



مركز الوقت للتدريب
Time Training Center

HOW TO ADAPT CHANGE COURSE



Course Overview

This concise online course empowers individuals to navigate workplace changes effectively through the practice of mindfulness. Participants will learn to recognize their emotional and physical responses to change, reframe them, and move forward with intention. Building on this foundation, the course explores how curiosity, courage, and resilience can help participants embrace and adopt change confidently. Ideal for professionals at any level, this course offers valuable techniques for managing transitions in today's dynamic work environments.

Learning Objectives

- Recognize emotional responses to workplace change
- Apply mindfulness to reframe reactions in real-time
- Cultivate curiosity to understand and embrace change
- Demonstrate courage in communicating ideas and concerns
- Strengthen resilience by leveraging past successes

Course Details

Mode of Training	Classroom or Online
Duration	3 Days

Who Should Attend

- Leaders guiding teams through change
- Professionals managing workplace transitions
- Individuals seeking greater adaptability
- Teams facing organizational restructuring

Certificate(s)

Participants who complete a minimum of 80% of the total training hours will receive a **Certificate of Completion** issued by **Time Training Center**. This certificate reflects their active participation and commitment to professional development in the relevant field.



Course Outline

Module 1: Understanding Change in the Workplace

- Define organizational change and its common triggers
- Recognize emotional and physical responses to change
- Understand the human side of change and transition

Module 2: Practicing Mindfulness to Navigate Change

- Techniques to pause and acknowledge reactions
- Reframing negative responses to enable positive action
- Mindfulness exercises for real-time application

Module 3: Cultivating Curiosity During Change

- Strategies for seeking information and clarity
- Reducing fear of the unknown through inquiry
- Identifying opportunities within change

Module 4: Building Courage to Engage and Act

- Communicating ideas, feedback, and concerns effectively
- Overcoming resistance through proactive dialogue
- Asking for support when facing challenges

Module 5: Strengthening Personal Resilience

- Leveraging past successes to build confidence
- Focusing energy on controllable factors
- Developing a positive outlook during transitions

Module 6: Personal Action Planning

- Setting practical goals for adapting to change
- Applying course concepts to real workplace scenarios
- Creating a resilience and mindfulness habit plan



Methodology

We employ a comprehensive and applied learning strategy, integrating theory with real-world implementation:

- ❖ **Conceptual Learning:** Expert-led sessions on catalytic theory and engineering principles
- ❖ **Interactive Workshops:** Group exercises, presentations, and technical discussion forums
- ❖ **Case-Based Learning:** Industry-specific examples and troubleshooting scenarios
- ❖ **Technology Integration:** Digital tools, simulations, and catalyst modeling applications
- ❖ **Assessment:** Pre-tests, post-tests, and Competence Validation Exams for Certified courses to ensure knowledge transfer and skills validation

Note: Instructors may adjust the training approach to fit technical requirements or participant engagement levels.

Instructors

Our instructors for this course are seasoned experts in leadership development and organizational behavior. With extensive experience guiding change initiatives across industries, they bring practical insights and actionable strategies into the learning experience. Trainers are adept at presenting content in an accessible, engaging format suitable for online self-paced learning. Detailed instructor profiles will be shared post scheduling. Trainer profiles will be shared upon request.

About Time Training Center

Time Training Center is a leading professional training institute in Abu Dhabi that provides students and professionals with quality education and skill development programs. Time Training Center is accredited by the Abu Dhabi Center for Technical Vocational Education & Training (ACTVET) with a specialization in Computer and Management Training programs and certified by QA QC with ISO 9001:2015.

Operating in Abu Dhabi for over 3 decades, Time Training Center has established brand value as a high-quality Management & Technical Training Center in Abu Dhabi. We have also secured strong loyalty from corporate companies and associations with our holistic and practical teaching approach.

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