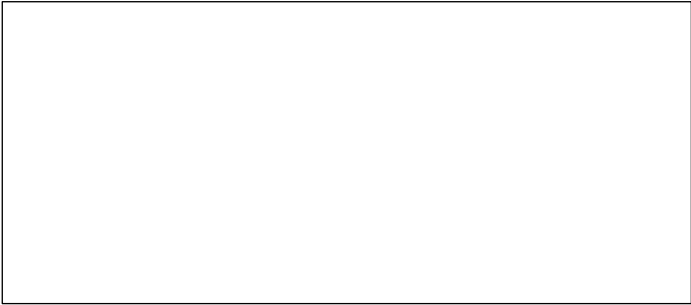
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A smaller, empty rectangular box with a thin black border, located on the right side of the page. It is also intended for notes or reflections.

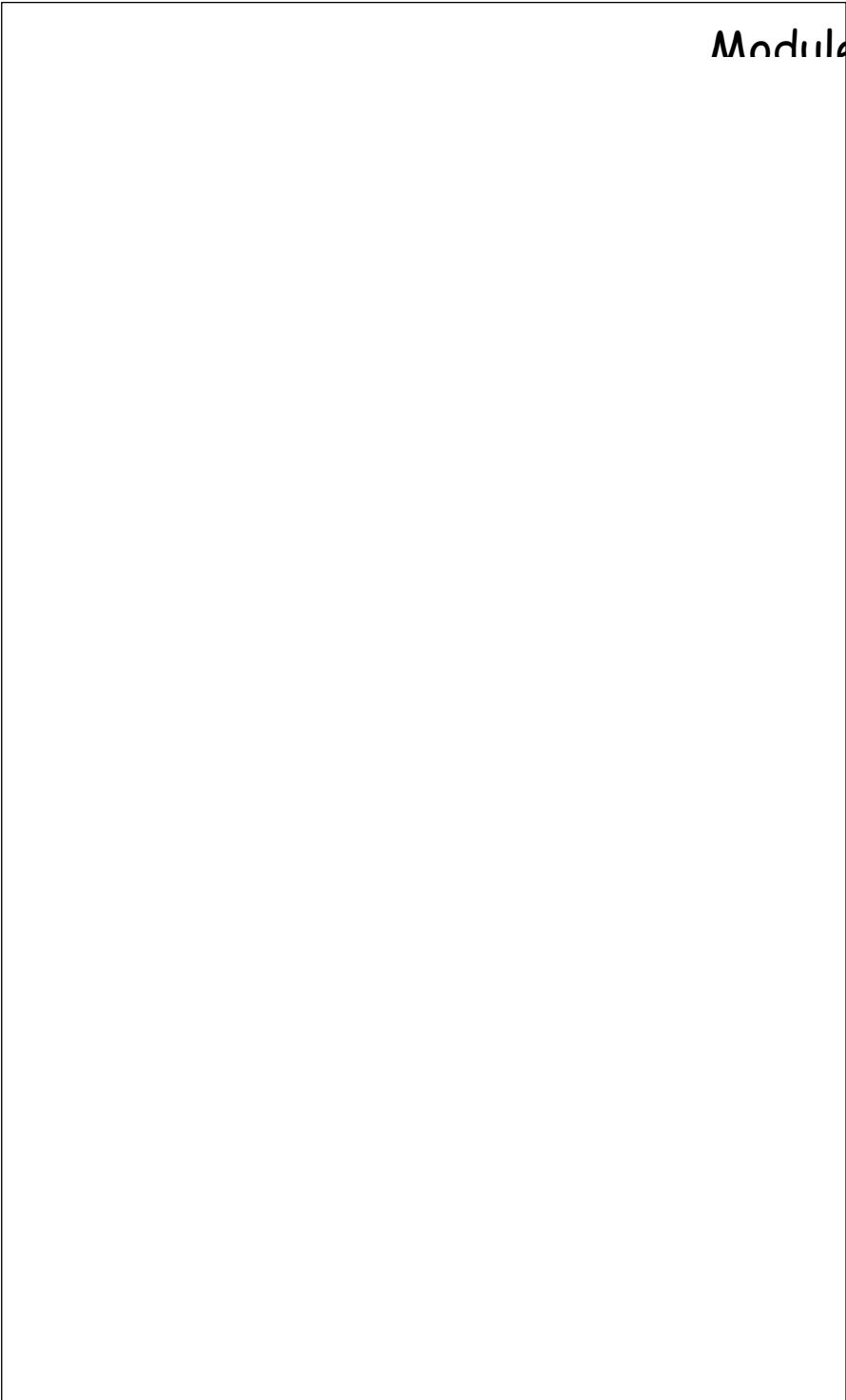
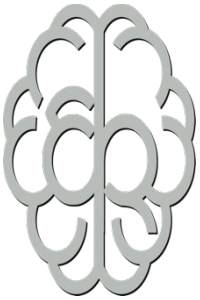
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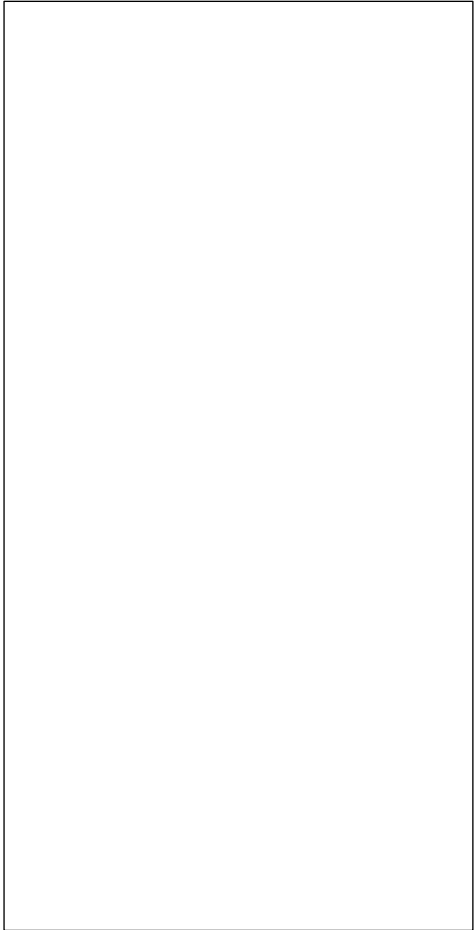
Module 1



Emotionally Resilient



Module 1



Topics covered in this training course

What is stress and what is resilience?

Understand the definitions of resilience and stress and reflect on the way you think about stress.

Causes of stress

According to the latest findings, Australians are reporting lower levels of wellbeing and higher levels of stress. By examining the common causes, you can begin to identify your individual stressors and develop strategies to minimise and cope with them.

The effects of social media on stress and resilience

Understand how fear of missing out (FoMO) may be affecting your stress levels.

Not all stress is bad

Remember, not all types of stress are bad for you. In fact, some stress can be good for you.

Life outlook and coping with events

You may not have control of the event, but you have control of yourself.

Techniques for maintaining focus

Use the FOCUS acronym techniques to regain control and overcome procrastination in a variety situations.

Mental readiness

Identify what you need to do to make sure your mind is prepared and ready to do a task.

Seven traits of resilient people

There are varying degrees of resilience within and between people, but practising these traits will put you on your way to being more resilient.

Responding to and managing stress better

Understand how you respond to stress and the coping resources you can implement to feel calm and in control.

Dealing with stressful situations

Use the four As to change the situation or change your reaction – avoid the stressor, adapt to the stressor, alter the stressor and accept the stressor.

Positive self-talk and imagery

Identifying any negative thought processes and reframing these them into positive self-talk can go a long way to helping build your resilience.

Build your personal resilience plan

Build a personal resilience plan to take away with you that identifies your strengths and uses them to help you improve in other areas you find challenging.

Learning Outcomes

After completing this course participants will have learned how to:

- Know how to read emotions
- Understand your own level of emotional intelligence
- Use the Johari window to understand what you reveal to others about yourself and what others reveal to you
- Understand resilience and how to build it
- Understand social awareness and empathy and how to be more empathic and socially aware
- Understand how different cultures respond to and display emotions
- Know how to influence others positively
- Know how to have emotionally intelligent conversations
- Understand manipulation and emotional dishonesty and how to avoid it
- Understand how to lead with emotional intelligence

Course Outline

Emotional Intelligence (EQ) Training Course - Lesson 1	Emotional Intelligence (EQ) Training Course - Lesson 2
EQ - A Passing Fad?	I Feel therefore I Am
The Power of Emotions	Tuning in to your own emotions
The Limbic System	Johari Window
Useful Models of Emotional Intelligence	Self-Control
Reflection	Resilience
	Reflection
Emotional Intelligence (EQ) Training Course - Lesson 3	Emotional Intelligence (EQ) Training Course - Lesson 4

Emotions @ Work

The Emotions of Others

Interpersonal skills
Social Awareness and Empathy
Emotions and Culture
Reflection

Influencing Others
Having difficult conversations
Dealing with change
Toxic Workplaces and
Emotional Intelligence
Reflection

Emotional Intelligence (EQ) Training
Course - Lesson 5

The Dark side

Manipulation
Emotional Honesty
Reflection

Emotional Intelligence (EQ) Training
Course - Lesson 6

Leading and Emotions

Leadership and Emotional
Intelligence
Emotional Agility
Cultivating EI in organisations
Reflection

Emotional Intelligence (EQ) Training
Course - Lesson 7

Reflections

Create an Action Plan
Accountability = Action
References

Training content - Emotional Resilience Training

This Emotional Resilience Training is a balance between Groupwork Institute input and a focus on participants' particular learning needs and challenges.

The finer details of the content can be negotiated beforehand and further refined at the beginning of the training.

The training will draw on the following topics:

Understanding Ourselves - Self Awareness

Introducing our model for understanding and mapping our array of unconscious ‘selves’ – The Community of Selves™

Exploring the ‘dance of the unconscious’ and how this interplays between ourselves and others to affect outcomes. This topic includes:

- Managing ourselves in the face of complex, emotionally challenging encounters.
- Remaining centred in tricky encounters with others
- Giving and receiving hearable feedback
- Challenging conversations
- Working in teams
- Welcoming difference

Emotional resilience

We define emotional resilience as the capacity to be ‘bold’ – to speak up, to share our ideas, take risks and use our full potential. It gives us greater strength to appropriately respond to workplace pressures and challenges and helps build robust, collaborative relationships.

This topic includes:

- Understanding the components of emotional resilience (the 7 tips).
- The emotionally resilient person – what do they do, and how do they feel?
- Self-reflection on where we are in this journey and what the barriers are. These will be used to focus the issues we work on.

Putting emotional resilience and self-awareness into practice

- The necessary micro-skills of communication
- Preparing ourselves for challenging encounters
- Remaining emotionally centred in the face of perceived ‘attack’ of personal or professional challenges

Essential principles of communication

Workplace communication practices need to have a strong, clear value base. Having an environment that promotes good communication in turn fosters emotional resilience. As good communicators we need to be clear about our approach.

1. the central values and principles of good communication; and
2. an understanding of how our principles can guide our behaviours

Micro-skills for communication

There are a range of key micro-skills needed for effective communication. This is how we apply emotional resilience. These allow us to:

- hear and validate people's contribution
- synthesise wisdom
- welcome difference
- deal with un-spoken dynamics

Micro-skills for effective teamwork

There are a range of micro-skills essential for people to work well together. It is these micro-skills that bring teamwork to life. Some of these skills will be familiar to you, some will be new. In effect, many of them are life skills. In this training, we will introduce a number of micro-skills. For example:

- validating
- helping people hear each other
- hearing and validating people's contribution
- working in teams – the essential skills for getting along together
- the essentials for working collaboratively
- giving and receiving hearable feedback – the art of giving 'hearable' messages

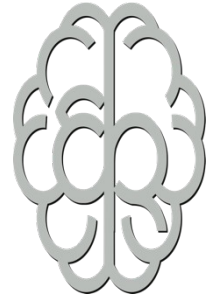
Handling challenging situations

Here we will focus on the issues of greatest importance to the particular group. Tools, micro-skills, helpful processes and handouts to address these issues will be offered:

- Preparing ourselves for challenging encounters
- Getting your message across in a wise and centred manner
- Dealing with others who are angry, upset or expressing strong opinions or feelings.
- Giving difficult feedback that is 'hearable'

- Remaining emotionally centred in the face of serious challenges.
- [BounceBack](#)
- [Mindset: How You Can Fulfil Your Potential - Dr. Carol Dweck](#)
- <http://thehowofhappiness.com/>
- <https://www.randomactsofkindness.org/>
- <http://www.kindness.com.au/>
- <http://mindfulnessinschools.org/>
- <http://www.pesa.edu.au/>
- <http://www.ipositive-education.net/>

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Module 1