



GETTING THINGS DONE -DEALING WITH CHANGE AND BUILDING RESILIENCE

Improve your ability to deal with change and build resilience. Be more effective at work.

A self-paced eLearning course for Accountants, Administrators and Managers in public practice | 6 Modules | 15 CPD Hours | More Time to Think and Act

Our work environment has changed

In recent times our lives have changed in ways we could not have foreseen. These changes have been dramatic and far-reaching and have forced major shifts in our work and personal lives. Now more than ever, we need to strengthen our ability to adapt successfully to change, deal with stress and manage our time effectively, avoiding the overwhelm of being 'on' 24/7.

As professionals, managers and leaders, our ability to perform at the highest level requires a knowledge and understanding of how our brain operates, how emotions are processed, how to optimise the executive functions of the brain such as planning and analysis, and how to handle difficult conversations.

What's this course all about?

This eLearning course is designed to provide a guide to manage change and build resilience both within and outside the work environment. Over 6 modules, we'll discuss the key steps to build 'BrainSmart' resilience.

This course will help you to:

- Increase your capacity to deal effectively with stress
- Think smarter to make better decisions
- Maintain focus and attention to boost productivity
- Respond to pressure more productively
- Develop your emotional intelligence to connect and collaborate better
- Build personal resilience in times of complex and rapid change

THE BRAIN-SMART® APPROACH

Anne Paterson and Clare Edwards have been collaborating for over 10 years, pooling their collective knowledge of leadership and performance and combining their passion for sharing the neuroscience of leadership and change.

Together they created 'Dealing with Change and Building Resilience' a 6 module eLearning course that explores how we can develop our change agility and boost our resilience. The course outlines practical strategies to reduce stress and shift perception and change perspective to improve performance under pressure.

There has never been a more important time in our lives to invest in how we deal with change and uncertainty, how we lead and manage ourselves and others and how we master the ability to ride the rollercoaster of work and life, bouncing back stronger and for longer.

WHAT'S THE COURSE ALL ABOUT?

This eLearning course covers the depth and breadth of how to build your adaptability to change and deal effectively with challenges and setbacks in a professional service environment.

Over 6 modules, we'll discuss the key steps to build 'BrainSmart' resilience. Each module incorporates a series of short presentations, support notes and activities linked to your learning objectives. You can track progress and review your personal SMART action plan as you work through the eLearning course.

HOW DOES IT WORK?

This course consists of 6 modules with clear learning objectives. Content includes presentations, workbooks, support materials and assessment tasks. Most importantly, learners develop their own professional development pathway using our SMART action planning template.

The course modules have been designed to build knowledge and experience in a logical sequence. Each module incorporates a series of short presentations, support notes and activities linked to your learning objectives. You can track progress and review your personal SMART action plan as you work through the course.

You are invited to complete a survey before and after the course to track progress.

WHO'S IT FOR?

This course is suitable for any administrator, accountant, manager or partner in public practice who wants to develop their ability to deal with change and build resilience.

Whether you're new to the public practice environment or experienced and wanting some fine-tuning with the way you manage your day, this course will add value and provide a pathway to success.

For Registration details:

<https://cpdforaccountants.com.au/courses/brainsmart>

COURSE CONTENT

This course consists of 6 modules:

1. Our Brains and Change

- Program introduction and overview
- Understand our amazing brain
- The pace of change
- Learn about the origins of change from evolution
- Understand how our brain responds to change

2. Understanding Stress

- Understand stress, both good and bad
- Appreciate individual stress responses
- Learn about how our brain deals with stress and stress chemicals
- Understand the impact of stress on us physically and emotionally
- Be introduced to 2 techniques for managing our stress responses

3. Strategies for Reducing Stress

- Understand the concept of changing your brain (neuroplasticity)
- Understand the role of sleep, nutrition and exercise in reducing stress
- Be able to develop our levels of self-awareness
- Become aware of how our language can impact the results we get
- Learn techniques to manage our emotional responses to situations

4. Understanding Change

- Understand what we can predict about how change impacts people
- Learn about the factors that contribute to us having an individual and unique threshold in how we deal with change
- Be able to recognise where we are in the change process and begin to move forward
- Develop our knowledge around minimising threat and maximising reward

5. Strategies for Dealing with Change

- Learn simple yet highly effective strategies for gaining perspective on a change situation
- Learn how to tame a LION
- Understand why managing energy can be more important than managing time
- Learn strategies for being more productive and achieving greater work/life balance

6. Building Resilience

- Understand why building resilience is critical to our emotional and mental wellbeing
- Learn about the strategies that highly effective people use to build and maintain their resilience levels
- Be familiar with 3 strategies that can accelerate our ability to bounce back or increase our 'bounce-backability'

CPD – This course is worth 15 CPD hours. Each module includes an online presentation and support materials including templates, scripts and articles.

All modules are structured with specific learning objectives and assessment tasks. Learners are expected to demonstrate that they understand learning objectives and can apply concepts through completion of the assessment tasks.

A SMART action planning template is used to consolidate specific actions and to ensure that a timeframe for completion is established and followed. Regular review of progress is ensured through commitment to completing the course.

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THE ELEARNING ACADEMY

- Learners can complete courses at a place that suits them, within and outside work hours.
- Each learner will have a dedicated login to give them personal access to their course.
- Module material includes online presentations, workbooks, templates and articles
- All modules also incorporate formal qualitative assessment tasks that encourage learners to develop practical actions demonstrating understanding of the concepts.
- All assessment tasks are scored, with directed feedback to learners on their response.
- As the learner progresses, they develop their personal SMART action list to drive change.
- Managers are able to see at a glance how their staff are progressing.
- All learners have access to course content for 12 months following their enrolment

FEEDBACK FROM PREVIOUS COURSE LEARNERS

I have found this course to be terrific to undertake. It has helped me greatly and there is a lot of work to be done next year. Thank you for all your assistance. I would rate this course 10/10

- Donna Spark

This course really made me think outside the square and challenged my thinking in a variety of ways. I have learned so much and have thoroughly enjoyed every part of it

- Louise Mason

This course has given us a lot of discussion points. It allowed us all to see what we are doing differently and become a more cohesive team. It had many different ideas we hadn't thought about and allowed us to think outside of the box. We also were able to spend the time together and it enhanced our team relationship. Thank you

- Amanda Edwards

This course has been a great investment. In time I hope to implement everything I learned, but, to be honest, implementing just some learned points is a big stride forward for my business. This course will help my clients, which in turn, will help my business. Helping my clients improve their businesses is good business for me. This course has been the best professional development I have done to help my clients in this way

- Tony Meehan

For more course feedback, visit

<https://cpdforaccountants.com.au/course-feedback>

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