Adaptability

This learning tool has the goal of helping users to:

- 1. Understand the skill
- 2. Reflect on and identify ways they use the skill
- 3. Participate in activities to build skills

What is adaptability?

The Office of Skills for Success defines adaptability as:

Your ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks.



Re	flection
The	re are many tasks that require adaptability.
Che	ck off the adaptability tasks that you can confidently complete.
	Follow directions to adjust an existing process. For example, using a new form or template in the workplace.
	Take responsibility for managing time to meet deadlines. For example, prioritizing tasks based on deadline.
	Adjust plans when faced with an unexpected change or setback. For example, finding a new way to get to work after missing the bus.
	Manage feelings and emotions when faced with an unexpected change. For example, remaining calm and positive after missing the bus.
	Adjust goals when provided with new information. For example, adjusting to unexpected course training dates.
	Continue pursuing goals when faced with an unexpected change. For example, completing a certificate despite it taking 6 extra months.
Lool	at the tasks you did not check off. We call these your "skills to build".

Activity One

You work in an Elder Care Home as a Healthcare Aid responsible for bathing, feeding, dressing, and providing other basic care for residents.

When you arrive for work, you discover that all of the social activities have been cancelled for the day as you are short staffed. Many of the Elders are quite disappointed. Your supervisor suggests that you figure out something to brighten the residents day.



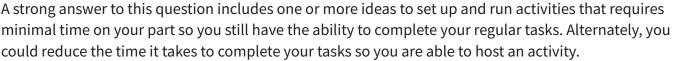
Describe what you would do, below.						

Activity One: Review

Skills Coach suggestions:

- Ask a few of the Elders to come up with an idea and oversee the activity. This will let you focus on your regular responsibilities.
- Post a list of movies and play times and oversee the start of each movie.
- Ask your co-workers to help cover some of your job tasks so you have time to host an activity.

If your answer isn't the same that doesn't mean it's wrong! There are so many ways to demonstrate adaptability.



This is an entry-level adaptability task. To adapt effectively you want to stay positive and follow standard processes to make sure your regular tasks are completed. This requires balancing usual priorities while thinking of time efficient ways to run activities.





Activity Two

A new policy at the Elder Care Home requires all Healthcare Aides to fill out a log sheet when delivering toiletries and other common items to residents. The purpose of the log sheet is to help keep track of inventory, so that the Care Home can order more supplies when inventory gets low.

Your current routine is:

- 1. Check in with each resident throughout your shift and ask whether they need any items.
- 2. Record any requests in the Notes app on your phone.
- 3. Collect all of the requested items.
- 4. Deliver items to residents at the end of your shift.

Unfortunately, you keep forgetting to complete the log sheet.



emember to complete the log sheet, below.				

Activity Two: Review

Skills Coach suggestions:

- Set a reminder on your phone for 15 minutes before the end of your shift to complete the log sheet.
- Carry a copy of the log sheet with you when you check in with residents throughout your shift and record their requests right on the log sheet.
- Ask one of your co-workers to remind you about the log sheet.

If your answer isn't the same as the Skill Coach answer, that doesn't mean it's wrong! There are many possible ways to adapt your routine.

A strong answer to this question includes one or more ideas about how to adapt your current routine noting the specific actions to be taken.

This is an intermediate-level adaptability task because it requires making an ongoing adjustment to a well- established routine. Habitual behaviours can be difficult to change and this can cause a degree of stress which will lessen as you learn to adapt to a new process.



Changes brought about by technology and other factors affect how you work, live, and learn and requires constant adaptability. Building adaptability skills will help you to deal effectively with change, manage stress, learn new skills and stay focused on goals and responsibilities not giving up when life gets challenging. For more information on Adaptability visit the skill components and proficiency descriptors on the Skills for Success Website. For more information on the Indigenous Skills for Success Journey Refresh Project please visit the Douglas College Website.

Continue the Journey

How can you continuously improve your adaptability skills?				

