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PeopleBench Resilience for Educators.

Participants Workbook

PEOPLEBENCH

Name:

Completion date:

About this Workbook.

Welcome and thank you again for participating in the Resilience at Work for Educators Workshop. This workbook is your companion to the learning sessions. Inside you'll find a handful of frameworks, tips, tricks, and prompts for self-reflection to help you develop and refine your personal resilience action plan.

If you have any questions about the workbook or would like to explore additional resources, please feel free to get in touch:
hello@peoplebench.com.au

Contents.

04

Activity 01
Reflection.

05

Activity 02
Solution Focus.

06

Activity 03
Circle of Control.

07

Activity 04
Time Management Matrix.

08

Activity 05
Network Mind Map.

10

Your Resilience Plan:
Setting your baseline.

12

Establishing Reflective Practice.

14

Planning for Ongoing Resilience.

18

Resilience Action Plan.

32

Checking in again.

34

Useful Resources.

36

Contact Us.

ACTIVITY 01.

Reflection.

Reflect on why you decided to pursue a career in education, record your thoughts below.



ACTIVITY 2.

Solution Focus.

Think of a current or recent stressful workplace situation and apply the solution focused questions below to reframe the situation in a more positive way.

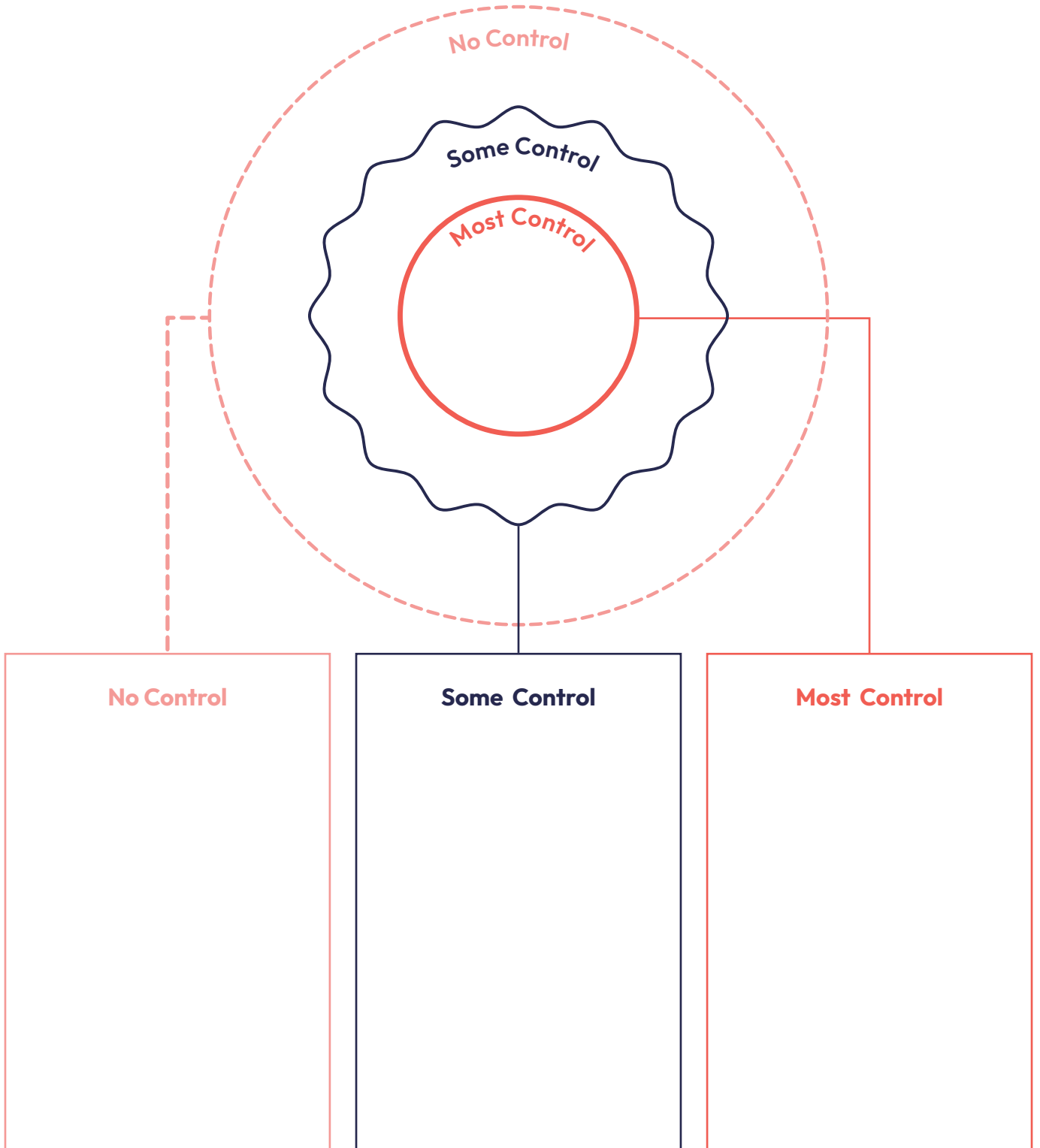
01. What would help to improve this situation?

02. How would this look if it was working well?

03. What's the first step I could take (now, next and later)?

ACTIVITY 3.

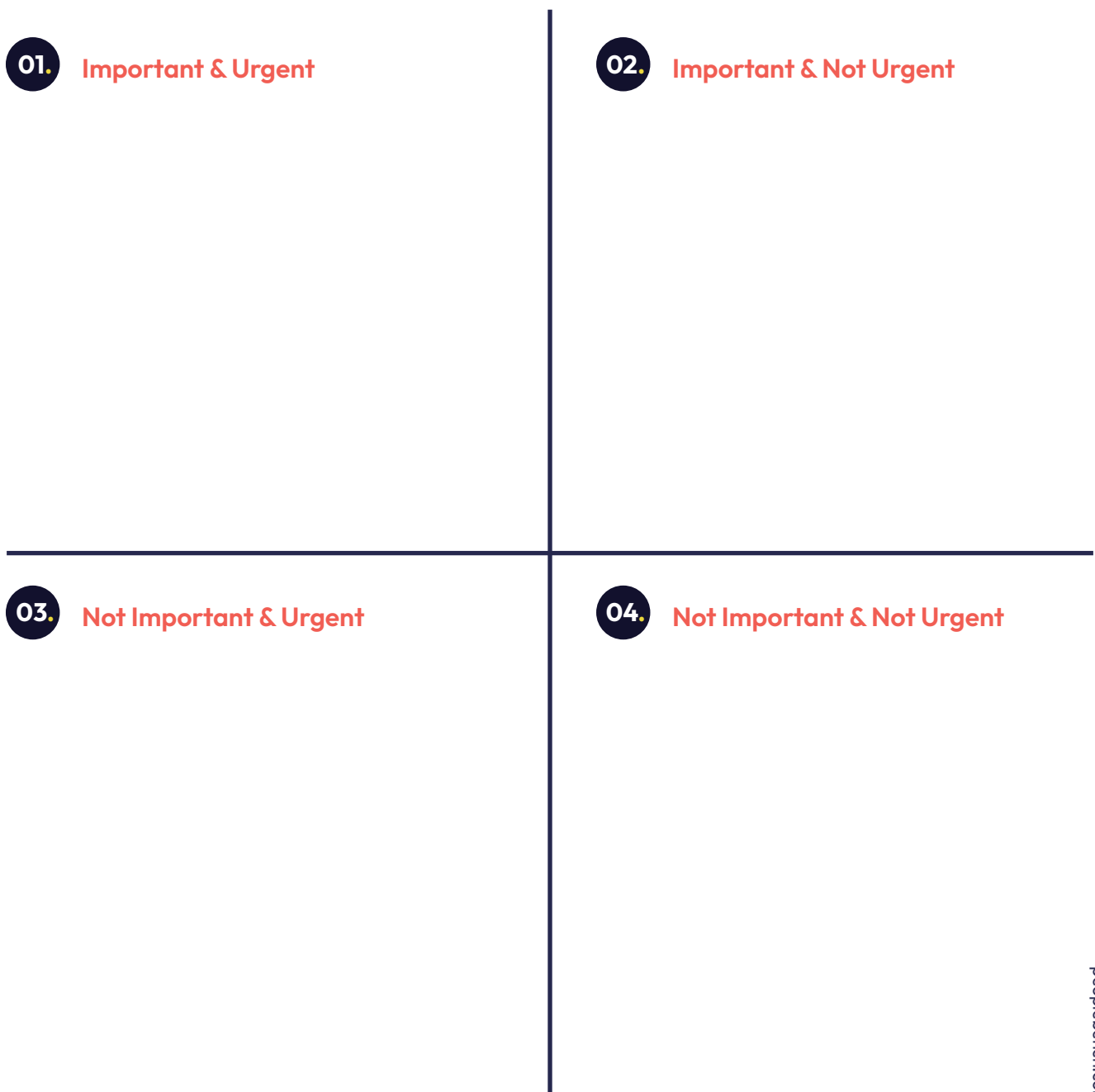
Circle of Control.



ACTIVITY 4.

Time Management Matrix.

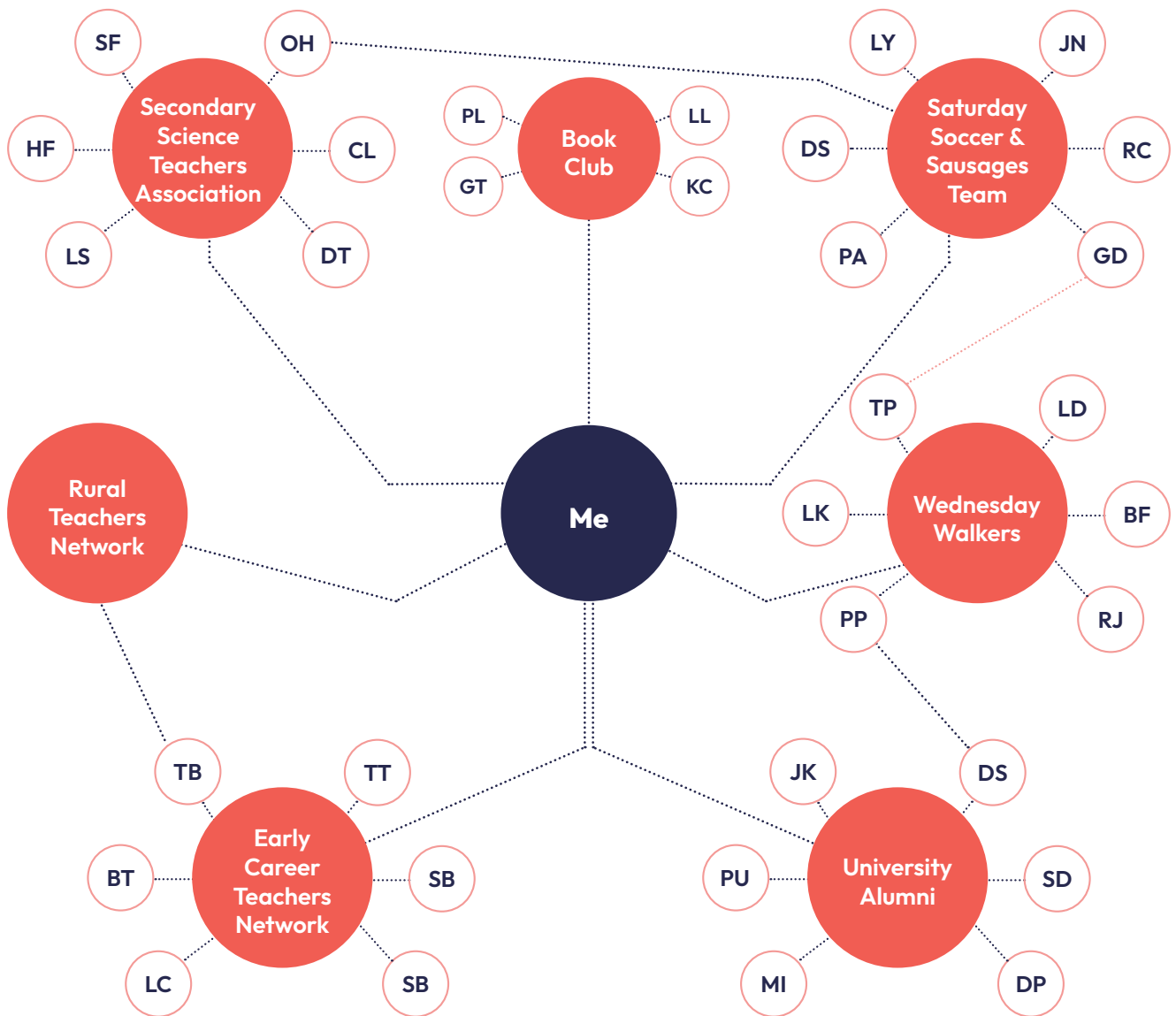
Fill in these categories with each of your tasks for next week to help you identify how to prioritise them.



ACTIVITY 5.

Network Mind Map.

Your network mind map can be hand drawn or you can access one of the many online tools. Start with you as the central node in the network. Draw the key areas of support that you require around you, then populate these with the people currently in your network. Once you've finished, take a step back and consider whether you currently have enough people – or the right people – in each of your areas of need.



Illustrate your network mind map.

Sketch your network map below.



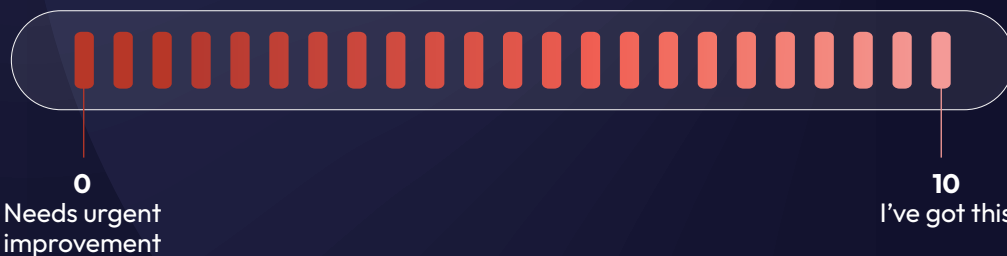
R@W 7 FACTORS

Your Resilience Plan: Setting your baseline.

When it comes to monitoring our progress in any endeavour, starting with a baseline measurement is key.

Spend a few minutes reflecting on what you now know about the seven components of the R@W framework (McEwen, 2011) and plot where you think you're currently travelling in these areas. It's important to note that this quick, self-check-in exercise is in no way a replacement for the formal R@W self-assessment tool; it's simply intended

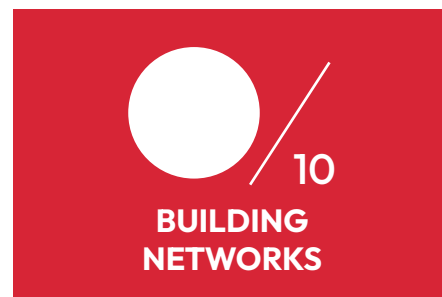
to encourage you to think about the components in a self-reflective way. If you'd like to learn more about completing the full R@W self-assessment tool and receiving one-on-one coaching, please contact hello@peoplebench.com.au. For each of the seven components, rate out of 10 how you feel your current resilience levels are sitting.



**You'll find space to repeat this exercise
at a future review checkpoint at the
end of this workbook.**



YOUR RESILIENCE LEVELS OVERALL



In general, how are you travelling right now?

Record your comments below.

R@W 7 FACTORS

Establishing Reflective Practice.

Reflective practice—the process by which we study our own experiences and continuously learn from them—is the cornerstone of resilience-building, and a key skill to draw upon if we want to get the most from any personal development planning.

We all have the capacity for self-reflection, and for some it comes naturally. For others, we can hone our reflective practice by making time in our daily routines at work and at home to pause and consider what has taken place, how it has affected us and what we could do differently in future to get a different result, or what we need to do to get the same result if we desire.

With enough practice, this will become habit – just another part of how you do what we do.

As a starting point, consider making time for reflection at these points in your day:

After significant events (e.g. that “big meeting” at work).

After events to which you had a strong reaction (e.g. when something has made you feel particularly stressed)

At the end of the workday or the end of the day before you go to bed.

The psychology and education fields of research have produced a number of frameworks to guide reflective practice. At their most simple (Borton, 1970), these encourage us to ask three simple questions:

01.

What happened?

02.

So what?

03.

What next?

Chances are three simple questions may not reveal the level of insight you need in some circumstances, so a comprehensive model may be handy. Gibbs (1988) developed a seven-stage process for debriefing events and extracting learnings. **Example questions for each stage are presented below.**

01.**Description:**

What happened? Don't make judgements yet or try to draw conclusions; simply describe.

02.**Feelings:**

"What were my reactions and feelings? Again, don't move on to analysing these yet.

03.**Evaluation:**

"What was good or bad about the experience? Make value judgements at this point.

04.**Analysis:**

"What sense can I make of the situation? Bring in ideas from outside the experience to help you.

"What was really going on?"

"Were different people's experiences similar or different to mine in important ways?"

05.**Conclusions (general):**

"What can be concluded, in a general sense, from these experiences and the analyses I've undertaken?"

06.**Conclusions (specific):**

"What can be concluded about my own specific, unique, personal situation or way of working?"

07.**Personal action plans:**

"What am I going to do differently in this type of situation next time?"

"What steps am I going to take on the basis of what I've learnt?"

You might also find it useful to go through this process with a trusted friend or colleague in some cases, to validate your insights.

R@W 7 FACTORS

Planning for Ongoing Resilience.

Consciously monitoring our own patterns of thought and behaviour is a key ingredient in changing those patterns, and it all begins with a plan.

Without adequate planning and monitoring, many personal change journeys fall at the first hurdle, and it's likely that if you don't translate your reflections from the content we've shared to date, into an actionable plan, you won't achieve the benefits you want to achieve.

Drawing on theory and research.

On the following pages you'll find a template for your plan, with space for you to record your ambitions for what you'd like to change in order to boost your resilience at work, and how you're going to get there. The plan template is based partly on the COM-B model of behaviour change (Michie et al., 2011), in that it attempts to tease out the factors which will affect the likelihood of your change succeeding, bearing in mind that these factors are often invisible to us unless we examine our behaviour closely.

The COM-B model proposes that behaviour is influenced by three major categories of factors:



Our psychological/physical capability to carry out the behaviour.

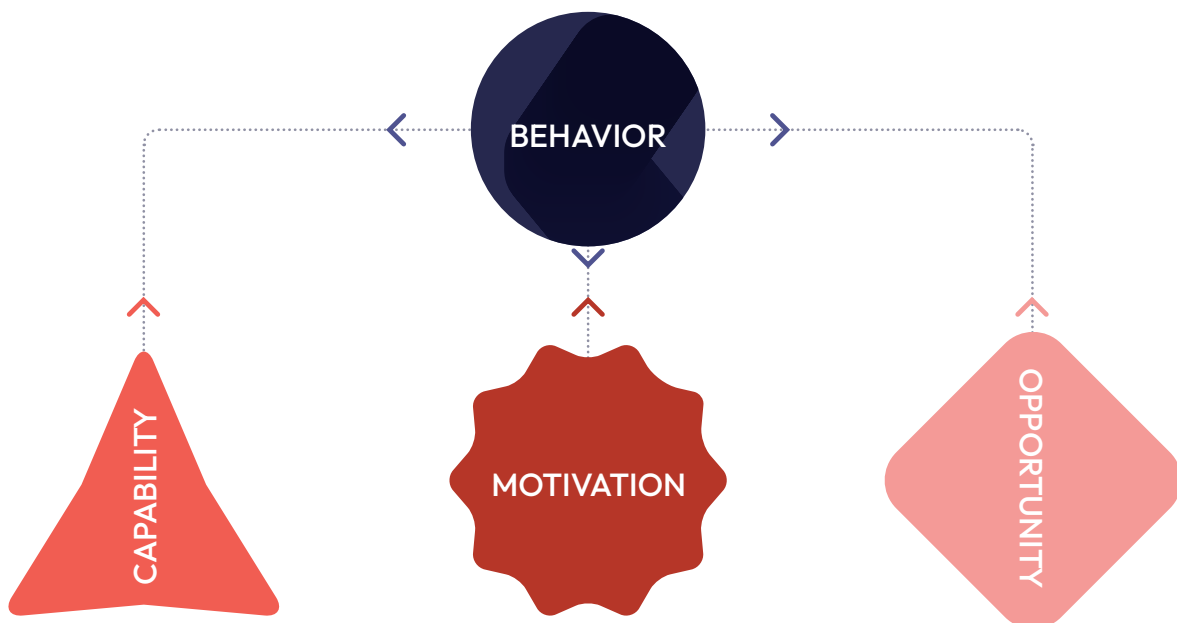


Our motivation to carry out the behaviour. This includes both reflective & automatic mechanisms that activate/inhibit the behaviour.



Our opportunity to carry out the behaviour. This includes the physical & social environment that influences the behaviour.

By accounting for these factors (as best you can) in your change planning, you stand the greatest chance of sustainable success.



Keeping yourself honest, with kindness.

Your resilience action plan is a contract with yourself. Like other contracts, if you put the time and energy into upholding this deal, you can expect rewards as a result. This is not to say that your plan is a rigid set of commitments—quite the opposite. Circumstances change and we need adjust our priorities accordingly, so your plan should reflect these changes. The important thing is to commit to the spirit of personal growth and doing the best you can on any day to get the best possible results.

A word on goal-setting.

Your plan starts with goal-setting, so it's vital to get this part of the process right. While it's great to be ambitious and dream big, it's important to break our broader goals down to small steps. February is littered with the broken new year's resolutions of people who failed to perform this vital step and focused solely on lofty, vague goals like "I will get super-fit this year!". Remember, as Service & Gallagher explored in their book, it's important to Think Small.

You may be sick to death of hearing about SMART goals as part of your annual performance planning process, but that framework can be useful for helping us to break big ambitions down into manageable chunks.

As a reminder, SMART goals are those which are:



Specific.

They should address the “what” of your goals in detail, as well as the “where”



Measurable.

You should consider which metrics you’ll use to gauge your progress over time



Achievable.

Make sure your goals are within reach; anything else is a recipe for disappointment



Relevant.

Your goals should make sense in the broader context of who you are and where you see yourself right now. Without this knowledge it’s hard to know how you will get to where you want to go. For this reason, it’s particularly useful to have completed the R@W self-assessment so you have a sense of your current resilience levels in the seven areas of the framework. If you haven’t you can use the quick tool provided in the next section of this workbook.



Time-bound.

Consider when is feasible to have achieved what you want to achieve. In the case of resilience building you’re probably not looking to set an “end-date”, because resilience is all about ongoing proactive management. You might instead think about how often you’re going to check in with yourself and record your progress against your plan.

Living Authentically.

DEVELOPMENT DATE		
Action	What do I want to change?	
	What do I want to maintain?	
Managing the Influencing Factors	How will I build capability?	
	How will I establish motivation?	
	How will I create opportunity?	
Support & Contingencies	Who can help, and how?	
	What other resources are required?	
	How will I deal with obstacles?	
Review comments/ reflections:		

REVIEW DATE		
Action	What do I want to change?	
	What do I want to maintain?	
Managing the Influencing Factors	How will I build capability?	
	How will I establish motivation?	
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	What other resources are required?	
	How will I deal with obstacles?	
Review comments/ reflections:		

Finding your Calling.

DEVELOPMENT DATE		
Action	What do I want to change?	
	What do I want to maintain?	
Managing the Influencing Factors	How will I build capability?	
	How will I establish motivation?	
	How will I create opportunity?	
Support & Contingencies	Who can help, and how?	
	What other resources are required?	
	How will I deal with obstacles?	
Review comments/ reflections:		

REVIEW DATE		
Action	What do I want to change?	
	What do I want to maintain?	
Managing the Influencing Factors	How will I build capability?	
	How will I establish motivation?	
	How will I create opportunity?	
Support & Contingencies	Who can help, and how?	
	What other resources are required?	
	How will I deal with obstacles?	
Review comments/ reflections:		

Maintaining Perspective.

DEVELOPMENT DATE		
Action	What do I want to change?	
	What do I want to maintain?	
Managing the Influencing Factors	How will I build capability?	
	How will I establish motivation?	
	How will I create opportunity?	
Support & Contingencies	Who can help, and how?	
	What other resources are required?	
	How will I deal with obstacles?	
Review comments/ reflections:		

REVIEW DATE		
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	How will I establish motivation?	
	How will I create opportunity?	
Support & Contingencies	Who can help, and how?	
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	How will I deal with obstacles?	
Review comments/ reflections:		

Mastering Stress.

DEVELOPMENT DATE		
Action	What do I want to change?	
	What do I want to maintain?	
Managing the Influencing Factors	How will I build capability?	
	How will I establish motivation?	
	How will I create opportunity?	
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Review comments/ reflections:		

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	How will I deal with obstacles?	
Review comments/ reflections:		

Interacting Cooperatively.

DEVELOPMENT DATE	
Action	What do I want to change?
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	How will I deal with obstacles?	
Review comments/ reflections:		

Staying Healthy.

DEVELOPMENT DATE	
Action	What do I want to change?
	What do I want to maintain?
Managing the Influencing Factors	How will I build capability?
	How will I establish motivation?
	How will I create opportunity?
Support & Contingencies	Who can help, and how?
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	How will I deal with obstacles?
Review comments/ reflections:	

REVIEW DATE		
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Review comments/ reflections:		

Building Networks.

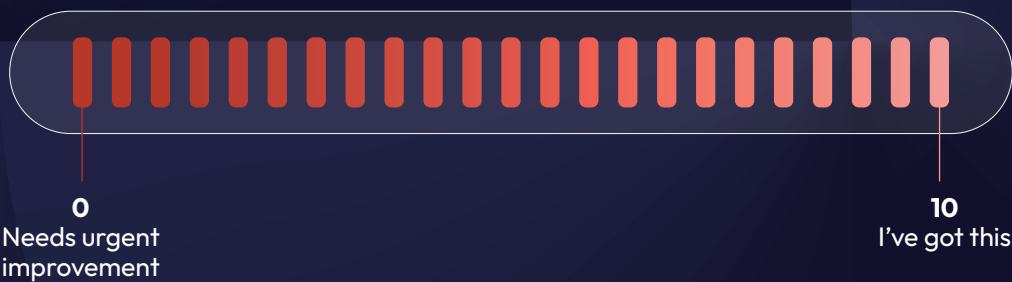
DEVELOPMENT DATE	
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Review comments/ reflections:		

R@W 7 FACTORS

Checking In Again.

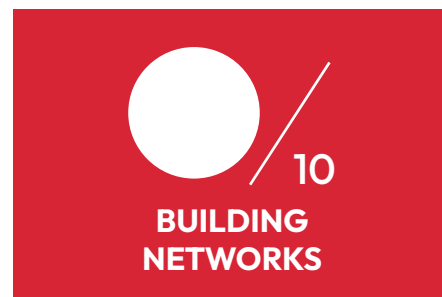
Now you've had some time to implement your plan, it's time to check in on how you feel you're travelling. For each of the seven components, rate your current resilience levels out of 10.



How do these ratings compare to your initial baseline assessment? If you've seen changes, why do you think this is so?



YOUR RESILIENCE LEVELS OVERALL



In general, how are you travelling right now?

Record your comments below.

Useful Resources.

Most importantly of all, please remember that this learning opportunity is designed to help you boost your resilience when it comes to the “day-to-day” aspects of change and challenge at work; there will be times when more intensive professional support is needed.

If you or someone around you needs urgent support, please use the most appropriate helpline for you:

- Beyondblue: 1300 224 636
- Lifeline: 13 11 14
- Your Employee Assistance Service Provider

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Dweck, C. (2016) What Having a “Growth Mindset” Actually Means Harvard Business Review January 2016

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