

ADAPTABILITY



Adaptability is the ability of an entity to alter itself or its responses to the changed circumstances or environment. Adaptability shows the ability to learn from experience, and improves the fitness of the learner as a competitor.

What *does* an “adaptable person” look like?

1. Adaptable people experiment.

To adapt you must be open to change, which means you must have the *will*—emotional tolerance, mental fortitude, spiritual guidance—to not only face uncertainty but smack it in the face and press on.

2. Adaptable people see opportunity where others see failure.

To adapt is to grow, to change, and to change you must forego what you once believed to be “right,” classify it as “wrong,” and then adopt what you now believe to be the new “right.”

3. Adaptable people are resourceful.

You can take away a person’s resources, but you can’t remove resourcefulness. Rather than getting stuck on one solution to solve a problem, adaptable people have a contingency plan in place for when Plan A doesn’t work.

4. Adaptable people think ahead.

Always be open to opportunity - adaptable people are always on the lookout for improvement; minor tweaks that will turn ordinary into *extra*-ordinary because they’re not married to the one-size-fits-all solution.

5. Adaptable people don't whine.

If they can’t change or influence a decision, they *adapt* and move on.

6. Adaptable people talk to themselves. Engaging in positive self-talk is the single greatest habit you can learn for yourself.

7. Adaptable people don't blame. They’re not a victim to external influences because they’re proactive. To adapt to something new you must forego the old. Adaptable people absorb, understand and move on.

8. Adaptable people don't claim fame.

Rather than wasting effort on a temporary issue, they shift their focus to the next obstacle to get ahead of the game so that when everybody else finally jumps on board, they’ve already moved on to the next challenge.

9. Adaptable people are curious.

Without curiosity, there is no adaptability. Adaptable people learn—and keep learning. Curiosity enables growth; it *pulls* you along.

10. Adaptable people adapt.

11. Adaptable people stay current.

If you want to adapt to change you must know what to adapt to and why it's important. Communication is at the heart of everything we do, and adaptable people realize the impact their words, tone and body language have on others.

12. Adaptable people see systems.

Adaptable people see the entire forest rather than just a few trees. They have to, otherwise they would lack the repertoire of context from which they base their decisions on to adapt.

13. Adaptable people open their minds.

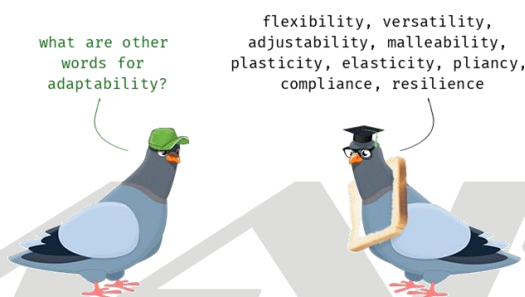
If you're not willing to listen to others' points of view then you'll be limited in your thinking, which means you'll also be limited in your adaptability. The more context you have, the more choices that position you toward change.

14. Adaptable people know what they stand for.

The choice to change isn't an easy one, however neither is the choice to remain the same. Choosing to adapt to something new and forego the old requires a strong understanding of personal values; knowing what's important to you—and what isn't—that cajoles you along the pathway of adaptability.

Adapting to change is a life skill and a leadership imperative. As a leader, you need to be flexible and adaptable, steering change and responding to change. You also can help others face and adapt to change, too.

Change is constant and inevitable. Research conducted has confirmed this imperative to adapt.



5 Tips:

Be curious. Ask lots of questions. Wonder, explore and consider before you judge and decide.

Don't get too attached to a single plan or strategy. Have Plans B and C at the ready.

Create support systems. Don't go it alone. Look to mentors, friends, coaches, trusted peers, family members and others to serve as your support system in times of change.

Understand your own reaction to change. Leading change by example requires honesty and authenticity. You have to be clear about your own emotions and thoughts about changes, so you can be straightforward with others.

Immerse yourself in new environments and situations. Jump right in to meet the people and learn the ropes in a new situation.

3 Facts:

Adapting is more than coping. Adaptable people actually adjust to change, not just "get by." They accept change, hone strategies for dealing with the unknown and shift their behavior to accommodate new situations and challenges.

Inflexible leaders limit the adaptability of others. New initiatives may be halted or stifled. Resistance to change may undermine critical projects or system-wide implementation. Employee enthusiasm, cooperation, morale and creativity are jeopardized, making it all the more difficult to run the business or organization.

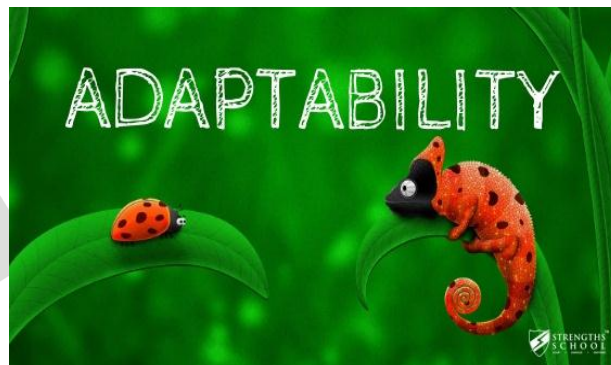
Adaptable people show three kinds of flexibility. Adaptability is about having ready access to a range of behaviors that enable leaders to shift and experiment as things change.

- Cognitive flexibility — the ability to use different thinking strategies and mental frameworks.
- Emotional flexibility — the ability to vary one's approach to dealing with emotions and those of others.
- Dispositional flexibility — the ability to remain optimistic and, at the same time, realistic.



Very adaptable people rate high in all three areas — and all three types of flexibility can be learned.

☞ THREE ELEMENTS OF ADAPTABILITY



It is important to adjust to rapidly changing situations and by having cognitive, emotional and dispositional flexibility. A balance of these three key elements is critical to the developing, attaining and achieving effective adaptability.

If few or none of these responses describes you, you're not alone. Many of us get stuck, have a hard time letting go or simply don't know how to proceed in unknown territory.

If you want to improve your responses in the future, you need to practice the three components of adaptability: cognitive flexibility, emotional flexibility and dispositional flexibility.

COGNITIVE FLEXIBILITY

Cognitive flexibility is the mental framework that allows the use of different thinking strategies to adjust to the presented situation.

Emotional flexibility allows a member to modify their emotions in their approach.

Dispositional flexibility is the ability to remain optimistic and realistic. If you were to analyze the qualities of people who adapt quickly to situations they are put in, you will notice they have successfully balanced the three elements that allow effective adaptability.

People who have **cognitive flexibility** are able to incorporate different thinking strategies and mental frameworks into their planning, decision-making and managing day-to-day work. They can simultaneously hold multiple scenarios in mind and can see when to shift and inject a change.

Cognitive flexibility indicates nimble, divergent thinking, an interest in developing new approaches, the ability to see and leverage new connections and the propensity to work well across the organization.

How can I improve my cognitive flexibility?

You can develop your cognitive flexibility depending on the situation for what you want it. If you want to be better at socializing you have to go out meet different people. Make a target of talking to at least 5 random people a week.

It completely depends on what topic you want to work on to develop your cognitive flexibility. According to your need try something new and different and productive each day. It's okay if you fail if you get into the habit you'd be able to handle unexpected situations and conditions with ease.

If it's for your studies then maybe you can try random questions hard difficult all jumbled up because then you'd be ready to face unexpected questions.

Here's some cognitive help.

1. You are unique, and so is everyone else.
Keeping this in mind will protect you from cultural, ethnic prejudice.
2. You need more than just yourself, in order to live, and so does everyone else.
Keeping this in mind will protect you from spoiling your relationships, and environment.
3. There are things you know, and a whole lot you don't. That's true for everybody.
Keeping this in mind protects you from feeling inadequate.
4. Nothing happens, unless the conditions for it to happen are right.
This knowledge help to understand origins.
5. What goes around, comes around.
This simple sentence keeps you from making false assumptions about what to do.
6. Lives change, yet LIFE goes on.
This very powerful bit wisdom help to reduce the pain of impermanence

What are the best ways to improve mental flexibility?

Habit 1 – Know The Bigger Picture

To remain motivated and positive, you have to have something worthwhile you're aiming for. When you are driven to achieve your goals, you begin to see the bigger picture in almost every action you take.

Obviously, to do this effectively, you have to have clear Goals. Compelling goals are unique motivators. Another way to keep your goals front of mind and remain positive is by Visualizing. When you visualize, you send a powerful target to your subconscious, and also summon up the positive feelings of success.

Habit 2 – Control What Goes In

If you feed yourself on a daily diet of news stories, you're likely to believe – that we live in a scary and unpredictable world, that we do not control our own lives, and that it's really hard to make a positive difference.

This type of Media Influence is damaging to your brain. Start to limit your media intake.

Habit 3 – You've Succeeded Before

Another way to take control of your brain's processes is by reliving past successes. This can be quite tricky, so make a deliberate effort to take a mental snapshot of your life when you are feeling on top of the world.

Habit 4 – Keep It in Perspective

My final tip is a simple one – try and learn to keep your life in perspective. This is easier said than done, but it is possible to program your mind to stop taking yourself so seriously.



EMOTIONAL FLEXIBILITY

Leaders with **emotional flexibility** vary their approach to dealing with their own and others' emotions. An emotionally flexible leader is comfortable with the process of transition, including grieving, complaining and resistance. Adapting to change requires give and take between the leader and those experiencing the change. A leader without emotional flexibility is dismissive of others' concerns and emotions and shuts down discussion.

The stages, popularly known by the acronym **DABDA**, include:

1. **Denial** — The first reaction is denial. In this stage individuals believe the diagnosis is somehow mistaken, and cling to a false, preferable reality.
2. **Anger** — When the individual recognizes that denial cannot continue, it becomes frustrated, especially at proximate individuals. Certain psychological responses of a person undergoing this phase would be: "Why me? It's not fair!"; "How can this happen to me?"; "Who is to blame?"; "Why would this happen?"
3. **Bargaining** — The third stage involves the hope that the individual can avoid a cause of grief.
4. **Depression** — "During the fourth stage, the individual becomes saddened by the mathematical probability of death. In this state, the individual may become silent, refuse visitors and spend much of the time mournful and sullen.
5. **Acceptance** — "In this last stage, individuals embrace mortality or inevitable future, or that of a loved one, or other tragic event. People dying may precede the survivors in this state, which typically comes with a calm, retrospective view for the individual, and a stable condition of emotions.

DISPOSITIONAL FLEXIBILITY

Leaders who display **dispositional flexibility** (or personality-related flexibility) operate from a place of optimism grounded in realism and openness. They will acknowledge a bad situation but simultaneously visualize a better future. They are neither blindly positive nor pessimistic and defeatist.

By learning and practicing behaviours that boost your cognitive, emotional and dispositional flexibility, you can become more adaptable and, in turn, help others to adapt.

Did you know that 69% of hiring managers say adaptability is the most important soft skill they screen for?

Here are the top 5 adaptability questions asked during your candidate interview:

1. Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?

2. Describe a situation in which you embraced a new system, process, technology, or idea at work that was a major departure from the old way of doing things.
3. Recall a time when you were assigned a task outside of your job description. How did you handle the situation? What was the outcome?
4. Tell me about the biggest change that you have had to deal with. How did you adapt to that change?
5. Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve your objectives.

Activity

FYI: 5 = Always 4 = Frequently 3 = Sometimes 2 = Seldom 1 = Never

Self Awareness

I can articulate my special abilities, talents and skills.	5	4	3	2	1
I know what I have to do to regain my confidence when I temporarily lose it.	5	4	3	2	1
I have a strong sense of self-esteem and generally feel good about myself.	5	4	3	2	1
I can identify and communicate my weaknesses and the ways that I work with or around them.	5	4	3	2	1
I have a vision for my life that gives it meaning and purpose.	5	4	3	2	1
I know what is important to me and use this knowledge in making decisions.	5	4	3	2	1

Professional and Personal Management

I take responsibility for managing my career.	5	1	3	2	1
I can see how my career fits into the bigger picture of my life plans.	5	4	3	2	1
I have a personal financial plan which I evaluate regularly based on my current situation.	5	4	3	2	1
I have contingency plans, a second option if my first doesn't work out.	5	4	3	2	1
I assess my strengths and weaknesses, outline ways to grow, and establish short and long range goals for my career.	5	4	3	2	1
I can market myself effectively, both inside and outside my organization.	5	4	3	2	1

Problem Solving and Decision Making

I have emerged stronger and have learned personal strategies to deal with change because of the changes in my life.	5	4	3	2	1
I can organize my surroundings and prioritize tasks, even in stressful times.	5	4	3	2	1
I can find and mobilize necessary resources in a crisis or new situation.	5	4	3	2	1
I can usually think of several alternatives to solving a problem.	5	4	3	2	1
When experiencing stress in one area of life, I can contain it within that area.	5	4	3	2	1
I believe that I always have options and choices, even in difficult situations.	5	4	3	2	1
I generally approach life as an optimist.	5	4	3	2	1
I have a sense of humor. I can find things to laugh about even in dark times.	5	4	3	2	1
I understand there is growth in new experiences and enjoy learning from them.	5	4	3	2	1
I expect life to have ups and downs and not always go as I would like it to.	5	4	3	2	1
I don't spend time worrying about things that are out of my control.	5	4	3	2	1

Attitude

Knowledge of Competencies

I would describe myself as a continuous learner.	5	4	3	2	1
I regularly spend time keeping my knowledge and skills current.	5	4	3	2	1
I know the skills that will be required in my profession in the next several years.	5	4	3	2	1
I know what others in my organization expect of me.	5	4	3	2	1
I know how my current skills are viewed by my boss, peers and organization.	5	4	3	2	1
I know which behaviors and attitudes are rewarded in my organization.	5	4	3	2	1

As you look at your overall score, a higher number is better. In other words, a high number indicates you've developed your resiliency and will probably be best able to cope with the volatile change we'll continue to face.

125-145 You've got seriously bendable abilities!

100-124 You'll do OK in Yoga, but need to work on yourself

75-99 So, touching your toes is also hard? Start increasing your range of motion today!

If your score is low than you'd like, take a look at the questions you've ranked yourself lower than 4. Obviously, those are the areas you want to work on developing.

Also pay attention to what category you may have scored lower in. This may be an overall area for you to work on.

What is the 5P Approach?

The 5P Approach provides a clear, structured and practical framework used by professionals, parents and organisations to meet an individual's needs and to understand prevent and manage behaviour change.

The 5P Approach Philosophy

Underpinning the 5P Approach philosophy is the view that maintaining positive wellbeing and meeting individual's needs (being in the **GREEN** Zone) is the key to preventing behaviour issues from arising.

The 5P Approach uses the distinctive **GREEN, AMBER & RED** traffic light colours to distinguish between levels of behaviour and places the emphasis on using different strategies at the different levels.

The 5P Approach promotes **GREEN** behaviour intervention. At its core is a focus on prevention (being in the **GREEN** zone) rather than "cure". Using the 5P Approach therefore begins by establishing solid foundations (the **GREEN** zone) - creating an approach and environment which meets individuals' needs and where behaviour issues are at a minimum.

The 5P Approach takes an "Interactionist" or "Biopsychosocial" perspective. In other words it gives due weight to the individual, their thoughts, feelings and needs and to the interaction of the individual with their environment (family, peers, teachers, classroom setting, community).

The 5P Approach therefore places an emphasis on understanding the individual really well (Profiling) and then creating a personalised plan (an Individual GREENzone) to ensure their needs are met.

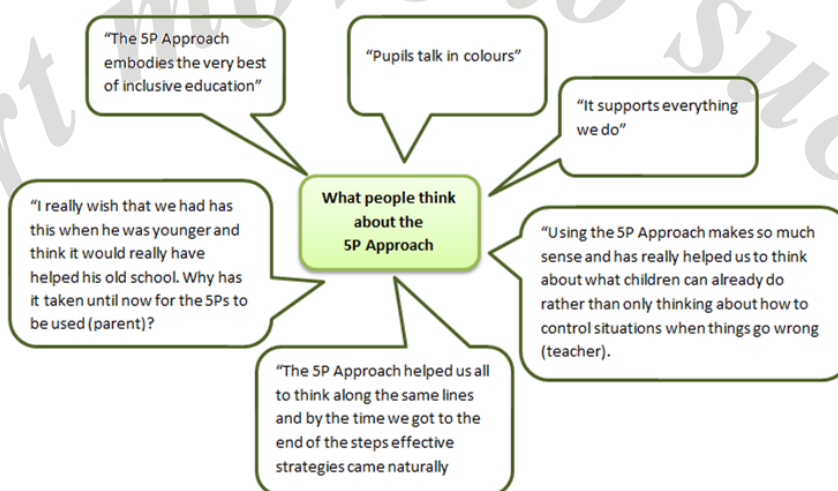
It is also about finding out why an individual behaves in certain ways, what factors influence their behaviour and identifying what can be done to make a positive & permanent change

How the 5P Approach is used

The 5P Approach has two distinct elements:

1. Meeting needs and staying GREEN: Using the 5P Approach always starts with **GREEN**. The priority is understanding the individual well (PROFILE - the first "P") and using this information to begin to create an **Individual GREEN Zone**, a plan which sets out exactly what the individual needs and what the adults around them can do to ensure the **GREEN Zone** is in place.

2. Tackling the "tricky" issues (RED behaviours) begins by finding out why an individual behaves in certain ways, what factors influence their behaviour and identifying early warning signs (the **AMBER** behaviours). This uses the Problem-Analysis and Problem-solving elements of the 5P Approach to create a plan or **Intervention Hierarchy** which aims to change the behaviour and put things in place at **GREEN** to prevent issues arising in the future. The 5P Approach behaviour plan or Intervention Hierarchy sets out strategies and actions at **GREEN, AMBER & RED** with the aim of getting back to **GREEN** as soon as possible if an issue arises.



ADAPT TO CHANGE

Major change is triggered when people face a significant discrepancy between what they expected and what actually happens during change. People adjust to change, not by learning to like what is taking place, but by forming new expectations that can lead to success under the new conditions. At a personal level, three types of energy are required to make these adjustments in expectations:

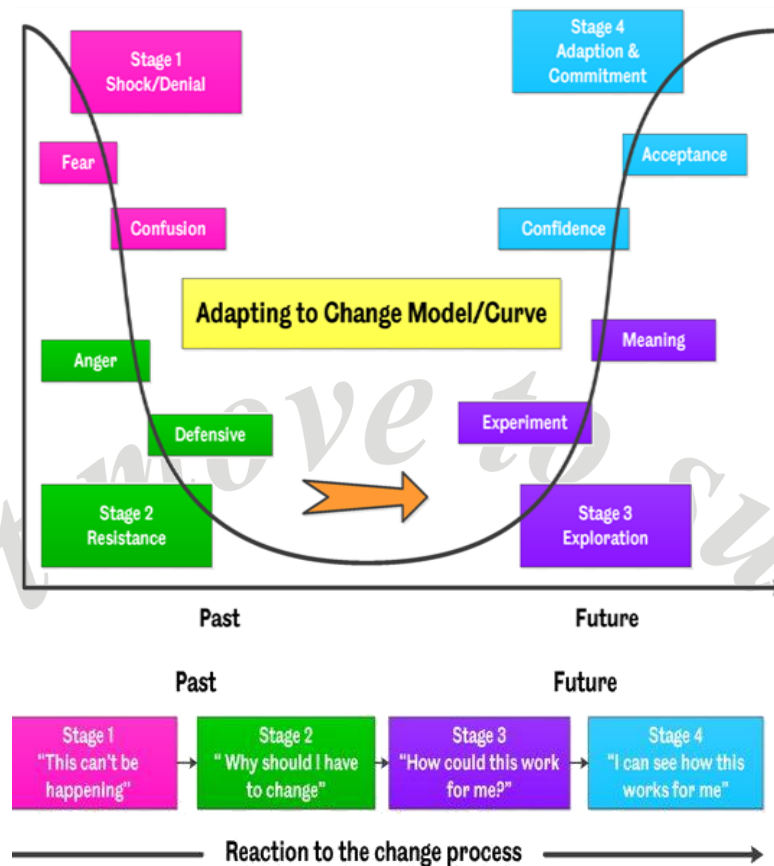
1. Mental (to figure out what is happening and how to respond)
2. Emotional (to deal with various feelings like loss, anxiety, threat, relief, joy, optimism, etc.)
3. Physical (to accommodate the bodily implications of stress, excitement, etc.)

To realize the intended benefits of a major change, the people affected must possess sufficient energy for the adaptation process to unfold. The capacity to adapt involves the mental, emotional, and physical means to incorporate new mind-sets and behaviours—to absorb the key implications of a change. Aggregate change demand that exceeds available adaptation capacity leads to overload, which causes dysfunctional mind-sets and behaviours—in other words, future shock.

Adapting to Change

It is helpful to be mindful of the potential impact of change, particularly if as a result of change you are developing new skills, performing new roles, being redeployed to new areas of work, working with new team members, systems or processes, etc.

Adapting to Change Model/Curve



Why Do You Need To Adapt To Change?

1. Everything and everyone is changing

The faster you get used to the idea that everything is unstable and is constantly changing, the easier you will adapt to new challenges in your life. Your best friend that you have not spent time with since your childhood may now look at life in a completely different way.

The thing is that you change as well. You constantly develop and grow. You learn new things that transform you into a different person every single day. When you start accepting change as a normal thing, you will only see how much easier it is to adapt in such a fast-paced world.

2. Change is good for your self-growth

Change is really good for your personal development. The reason is that if you only do the same things every day without looking for ways to introduce new techniques in your life, you will also stay the same. In order to live a better life, you need to start changing your habits, change your attitude towards yourself and the outside people and change your point of view for the world. When you start doing this you will be able to see how little changes in your life help you to grow as an individual and develop mentally and physically.

3. You need to let go of old ideas and adapt to new ones

Things that were popular yesterday, may not be feasible today. That is especially significant if you want to develop in your career, grow your business and have more successful relationships. Each change in your life is like closing one chapter and opening a different one.

4. Something better is waiting for you out there

If you have experienced change in your life, you will agree that this has brought you better opportunities in your life. By accepting change as it is you will soon realise that it can only help you to discover doors to places and things you have always dreamed of.

5. Fear of change is only an illusion

The truth is every one of us is scared of new things and how this could transform our lives. The moment you realise that the things you worry about probably will never happen, you will start embracing change as part of your life. The fear of a new job, new city to live in or new friends is only an illusion, something you have made up in your head and something that you can also remove.

6. Think of how things can go right when you start changing

You should always aim for a more positive outlook to the outside world and how changes in your life will bring you the right things and will lead you to be part of more exciting experiences. Just have faith in yourself and in the Universe that by changing things will only get better.

7. Embrace the change and enjoy it!

Last but not least – just accept change as it is and start enjoying it. Just go with the flow, be more flexible and have a more positive frame of mind. By embracing change in your life, you will deal much more easily with stressful situations, new people, a different job, etc.

Part of adapting to the constancy of change involves developing survival skills that you can employ when the inevitability of change strikes.

How to accept change?

1. Refuse to be passive.

Sometimes wholeheartedly accepting change goes against what you truly desire. In the case that there is some possible way to prevent a specific change, you must attempt to do so. Otherwise you will always regret it. Make it clear that you do not have neutral feelings toward the situation. Speak up for yourself, make a grand gesture, show someone how much you care. Your attempt may just be enough to reverse the impending change.

2. Know when to let go of change.

If nothing can be done to prevent a change, possessing the attitude of “What’s done is done,” and “Everything happens for a reason” is the next logical survival skill. Learn from the biblical story of the wife of Lot, who when instructed to flee her home, disobeyed God’s command to not look back, and was consequently turned into a pillar of salt. Even from biblical times, we have been advised against resisting what is beyond our control, in favor of looking forward instead.

3. Don’t expect something to last forever.

So much of our society is based on this promise of forever. The term BFF (best friend forever) has become part of our everyday lingo. The reality, however, is that not everything can or does last forever. The individuals who can accept this reality are far more flexible and easy going, while those who cannot are much more easily broken down and more afraid of losing what they have. Since at least some change is inevitable, it is better to be aware that not everything can last and to instead appreciate what you have when you have it.

4. Count on yourself above all else.

Every one of us has been betrayed or let down in the past. A mentor passes away, a trusted co-worker moves onto another career opportunity, friends go in their separate directions. The only constant in the mathematical equation of life is you. The only thing you can control (and sometimes not even this) is you — your behavior, your decisions, your actions.

Ways to Adapt to Change

Find Acceptance

Change can bring all kinds of emotions up and dread is one of them. Life keeps moving and we are either going with it or we will be defeated. You must accept the situation that you are in and if you have no control over it, it was the universe's fault. Approach change as a process and be ready to move at your own pace.

Face Your Fear

Fear can paralyze you from making progress and from growing. It may be fear of leaving a company for another one or finding a better mate. Sometimes we need to step back in order to move forward.

Author Carol Roth suggested visualizing yourself jumping across a creek. "You can't just jump standing from where you are. You have to physically move backward in order to give yourself the momentum needed to run and take that leap forward." Facing your fears may seem like backtracking, but you're actually making progress, despite what you may be feeling.

Change Your Perspective

Be on the lookout for good changes, and become more open to the unexpected gems that await you. If it takes more time to see the benefits, remain faithful and motivated to see the positives that come from reconstructing your outlook.

Find Support

You can really learn from other people on how they survived change and transition. They can see it more objectively than you can, and take solace in the fact that you are not alone; someone has and is going through the same situation. Admitting that we need help is hard, but you will be surprised how positive people respond.

Love Yourself

Sometimes when life hits and you land face-down, you can really hate yourself. You may hate yourself for not being more kind, responsive or doing the best job at the time. Self-hatred manifests in all kinds of unhealthy behaviors like isolation, bulimia and addiction. You can say, "This self-doubt stops today," and understand that you don't need to internalize the pain of change.

Allow it to make you stronger

The strength you build up now will help in the future. They say that suffering makes you stronger, well, so does the evolution of change. No one can live in a box in life, and you can't be protected from everything. Those of us who experienced life, challenges and change can handle it much better.

SURVIVOR SYNDROME:

Survivor Syndrome

If some staff have left, or will be leaving, or have been redeployed as part of the change, it is worth ensuring that your remaining staff can recover as quickly as possible from the effects of the change process. Some 'survivors' may require attention and support to rebuild their morale and possibly their levels of engagement, which will thus help you to drive the changes forward in a productive way.

Survivor Syndrome is a feeling of guilt experienced by survivors of disasters, trauma and violent attacks. Cognitive Behavioural therapy is a good way to deal with survivor syndrome.

Survivor guilt is generally associated with regret.

Examples of this survivor syndrome/guilt includes

A person grieves for the loss of his brother who committed suicide. He misses him with all his heart and saying to himself. "Have I been in touch with him constantly, nothing of this sort would have happened?"

An employee who survived in a job while his colleagues got laid off might probably experience this survivor guilt. He/she feels uneasy about his unjustified privilege. "Why not me?"

Any survivor of a violent terrorist attack, who lost his kin, also will experience survivor's guilt.

Cognitive Behavioural Therapy

One important method to deal with this survivor's syndrome is through cognitive behavioural therapy.

Cognitive relates to examining the things you think and behavioural therapy relates to examining the things you do.

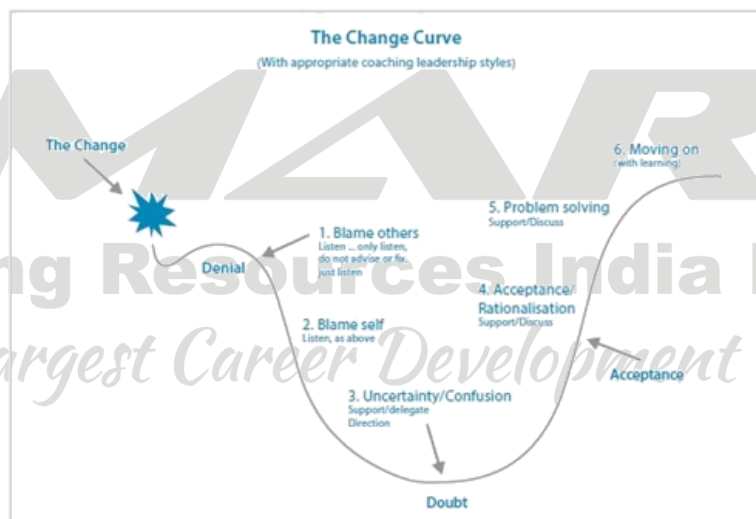
CBT is based on the idea that the way we think about situations can affect the way we feel and behave. This CBT is learning to stop the cycle of negative thinking which is essential for people who are experiencing this survivor's guilt.

Change Curve Model:

Let's imagine a scenario: You are the senior coach of a college's football team. The inter-college football cup has been a distant dream for your college for the past three years. It's not that you haven't tried. You are coming up with different tactics every year, yet ending up on the losing side.

The fact is that you don't win just because you are changing tactics. You will win only when the members of your team adapts to the tactics you have put forth.

This change curve demonstrates what exactly happens when people are faced with a change suddenly.



Stage 1 begins when a change is first introduced, where people's initial reaction may be shock or denial. In this denial phase, people tend to blame others. Take the same scenario. When a tactic was decided to be implemented in a match, the one who was unable to cope up with that tactic will blame others for his inability.

Stage 2 is where the person becomes critical about himself. When everybody in the team are executing whatever they are told except that one player and because of that if the team is losing, self-criticism is the only way to go for that player.

Whenever people stuck themselves in stage 1 or 2, change on the whole will be unsuccessful.

Stage 3 is where confusion sets in. Getting confused means that people have started to move on. The player starts asking these questions

- Where am I going wrong?
- What will happen to my place in the team?
- How do I make use of this tactic to help my team?

Stage 4 is the initial stage of acceptance. The player stops focusing on what he had lost and will start to let go. He begins testing the tactics while practicing and eventually tries to implement the same on the field.

Stage 5 is where he will not only start accepting the change but also begins to embrace them. He will start reinventing himself according to the team. When the player is in this phase of change, the team will slowly start to enjoy success. Every one (including that player) in the team will be on the same level.

Stage 6 is where the change becomes normal. The strategies can be put under review and liabilities can be fed to the next cycle of change. Each and every player in the team now will have greater awareness of how things are going to be if another change comes their way.

COPING WITH CHANGE

It has been said that the only constant thing in our world today is change.

Coping with change is never easy. Most of us resist it because we are comfortable and secure in our world as we know it. And yet, if change is an inevitable reality of life (and it is), then we'd better be prepared to respond when the unexpected comes knocking on our door.

Because change comes in countless different forms, every situation is unique. Nevertheless, these lessons will be helpful for you to keep in mind and adapt to whatever circumstances you may face.

Change can be positive (such as business growth), painful (losing your job), out of your control (manager replaced), or a choice you've made (relocating). And your reaction to that change might vary from excitement to fear, resentment or a confusing mixture of emotions.

In all cases, your attitude to change will likely determine how you experience it.

Types of Coping with Change

Studies have shown that people cope with change, of whatever kind, in two ways: "escape coping" or "control coping."

Escape coping is based on avoidance. You take specific actions to help you to avoid the difficulties of change. For instance, you might deliberately miss training or show up too late to attend a meeting about an upcoming restructure.

Control coping, on the other hand, is positive and proactive. You refuse to behave like a "victim" of change. Instead, you manage your feelings, get support, and then do whatever you can to be part of the change.

Kotter's 8-Step Change Mode: John Kotter, a professor at Harvard Business School and world-renowned change expert, Kotter introduced his eight-step change process in his 1995 book, "Leading Change."

Step 1: Create Urgency

For change to happen, develop a sense of urgency around the need for change. This may help you spark the initial motivation to get things moving.

Open an honest and convincing dialogue about what's happening in the marketplace and with your competition. If many people start talking about the change you propose, the urgency can build and feed on itself.

Step 2: Form a Powerful Coalition

Convince people that change is necessary. To lead change, you need to bring together a coalition, or team, of influential people whose power comes from a variety of sources, including job title, status, expertise, and political importance. Once formed, your "change coalition" needs to work as a team, continuing to build urgency and momentum around the need for change.

Step 3: Create a Vision for Change

When you first start thinking about change, there will probably be many great ideas and solutions floating around. Link these concepts to an overall vision that people can grasp easily and remember.

A clear vision can help everyone understand why you're asking them to do something. When people see for themselves what you're trying to achieve, then the directives they're given tend to make more sense.

Step 4: Communicate the Vision

What you do with your vision after you create it will determine your success. Your message will probably have strong competition from other day-to-day communications within the company, so you need to communicate it frequently and powerfully, and embed it within everything that you do.

Step 5: Remove Obstacles

If you follow these steps and reach this point in the change process, you've been talking about your vision and building buy-in from all levels of the organization. Put in place the structure for change, and continually check for barriers to it. Removing obstacles can empower the people you need to execute your vision, and it can help the change move forward.

Step 6: Create Short-Term Wins

Nothing motivates more than success. Within a short time frame (this could be a month or a year, depending on the type of change), you'll want to have some "quick wins" that your staff can see. Without this, critics and negative thinkers might hurt your progress.

Create short-term targets – not just one long-term goal. You want each smaller target to be achievable, with little room for failure. Your change team may have to work very hard to come up with these targets, but each "win" that you produce can further motivate the entire staff.

Step 7: Build on the Change

Kotter argues that many change projects fail because victory is declared too early. Real change runs deep. Quick wins are only the beginning of what needs to be done to achieve long-term change.

Launching one new product using a new system is great. But if you can launch 10 products, that means the new system is working. To reach that 10th success, you need to keep looking for improvements.

Each success provides an opportunity to build on what went right and identify what you can improve.

Step 8: Anchor the Changes in Corporate Culture

Talk about progress every chance you get. Tell success stories about the change process, and repeat other stories that you hear. Include the change ideals and values when hiring and training new staff.

Publicly recognize key members of your original change coalition, and make sure the rest of the staff – new and old – remembers their contributions.

Stages of Reacting to Change

Change can be difficult because it can challenge how we think, how we work, the quality of our relationships, and even our physical security or sense of identity. We usually react to this challenge in four stages:

1. Shock and disorientation.
2. Anger and other emotional responses.
3. Coming to terms with the new situation.
4. Acceptance and moving forward.

Stage 1: Shock and Disorientation

Experiencing sudden or big change can feel like a physical blow. For example, a company restructure may sweep away roles and relationships that have existed for years, while a bereavement or health issue can change your fundamental outlook on life.

So, in the initial stage of coping, you'll likely feel confused and uncertain. Your first priority should be to seek reliable information and to make sense of the situation.

Carrying out a **SWOT analysis** could help you to examine objectively the level of threat you're facing.

Stage 2: Anger and Other Emotional Responses

Initial disorientation at the prospect of change usually gives way to a wave of strong emotions. You might be angry about a downgrade of your specialist role, or fearful about the impact that a layoff will have on your family.

Even if the change in your circumstances is something that you've instigated yourself, you may find yourself swinging between optimism and pessimism. This is quite natural, and it's a normal step on the way to resolving your situation.

Stage 3: Coming to Terms with the New Situation

During this stage, your focus will likely start to shift away from what you've lost and toward what's new. This process may be slow, and you might be reluctant to acknowledge it, but it's an essential part of coping with change. The key here is to make a commitment to move on.

Start to explore more deeply what the change means. Your instinct may be to behave resentfully and not to cooperate, but this will likely do yourself and others harm. So, search for and emphasize the positive aspects of your developing situation. At the same time, be patient, as coming to terms with change is a gradual process.

Stage 4: Acceptance and Moving Forward

This is the stage in which you come to fully accept your changed circumstances.

Acceptance doesn't mean giving up entirely on your former situation. You'll have valuable memories, skills and relationships to carry forward, but the point is that you are moving on, whether in your career or in your wider life.

Key Points

Change comes in many forms, but leaving behind what we know and are used to is almost always stressful, even if we choose the change ourselves.

Coping strategies generally fall into two categories: "escape" and "control." Most people use a mixture of both at various points in their response to change, but control strategies are the ones with the greatest long-term benefits.

We tend to react to change in four main stages: shock, emotional responses, coming to terms, and acceptance.

People are more likely to progress through these stages successfully if they acknowledge their feelings, explore the facts, aim to remain positive, and draw on support networks, while always giving themselves time to adapt.

Here are some suggestions for managing the ebb and flow of changes around you.

1. Recognize that change is part of the fabric of our lives.

Just as the seasons change, so do we. Some changes we can choose, others we do not.

2. Clear your mind.

Develop awareness of the changes that occur around you. Notice the natural changes that take place in every day life.

3. Establish a quality of purpose, a goal or some objective to be reached.

Start small. Practice making minor changes in order to build confidence.

4. Imagine the elation of manifesting your intentions.

Visualize what you want to create in as much detail as possible, then release it. Allow change to flow naturally without force.

5. Trust your intuition.

There is a deep well of inner wisdom within you. This innate sense of wisdom will guide you.

6. Identify your fears about change, whether it is the fear of failure or the fear of success.

Perhaps it's the fear of not doing anything or the fear of doing something new that prevents you from changing. In any case, you deserve to be successful.

7. Remember that change requires courage.

It is the ability to act in spite of feeling insecure or uncertain. Ask for support and allow yourself to receive it.

8. Take a loving and gentle approach.

Don't beat yourself up if you don't succeed instantly. Change requires consistency and persistent action.

9. Be curious.

Try experimenting with new foods, listening to new music, varying your route to work, or shopping at a different store. Question whether or not you are acting out of habit and investigate new behaviors.

10. Expect to feel uncomfortable with what's unfamiliar.

Anticipate resistance. Give yourself permission to feel weird.

11. Consider healing activities that will enhance your senses of sight, sound, smell, taste and touch.

Make a list of things you like to do to relax. Take a walk, write in your journal, or drink a cup of tea.

12. Listen to your self-talk.

The words you say to yourself need to come from your heart, where wisdom and compassion live. Say all the things you want and need to hear.

13. Create incentives and rewards for changing.

Evaluate what motivates you. Generate enthusiasm by celebrating along the way.

You will discover that you have strength you don't know you possess until you need it. Cultivate your skills so that when you do need to cope with a major change, you will be able to stay as emotionally healthy as possible. You'll be relieved that you created good habits for managing change.

Key message

We all react differently to changes in our lives. Changes are inevitable; nothing stays the same. Some changes are harder to cope with than others. What is important is that when we are struggling with how we are feeling, we need to be able to ask for help and talk to someone. Everyone faces challenges from time to time and we can't feel happy all the time. Asking for help can help you to deal positively with your problem.

You can **FIGHT** change,
ADAPT to change,
EMBRACE change,
CREATE change, &/or
LEAD change.
No matter your choice,
it's NOT GOING AWAY

—George Couros—

THEATRICALS

Theatricals is the art of staging plays and other stage performances.

It helps us to learn how to use strategies and techniques from performing arts that will improve our interpreting skills in everyday work."

It teaches how to apply theatrical techniques, such as

- 🎭 character development,
- 🎭 speed/pacing, and
- 🎭 role shifting,

These in turn help us to reduce inhibition and boost assertive interpretations.

The most wonderful aspect about drama is the networking opportunities that you get. It might require a lot of discipline & concentrated efforts.

It aims to help students build confidence, learn to work in team situations and become comfortable with thinking on their feet.

Theatre activities can be used to teach

- emotion recognition and expression,
- non-verbal behaviors and gestures,
- listening skills,
- eye contact,
- conversation skills,
- strategies to handle social situations,
- and critical social skills.

Theatre-based strategies using masks refines observation skills, teaches body awareness through movement, and builds friendships through performance projects.

The Take Away Life Skills

Problem Solving - push yourself to a 9 when you're at a 5:

Part of succeeding is knowing how to "make it work." Problem solving becomes second nature and you develop an innate instinct to figure out your problem, quickly develop an idea, and do it.

Collaboration - giving a little and taking a little:

Learning how to collaborate with others is a quintessential skill for anyone to have regardless where life takes you. There will always be a moment where you are required to combine your skills and knowledge with others to create or produce something cohesive.

Dedication:

Dedication and passion walk hand in hand. So much effort is put into a task and so much of that work develops from a budding passion that ultimately leads to a strong dedication. It is that dedication that ultimately bleeds into every task encountered down the line.

Patience and being okay with failure:

Perfection doesn't come with one rehearsal or one run-through.

You are encouraged to take risks, find new moments and learn something new through the exploration of yourself. There is room for growth and success in everything, but it is not immediate.

Understanding people:

This skill is largely developed through the necessary character exploration done by every actor. Discovering yourself, and ultimately preparing yourself for any situation that you may face in your future.

9 Ways Drama And Theatre Can Help You Be Successful In Business

1. Improvisation:

It teaches how to focus, think quickly and make do while giving the impression that you've got it all under control.

It serves when clients, airlines, co-workers, or technology wreak unexpected havoc at the worst possible moment.

2. Project Management

You have teams of people making up one team working to successfully accomplish a task on time, on budget in such a way that you earn the applause.

3. Working with a Limited Budget

This forces you to be imaginative, do more with less and find creative ways to get the results you want without spending money.

Ask any corporate manager and they'll tell you that this pretty much describes their job.

4. Dealing with Very Different Human Beings

From fringe to freakish and everything in between, you're going to encounter the most amazing and stimulating cross-section of humanity.

Students learn how to appreciate, understand and effectively communicate with a widely diverse group of human beings.

5. Understanding the Human Condition.

In business we need to understand clients, their customers as well as co-workers. Having a better understanding of others helps you to be a better (though far from perfect) employee, consultant, employer, and ultimately friend.

6. Doing Whatever Needs to Be Done.

When you're a theatre you have to learn to do it all. Light design, sound engineering, acting, directing, producing, marketing, PR, set design, set construction, ticket sales, budgeting, etc.

The experience, can-do attitude and indomitable spirit learned in the process is essential to success.

7. Making Difficult Choices.

Any business person will tell you that difficult decisions must sometimes be made. The higher the position the harder the decisions and the more people those decisions affect.

8. Presentation Skills.

Any corporate employee can tell you horror stories of having to endure long training sessions or corporate presentations.

Individuals who can stand up confidently in front of a group of people and capably, effectively communicate their message while even being motivating and a little entertaining are among the rarest individuals in the business world.

9. Doing the Best You Can With What You've Got.

You do the best you can with what you've got to work with.

You don't always need the latest technology, the best system, or the greatest whiz bang doo-dads. A capable CSR doing the best they can and serving a customer with courtesy, empathy, friendliness and a commitment to resolve can and does win customer satisfaction and loyalty.



With that in mind, here are our five leadership communication tips for CMOs:

1. Grow your personal presence on the corporate stage

Great presence keeps us paying attention. It sustains our fascination and creates a positive expectation.

People read a composite picture of you – this includes the way you look, sound, move, the words you use, your facial expressions, your attitude and energy levels. To be a great leader, you need to work on your presence.

2. Be inspiring

All leadership is a form of theatre. It is a social act. As a leader, you are centre stage. People want you to be authentic, dynamic, uplifting, interesting, trustworthy, confident and, above all, inspiring. Every leadership interaction offers the opportunity to transport people from the realm of self-interest and 'the ordinary' into the realm of possibility and the 'extraordinary'.

3. Your voice really does matter

Make no mistake, your voice and how you use it plays a powerful role in the emotional judgments people make about your personality, authority, trustworthiness and credibility at both an individual and company level. It attracts peoples' attention and helps them keep tuned into us.

Despite the pervasiveness of communication technologies, our voices clearly remain of paramount importance to us in our everyday expression and connection with others. We should never underestimate the power of our vocal delivery and vocal tone to attract or repel others to us, nor should we underplay the importance of who we are and what we speak for as leaders.

4. The future belongs to the makers of meaning

Today we are all drowning in information. Businesses and individuals are engaged in a battle for attention, meaning and relevance. Great leaders are meaning makers and the future belongs to them. They win the war for attention. Making meaning is an essential skill for leaders at any level.

5. Learn to use energy

As a leader the way you orchestrate your energy is vital. This will vary according to the demands of the situation, your role, your personal preferences and particular strengths. The secret of energy is to know which kind is appropriate in which situation - passive or active, yin or yang - analytical, reflective, nurturing, driving or inspirational.

They overplay the 'good administrator' energy of calm, cool and rational or they become the relentless driver or 'warrior' type focused on winning at all costs. Leaders also need to use a combination of nurturing and inspirational energy for a balanced style. The leaders that move us, inspire us and win our confidence and trust demonstrate the ability to effortlessly move through these different energy states. They release the best in us.

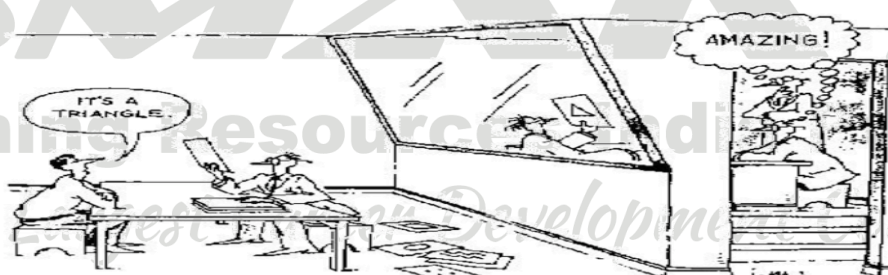
Theatrics will teach an individual:

- Excellent verbal and written skills
- The ability to work independently
- Excellent communication and interpersonal skills
- Strong organizational skills with the ability to prioritize multiple tasks
- Team player attitude with attention to detail

The theatre is a safe place for individuals to try new things and to make mistakes they can learn from. Theatre is fun, motivating, and highly structured.

Motion Picture

Motion Picture attempts to improve student's ability to analyse critically the communication that comes to them through the medium of pictures.



Objectives

- To become proficient in producing a coherent, fluid, thorough, mechanically correct piece of writing
- To gain an understanding and appreciation of the essential elements of a motion picture
- To gain an understanding of how a novel may be adapted to a screenplay
- To listen and observe to gather information and form an opinion
- To determine the qualities of greatness (in motion pictures)
- To use an effective and appropriate delivery style in an oral presentation.

The opinions and attitudes of moderns probably are influenced as strongly as cartoons; comic strips, posters and travel pictures; news, fashion and story pictures and illustrations; the pictures in advertisements; direction pictures and charts; motion pictures; and television, as by reading or listening. It seems vital to attempt to all types of pictures and to teach these skills directly, following the procedure already established in the areas of reading, writing, listening and speaking.

The six general skills that can be achieved are:

- Recognizing and evaluating the purpose the picture is designed to achieve
- Noting detail and recognising their significance
- Recognising the desire or fear appealed to and evaluating its legitimacy
- Recognising the association with previous experience or participation technique
- Recognising symbols and personifications
- Recognising the attempt to transfer already established likes or dislikes toward people, products, or processes to other people, products, or processes by combining both in the same picture, and evaluating the legitimacy of the combination.

What is Communication in Drama?



The teen years are a time of emotional volatility, peer pressure and insecurity, but getting involved with theatre can help students combat these negative factors. Communication skills are a crucial part of successfully functioning in the adult world and are a common need for many careers.

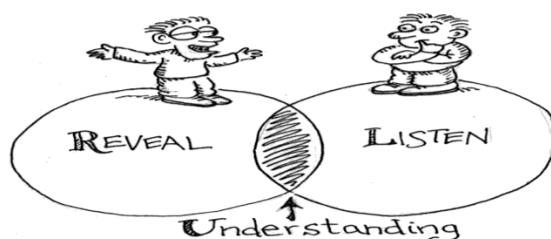
We need communication skills in family life, in relationships, in the workplace, and in the College hallway. We communicate with each other in the real world every day, in a variety of ways: verbal, nonverbal, & physical.

Drama involves acting out scenes in which people play the roles of individual characters and tell a story by acting out the behaviours of these characters.

Advantages of Communication in Drama

- Improves the creativity that student use when communicating by forcing them to take on different roles and understand issues from varying contexts.
- It creates students opportunities to use language to carry out specific functions, such as problem solving, conversation and decision-making.
- Helps students learn to engage in meaningful dialogue and genuine communication
- Unique opportunity for students to develop nonverbal communication skills. People can practice verbal communication skills while sitting in a desk or with a pencil and piece of paper. However, nonverbal communication often requires acting to practice, since people must actually use their bodies to communicate. The subtleties of bodily emotion conveyance are difficult to translate on a page.

Role play



Role play is the act of imitating the role of a different person. It requires the students to use imagination, background knowledge appropriate to the character being role-played, and communications skills.

Advantages of Role play in communication:

- Develop skills in leadership, interviewing and social interaction
- It develops sensitivity to others feelings and generates awareness
- It develops skills in group problem – solving
- It develops ability to observe and analyse situation
- It helps them to practice selected behaviours in a real life situation without the stress of making mistake
- It helps to minimize shyness and inhibitions through role playing
- It helps the students in making adjustments
- It gives scope for free expressions of feelings

How do you write a dialogue between two people?

- **Picture your characters.** Given a situation, what would they think to bring up to that other person? Allow yourself a couple drafts to get the cadence and topic flow of the conversation just right. Example:

To get the writer's block out, suppose you have two of your characters in a particular situation, say, they're stuck in traffic. Now, consider the moods of the two characters, which depend on the personality and the histories (everything, from the birth of the character up to the most recent event or thought). For example, suppose they're both feeling tense, because they're lovers and they had an argument yesterday. Now consider the motivations and aspirations of the two characters. Can they help each other? Can one of them trick or be cruel to the other? What consequence does that have? For example, if they're trying to work it out, how would a potential conversation go, versus if their relationship was at the breaking point?

- **What would make the scene better or more interesting?** As author, pretty much anything goes in the world of your story. How does the dynamic change with a different situation, or different personalities, or if those personalities have different motivations? Try changing one thing at a time, and then pick the one you like best to flesh out further.

Remember that for the scene to be memorable, something about the overall situation should change. Someone's mood could change, someone could start or further develop an idea, or the world of the characters could change somehow, and so on.

Different kinds of Expressions

Reading people's emotions is an important part of human communication. Recognizing facial expressions is an important way to get a sense of how someone is feeling. Beyond being able to simply recognize facial expressions, however, you should also understand how to communicate about how someone might be feeling.

Major types of Facial Expressions:



Emotion	Description
Astonishment	eyes open, mouth open, eyebrows raised, hands placed over mouth
Contemplation	frown, wrinkle skin under lower eyelids, eyes divergent, head droops, hands to forehead, mouth, or chin, thumb/index finger to lip
Determination	firmly closed mouth, arms folded across breast, shoulders raised
Devotion	face upwards, eyelids upturned, fainting, pupils upwards and inwards, humbling kneeling posture, hands upturned
Happiness	eyes sparkle, skin under eyes wrinkled, mouth drawn back at corners
High spirits, Cheerfulness	smile, body erect, head upright, eyes open, eye brows raised, eyelids raised, nostrils raised, eating gestures (rubbing belly), air suck, lip smacks
Joy	muscle tremble, purposeless movements, laughter, clapping hands, jumping, dancing about, stamping, chuckle/giggle, smile, muscle around eyes contracted, upper lip raised.
Laughter	tears, deep inspiration, contraction of chest, shaking of body, head nods to and fro, lower jaw quivers up/down, lip corners drawn backwards, head thrown backward, shakes, head face red, muscle around eyes contracted, lip press/bite.
Love	beaming eyes, smiling cheeks (when seeing old friend), touch, gentle smile, protruding lips (in chimps), kissing, nose rubs.
Maternal love	touch, gentle smile, tender eyes
Pride	head, body erect, look down on others
Tender (sympathy)	tears

☪ CREATIVE EXPRESSION

CREATIVE EXPRESSION

"Joy's soul lies in the doing." —Shakespeare

Creativity can be explored through a variety of artistic disciplines.

Commonly identified methods include drama, dance, music, creative writing and the visual arts, including photography.

All these activities engage the participant/artist in a process that uses a holistic health framework to access physical, mental, spiritual and social well-being.

Creative or artistic expression can be utilized to express thoughts and feelings that are too big or too difficult to put into words.

One of the most engaging features of the creative process is that it facilitates moments of vitality and connection for those who choose to participate in it. The process connects us to our authentic self.

Creative expression can lead us to a deeper level of understanding and self-discovery.

Healing Benefits of Creative Expression

Engaging in creative expression creates a "window of time to honor whatever comes out, whatever needs to emerge. Whatever it looks like, whether it makes sense or doesn't make sense. Even if it is just a scribble.

Art can be an oasis, a place to find relaxation and calm.

It can also be used to release pain and unexpressed feelings.

Using creative expression for healing and wellness can be a large-scale public health intervention strategy, like nutrition. The efficacy of using creative expression in healing in multiple types of health settings using multiple artistic modalities, and found the following benefits:

Music engagement, which can include the passive experience of listening to music or the active experience of creating music, was seen to have effectiveness in decreasing anxiety and tension, calming neural activity in the brain, and reducing heart and respiratory rates.

Visual arts are any endeavour that results in a physical work that can be viewed, and includes painting, sculpture, collage, photography or anything else that is expressed visually. Engaging in visual expression has been linked to enhanced self-worth and identity through achievement, reduced stress, increased positive emotions, and decreased markers of emotional distress.



Movement, including formal, informal and free form dance, has been observed to contribute to a positive body image as well as increased self-awareness, problem solving abilities, self-esteem, and cognitive and psychological well-being.

Expressive writing, which can involve journaling, storytelling, free writing, poetry, or personal memoir, can improve control over pain, depressed mood, and pain severity. It can also positively affect anger expression, feelings of social support and other general quality of life measures.

"Art allows you to do three things, and this is where the healing comes from. Art puts you in the moment, puts you in touch with yourself and allows you to bring forth something that did not exist before.

And those three things taken together are incredibly powerful in terms of adjusting your understanding of yourself, your relationship to yourself, your relationship to the world and your sense about possibilities for the future."

Creative expression has elements that are specifically relevant to integrating the experiences of sexual assault, domestic violence or child abuse.

Survivors have had the experience of their voices being taken away. That feeling of invisibility is a response to the exposure to a set of events where it was not safe to voice one's boundaries or needs.

Creating art can be the "first step in making something that seems impossible, tangible, visible. It can create the new future of respecting what you feel and think and want."

Getting Started

Creative expression is a natural human trait and has been practiced for centuries by individuals and communities all over the world. You don't need special training or extraordinary talent to be creative. You just need to be willing to give yourself permission to release your inner creative and artistic self.

Here are some steps to get started on your creative journey:

Identify what you are drawn to. This doesn't have to be what you think you are good at, or what you feel you should do, just what feels attractive to you. Are you interested in painting? Writing poetry? Knitting? Japanese flower arranging? Think about what feeds your spirit and try that first.

Set a time to do it! Make a commitment to yourself and set aside a time and space to feed your creative self. If you want to paint, you can start by collecting images that inspire you, or browsing the paint section at an art supply store. You can build your creative muscles as you make creativity a part of your schedule.

Keep at it. Creative expression is an on-going process. Continue the process by committing to find opportunities to be creative and exploring new avenues that interest you.

So, without further ado, let's list the possible creative expressions that are common to the human experience:

The 8 Types of Creative Intelligence

1. **Social or Interpersonal** - Discuss, exchange ideas, and build relationships
2. **Musical** - Attend concerts, play an instrument, hum melodies, sing with others, enjoy rhythms
3. **Spatial** - Paint, draw, design web pages, design rooms, make cards, create logos, map out routes, mind mapping
4. **Bodily-Kinesthetic** - Play sports, enjoy movement, walk on tours, and notice body language
5. **Logical-Mathematical** - Solve problems, balance check books, and create schedules, budget money
6. **Intrapersonal** - Keep a personal journal, read alone, meditate, study to answer personal questions
7. **Naturalistic** - Collect specimens, garden, follow animal footprints, photograph landscapes
8. **Verbal-Linguistic** - Tell stories, write essays, and participate in interviews, converse easily with peers



According to Robert Epstein, "there are 'four core competencies' of creative expression:"

- **Capturing** – preserve your new ideas
- **Surrounding** – surround yourself with interesting people and things
- **Challenging** – tackle tough problems
- **Broadening** – expand your knowledge

The Creative Process

The process of creativity itself in its various stages is as follows.

The first stage is that of conception –the stimulating factors can be many and may be divided into two main classes: external stimuli and internal drives.

Means and Techniques of Expression

These can be divided into two primary classes: verbal and non-verbal expression. The latter includes not only drawing, painting, modelling and musical expression, but also expressive movement – dance, pantomime, psycho-drama, etc.

Recently a growing emphasis has rightly been put on encouraging the use of non-verbal means of expression, which for many is the most direct and easy way. They are better suited to the expression of symbolic meanings. In a wide sense one might say that every expression is symbolical; in verbal expression abstract terms are etymologically symbols of external realities.

Symbols can be regarded as images or pictures expressing, or hiding, either some general or abstract idea, or some meaningful condition and situation.

The psychological function that gives expression to a meaning through images and symbolic picture is the imagination. Such creative imagination precedes all creative expression.

METAPHORS FOR ME

Think about how you would describe yourself and draw pictures to illustrate each metaphor.

*If I was an animal, I'd be ...
because ...*

*If I was a colour, I'd be ...
because ...*

*If I was a season, I'd be ...
because ...*

*If I was a superhero, I would be ...
because ...*

*If I was a toy, I'd be ...
because ...*

*If I was a character from a fairytale, I would be ...
because ...*

*If I was a sportsperson, I'd be ...
because ...*

My own metaphor
*If I was I'd be ...
because ...*