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COURSE BROCHURE

Personal Adaptability Skills at Work Training Course

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Madrid

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Registered in the United Kingdom and Saudi Arabia

Personal Adaptability Skills at Work Training Course

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Personal Adaptability Skills at Work is a 1-week training course for professionals and managers whose roles, tools or reporting lines are shifting, and it produces a personal adaptability development plan. Automation, restructuring and new ways of working now reshape jobs within months, so the ability to unlearn, relearn and stay steady has become a core professional capability. Jupiter Prime Training delivers this course on Personal Adaptability Skills at Work.

Why Personal Adaptability Skills Matter Now

Three forces drive the need: digital tools that change how tasks are done every year, organisations that merge, flatten or reorganise more often, and employers who now hire and promote for learning speed as much as expertise. Staff who adapt well absorb change with less stress and become the people others turn to during transitions; those who resist lose confidence, influence and sometimes their roles. The course draws on William Bridges' Transition Model, Carol Dweck's growth mindset research, Kolb's experiential learning cycle, the ABC model of cognitive reframing and the Volatility, Uncertainty, Complexity and Ambiguity VUCA lens.

Who Gains Most from Personal Adaptability Skills

- Professionals whose job content is changing through automation or new systems
- Managers moving into new structures, reporting lines or merged units
- Specialists asked to take on broader or cross-functional responsibilities
- Staff returning to work or changing sector who must rebuild routines quickly
- Project contributors who switch between teams and priorities frequently

A business unit going through restructuring gains most when several of its members attend together and build shared language for transition.

Personal Adaptability Skills Capabilities

Participants turn change from something that happens to them into something they can read, interpret and respond to deliberately.

- Assess personal adaptability across thinking, emotional and behavioural dimensions — for the participant's own development priorities
- Apply Bridges' Transition Model to a current change — for managers supporting people through endings and new beginnings
- Reframe unhelpful beliefs using the ABC model — for steadier decisions under uncertainty
- Design rapid learning loops with Kolb's cycle — for mastering new tools and tasks faster
- Build a personal resilience routine of recovery and support — for sustained performance during disruption
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Communicate openness to change and ask for clear expectations — for line managers and colleagues

Key Personal Adaptability Skills Terms

- Adaptability Quotient — a description of how readily a person adjusts thinking, emotion and behaviour when conditions change.
- Cognitive Flexibility — the ability to switch between ideas, perspectives or approaches when the situation calls for it.
- Learning Agility — the willingness and skill to learn from new experiences and apply lessons in unfamiliar settings.
- Growth Mindset — the belief that abilities can be developed through effort, practice and feedback.
- Neutral Zone — the in-between phase of Bridges' model, after letting go of the old and before the new feels settled.
- Cognitive Reframing — consciously replacing an unhelpful interpretation of an event with a more balanced, useful one.

Personal Adaptability Skills Day by Day

Day 1: Reading the Changing Workplace

- VUCA Lens — Interpreting Shifts in Roles, Tools and Structures
- Adaptability Self-Assessment — Profiling Thinking, Emotional and Behavioural Responses
- Change Inventory — Listing Current and Likely Changes in One's Role
- Case Studies From Banking and Manufacturing — Comparing Adaptive Responses
- Stakeholder Expectations Scan — Clarifying What Managers Now Need

Day 2: Mindset and Cognitive Flexibility

- Growth Mindset Research — Recognising Fixed Beliefs About Ability
- ABC Model of Reframing — Challenging Unhelpful Interpretations of Change
- Perspective-Switching Drills — Viewing a Problem Through Several Roles
- Assumption Testing — Separating Facts From Fears About the Future
- Curiosity Questions — Replacing Resistance With Inquiry

Day 3: Learning Agility in Practice

- Kolb's Experiential Learning Cycle — Turning Experience Into Lessons
- Rapid Skill Acquisition Plan — Learning a New Tool in Short Sprints
- Feedback Seeking — Requesting Input Early and Often
- Unlearning Habits — Retiring Routines That No Longer Fit
- Stretch Assignment Selection — Choosing Experiences That Build Range

Day 4: Navigating Transitions and Pressure

- Bridges' Transition Model — Managing Endings, Neutral Zone and Beginnings
- Change Curve Reactions — Recognising Emotional Stages in Self and Others
- Personal Resilience Routine — Planning Recovery, Energy and Support
- Ambiguity Tolerance Practice — Acting Without Complete Information
- Supporting Colleagues Through Change — Offering Practical and Emotional Help

Day 5: Practising the Personal Adaptability Development Plan

- Transition Map for a Live Change — Applying Bridges to One's Role
- Reframing Rehearsal — Using the ABC Model on Real Concerns
- Learning Sprint Design — Applying Kolb to a Skill Gap
- Peer Coaching Round — Testing Commitments With a Partner
- Final Personal Adaptability Development Plan — Goals, Habits and Review Points

Applying Personal Adaptability Skills After the Course

- Run a two-week learning sprint on one new tool or task, logging each cycle of trying, reflecting and adjusting.
- Map a current workplace change with Bridges' Transition Model and discuss the neutral-zone needs with the line manager.

Personal Adaptability Skills Questions FAQ

What are personal adaptability skills at work and why do they matter now?

Personal adaptability skills at work are the habits of thinking, learning and coping that let people adjust as jobs change. They matter now because tools, structures and roles shift faster than formal training cycles can follow.

Which roles gain most from personal adaptability skills training?

Professionals facing automation or new systems, managers moving into new structures and specialists taking broader roles gain most, in sectors from banking to manufacturing.

How does personal adaptability skills training differ from a change management course?

It works on how one individual responds to change, while a change management course teaches leaders to plan and run organisational change for others.

What do you bring back from personal adaptability skills training?

You bring back a development plan with personal goals, new habits, a learning sprint design and a transition map for a change you are living through now.

Personal Adaptability Skills: The Way Forward

The personal adaptability development plan sets out which mindset shifts, learning habits and resilience routines each participant will build. Its first decision is which current change to tackle with these methods. The participant shares it with their line manager, and after one quarter the self-assessment is worth repeating to see which dimensions have moved.