

# Accomplishment, Research-Based Soft Skills Learning

More done with less strain

## Course Specifications

Course Number: A0B76-001\_rev1.0

Course Length: 4h 13min

### Accomplishment skillset helps you achieve meaningful results

Accomplishment refers to the ability to plan, organize, and execute tasks while effectively and purposefully achieving goals. It is built on a versatile set of skills that influence both individual performance and team results.

Accomplishment skillset is a diverse cluster of abilities and competencies, including:

- Time management skills
- The ability to prioritize in a busy schedule
- Strategies for maintaining and improving focus
- Techniques for managing interruptions
- Ways to enhance personal flexibility
- Skills for setting clear goals
- The ability to manage your own learning and development
- Techniques for handling pressure effectively
- Methods for sustaining motivation
- A flexible approach to perfectionism
- The ability to reflect on personal attitudes.

### Why is it important to develop a accomplishment skillset?

We live in a fast-paced world, and this is evident in the workplace. Our calendars are packed with meetings, collaboration is increasing, we are bombarded with information and messages, and we frequently switch between contexts, tools, and apps. In this world of interruptions, there is less and less time for deep, focused work. Interruptions come at a cost: research shows that productivity losses caused by disruptions were nearly 15 times higher than the costs of absenteeism due to health issues among office workers.

By developing a accomplishment skillset, your employees and organization can benefit in multiple ways:

- Improved work quality with fewer delays and errors
- Effective prevention of burnout
- Enhanced well-being
- Increased motivation through more successful and rewarding work
- Better adaptation to interruptions and changes
- Greater ownership of individual learning and expertise

- On an organizational level: improved efficiency, reduced absenteeism, and increased employee retention.

## Accomplishment Tutorial Package helps your personnel to get more done

Accomplishment Tutorial Package is designed to bring real change to how experts and leaders achieve results. We boost productivity through **researched knowledge, microlearning, and reflection**:

- Content based on researched knowledge ensures the impact of the lessons learned.
- Microlearning videos fit even the busiest schedules.
- Reflection helps translate lessons into practice – your employees engage in self-reflection and shared reflection to explore what emotions the training evokes, what the skills mean to them, where they could be applied, and how to integrate them into their work.

This is how genuine change happens – your employees achieve more with less stress!

## Accomplishment Tutorial package includes the following tutorials

### **Cope Better with Change – Developing Resilience, Smart-Tutorial (1h)**

This tutorial guides you to research and develop your own pressure tolerance. Good pressure resistance is based on three components that you will learn more about. Would you like to find your own strengths and weaknesses and start developing your own personal plan? Jump in!

### **Managing Your Time, Smart-Tutorial (30 min)**

Time management is about getting things done. You cannot manage time, but you manage the way you use your time – just like you can determine how you use your money. In this mini-tutorial we go through three steps for better time management: clarify your thoughts, prioritize your actions and concentrate on motivation and inner experience.

### **Focusing Skills, Smart-Tutorial (1h)**

This tutorial focuses on developing your ability to focus. Focusing means that you can direct your energy into things that matter. In order to do a good job, you must focus on the task. Today, however, our lives are full of interruptions and stimuli that distract our minds.

### **Learning at Work, Smart-Tutorial (45 min)**

This mini-tutorial offers you the tips and tricks for efficient learning. Learning has become an essential part of our work life, and it's importance continues to increase. For example, learning improves brain functions and efficiency, increases life expectancy, and boosts creativity. Make learning part of your everyday life!

### **Working Under Pressure, Quick-Tutorial (6 min)**

This short video explains the main aspects of working under pressure and guides you to improve your resilience. Did you know that how you work under pressure depends on your positivity, efficiency and flexibility. You can improve each of these areas!

### **Learn to Focus, Quick-Tutorial (5 min)**

The ability to focus is a central mental skill! Focusing means the ability to direct your energy into things that matter. In order to do a good job, you must focus on the task. In this short video, you will learn about the three areas of focusing: the everyday practices, reflection and energy.

## Course Outline

### **Goals and How to Set Them, Quick-Tutorial (4 min)**

Would you like to find new ways to achieve your goals? With this short video, you will learn to explore your goals through six perspectives. The first and perhaps the most important perspective is to understand that we often have several goals at once, and they can often be in conflict with one another.

### **ADT – Attention Deficit Trait, Quick-Tutorial (5 min)**

Are you often feeling a little distracted? Around you, devices are alerting you to every text message, email or reminder as soon as it arrives. In this short video we will tell you how to cope with distractions. If you watch the video together, discuss the insights it evokes. For example: what ways could the video provide to avoid exhausting yourself?

### **Time Management, Quick-Tutorial (4 min)**

Improve your time management in just five minutes! Notes, day planning, and optimization are the three areas of time management. Watch a short but even more powerful video that gives you a quick overview of these three areas and how to develop them.

### **The Best Practices of Online Learning, Quick-Tutorial (5 min)**

This short video goes through the best practices and most common pitfalls of online learning. The world is constantly changing and learning has gone online. Self-paced online learning has brought us new kinds of freedom and possibilities, but also challenges and responsibility. How does online learning differ from the more traditional ways of learning?

### **Find Motivation for Routine Tasks, Quick-Tutorial (3 min)**

How to motivate yourself and others when working with simple tasks? With this short video, you will learn three effective methods that are easy to apply in practice. Watch the video and think about which of those motivational methods would work best for you!

### **Managing Interruptions, Quick-Tutorial (5 min)**

In today's working life, we constantly face interruptions. Watch this short video to learn how to control them! It is important to first identify the interruption, accept the situation and take time. The keys are for example to be present, reduce external interruptions and to arrange quiet time.

### **Managing Your Own Competence and Learning, Quick-Tutorial (7 min)**

Welcome to the world of managing your own knowledge, learning, and expertise! In this video, we delve into how to succeed in today's evolving work environment. You'll grasp the significance of continuous learning, comprehend your role in developing your own knowledge, and realize the power of collaboration in enhancing your skills. Seize the opportunity to learn, grow, and thrive together with others!

### **Flexible Perfectionism, Quick-Tutorial (5 min)**

Did you know that perfectionism is useful only when it is flexible? This short video will guide you towards flexible perfectionism! Flexible perfectionism means that the person's high goal level is combined with the ability to experience satisfaction when achieving those goals.

### **Developing Attitudes, Quick-Tutorial (5 min)**

Do you know what kind of automatic attitudes you have? You should get to know them, as they have a strong influence on your life. They affect your ability to see things in a new way and expand your thinking. This short video guides you to recognize and control your attitudes, and grow into the direction that you truly want to grow.

## Course Outline

### What Achievement Means to You?, Quick-Tutorial (4 min)

What drives you to get things done, and what makes it feel meaningful? This short tutorial explores how achievement shows up in everyday life, why it matters to your wellbeing, and how to make it work for you. Whether you're goal-oriented or more laid back, you'll learn to understand your own motivation style and reflect on what truly feels like progress.