

# Adaptability

## ATTITUDE

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## ACTION

- Open to change
- Optimistic= Opportunistic
- Let go of stuff you are not able to change
- Curiosity moves us forward
- Open-minded
- Strong understanding of personal values
- Resourceful
- Look to the future so they can improve it
- “talk” themselves out of anger
- Don’t incite blame or grudges
- Communicate to stay current



## 3 Benefits of Being Adaptable

Enables you to embrace challenges

You are relevant  
Meaning that you are willing to effectively change with your environment

Strengthens you as a leader

Info. taken from "14 Signs of an adaptable person," Jeff Boss, Forbes, Sept. 3, 2015. and Robert Half, <https://www.roberthalf.co.nz/career-advice/career-development/adaptability-skills>, 2020.

# Employability Skills - Adaptability

Have you ever had to adjust your plans because something unexpected happened? At this moment in history individuals across the globe are being forced to practice one of the most sought-after transferrable skills in the workforce- adaptability.

**Adaptability is the ability to adjust to unexpected situations by being open to new ideas. It is being flexible enough to work through challenging issues and generally able to cope when things don't go as planned.**

Maybe you are used to waking up each morning and attending school. Now you are completing school via a computer through virtual chats.

On the workforce front, you may work in a place where you arrive at a set time and begin your tasks. Now you keep sanitized wipes with you and remain six feet away from your co-workers.

No matter the circumstances, adaptability is a huge asset that employers seek when looking for prized workers. The attributes of an adaptable person can be categorized by their attitudes and actions. The following describes the attitude of an adaptable person:

- They are open to change. Therefore, they are also open-minded.
- These people look for ways to grow and change even if what they have done in the past made them successful.
- People are resourceful which means they do not get stuck on one solution and then upset when that solution fails.
- They are always looking to the future for opportunities to improve their organization's situation
- These people do not hold grudges, lament, or blame. They understand the situation, learn from it, and move on.
- When these folks get upset, they "talk" themselves back to a positive state of mind through self-talk.
- These folks are driven by curiosity. They are lifelong learners.
- Communication is key in every facet of a person's life.
- These people are in-tune with their core values and beliefs which helps them know what new things they should embrace, and what should be foregone.





# Employability Skills - Adaptability

In this exercise, you are given three different scenarios and two alternatives. Read each scenario carefully, then read the alternatives. Decide which alternative would be the choice of a person who adapts well. Highlight that choice.



**BONUS!** Folks have a hard time thinking of good examples to use when discussing their ability to adapt. However, most of us have had to adapt in tremendous ways over the past couple of weeks. Share your journey of adaptability in a pic of a few words @wowyouthprogram!

## SCENARIO 1

You are a medical assistant in a local clinic. The clinic is constantly busy with patients. Over the past couple of months, you notice that English is not the first language spoken by more and more of the patients entering the clinic. You do not speak a second language. Sometimes it seems to take forever to get initial paperwork completed because patients have trouble understanding the questions. You have trouble helping patients because you cannot communicate with them very well.

## ALTERNATIVE A:

Although it requires a lot of your time, you begin to learn the language most often spoken by those who do not speak your first language. Over the course of a few months, you notice that you are better able to communicate with the patients because not only are you getting better at speaking a second language, but you are also better equipped to understand a second language. Also, you mention to the physician that making forms available electronically really speeds up the process of taking in new patients and suggest that forms be available on the clinic's website.

## ALTERNATIVE B:

You continue to have trouble communicating with the patients. The wait time for patients to see the physician continues to get longer, but you must get paperwork completed. Patients will just have to wait. You mailed the paperwork to a few patients who called ahead and made appointments and that seems to work better.



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## SCENARIO 2

You work in the study abroad office at a university. Students must first complete a large amount of paperwork and furnish many sensitive documents such as records of vaccinations, passports, visas, and insurance before they travel abroad on the many trips offered by the school. There are numerous file cabinets that house numerous files for students that have traveled abroad or are collecting needed documents to travel. The process is lengthy and sometimes locating information that students bring is a problem.

## ALTERNATIVE C:

There are so many files that you volunteer to divide files into two categories: those who have traveled and those who are attempting to gather documents so they can travel. You will move the documents into a specific file cabinet for those who are attempting to travel and put the archived documents in a different set of file cabinets. Also, so that no papers get lost, you advise students not to bring in documents until they have collected everything they need. Then your office will put it in a file, otherwise, they will need to hang on to their documents until everything is collected even if that means a few trips to the study abroad office.

## ALTERNATIVE D:

There are tons of files taking up a lot of space. You propose to your supervisor that the office develop digital system that allows students to submit documents through an easily accessible online system which creates each student a password protected file. There is a checklist on the student's file that they can click each time they add documents. Once all the boxes are check in the list, the file is submitted to the office for review. During a specific time of the day, you also suggest that office staff take turns scanning the archived documents and storing them electronically so that they are easily found if needed and if frees up workspace in the office.

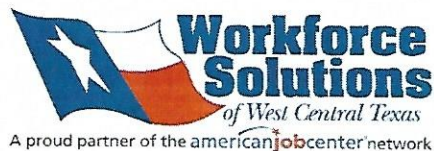




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## SCENARIO 3

You are involved in many different activities outside of school including a part-time job, a show animal, track team, and yearbook. These activities and work take up most of the time you have after school hours and it is becoming increasingly difficult to find time to study. Many of your recent assignments do not reflect your best effort, but you just have no time to complete everything. You notice that you are making lower grades than you have ever made before. It almost seems like you are busy all the time, but not getting anything accomplished.



*Answers: Scenario 1- A; Scenario 2-D; Scenario 3- E*

## ALTERNATIVE E:

Extra money is great, but you know that the job you work now is not the job you will work forever. You hope to work as a firefighter someday and this job requires a tremendous amount of physical agility. So, you choose to talk to your supervisor at work about working fewer hours so that you can maintain your GPA and compete in track. Also, it seems one of your instructor's lectures most of the class period, then gives assignments based on the lectures, so you record the lectures and listen to them in your vehicle anytime that you are driving. You choose to wake up a little earlier and split up the time you must spend with your animal. In the morning you complete half of your daily routine and in the afternoons, you complete the other half. For the first time ever, you buy a planner and begin to write down all the things that you must complete. Surprisingly, you notice that you have taken on so many projects that you have no time to add anything to your schedule.

## ALTERNATIVE F:

Because of the lower grades you ask your teachers if you can come into school earlier and get extra help on assignments. You also work on schoolwork through lunch so that you can get it done and have time for all the activities that are planned afterschool. Although you are working more hours than ever before and this takes up a large part of your time, you don't say anything to your supervisor because you enjoy making extra money. Instead of cutting any of the other activities, you talk to your sponsors and coaches and agree to alternate the days you work on your animal, track, and yearbook.