

MANAGING PERSONAL ENERGY

SYLLABUS

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Written & Delivered By:



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Overview

Change, disruption, and demand will continue to accelerate, making us ever more vulnerable to exhaustion and burnout and their undermining impact on our performance. We are feeling more overwhelmed than ever by the volume of work we are managing, the complexity of the challenges we are facing and the competing priorities we are juggling. Overloaded with tasks and responsibilities we feel drained of energy and initiative.

Managing our energy is more critical than ever and that requires organizations to make taking care of people as important as taking care of business. We know that your work as a Leader can involve struggling to find the right tools and interventions in the field of intelligent energy management. Using the “Managing Personal Energy” module will cut preparation time and streamline your workflow while maximizing the positive impact you have on those you work with.

This module offers individuals, leaders, and organizations a highly practical, proven set of strategies to better manage the relentlessly rising demands we all face in a world full of daily distractions and interruptions. Fortunately, there are things you can do to find more energy on the job and increase your productivity while you are at it. We have packed full of timesaving, validated and customizable resources you can use to manage your personal energy, encourage others to understand and use their energy in life-enriching ways.

The most powerful way to ensure high performance is by recognizing the current energy levels of people, knowing what drains them and what sustains them. When employees feel their best — physically, emotionally, mentally, and spiritually — they focus more deeply, think more creatively, lead more effectively, make better decisions and engage on a deeper level.

Learners

This module is designed for:

- First-time Managers, Senior Leaders, Executives, participants who hold top-level positions and are in the mature phase of their careers wishing to improve understanding

of how managing personal energy affects the functioning of an organization and people's performance

- Senior executives who are operating at or near the top of their organizations. This includes CEOs, managing directors or executive vice-presidents in large and medium-sized corporations; senior partners in professional firms; senior executives in not-for-profit or public organizations; entrepreneurs; owners of large family businesses; and board members of any such organizations who want to help people fuel their energy physically, emotionally, mentally and spiritually, in order to better manage relentlessly rising energy demand
- Anyone who wants to focus on the role of energy in fueling sustainable high performance, and in motivating others

The module may qualify for Continuing Education Units (CEU) for professional certifications depending on the professional association.

Module Authors

The author for this module is Daria Lewandowska, the founder and CEO of Selfmakers headquartered in Wrocław Poland. Daria is a Master Trainer, ICF Coach and Senior Learning and Development Consultant working for private and public sector (both business and academic) to help in improving emotional intelligence and well-being in business. This module is a joined project with Katarzyna Ujek, the founder and CEO of Mental Gym. The two sociologists work as Emotional Intelligence and Mental Toughness Experts in the field of Positive Psychology.

Learning Outcomes

The learning outcomes for the module are as follows. With the completion of this module, learners should be able to:

1. Understand and apply the principles of energy management at the workplace.
2. Recognize energy deficits and deepen people's awareness around their current energy gaps.

3. Assess how individuals are taking care of their four core energy needs.
4. Learn how to find ways to practice consistently healthy behaviors and influence energy levels.
5. Learn how to manage dysfunctional processes in your company in the field of energy management.
6. Explore your personal energy style and address ways of energizing the organization physically, emotionally, mentally, and spiritually.
7. Learn how to avoid exhaustion and burnout, increase levels of engagement, motivation, and job satisfaction.
8. Fundamentally understand lifestyle factors which can cause low energy levels.
9. Discover the impact of energy management on engagement, retention, and focus.
10. Assess how well an organization is managing employee energy across four dimensions – physical, emotional, mental and spiritual.
11. Discover ways of building cultures of growth and fuel sustainable transformation.
12. Explain how to hardwire more energy, positivity, focus, creativity, trust, and purpose into the fabric of daily work through data-driven experiments.
13. Explore ways to increase their physical energy and the one of other people.
15. Mobilize mental energy by focusing systematically on activities that have the most long-term leverage.
16. Recognize meaning and purpose as potential sources of spiritual energy.
17. Use increased awareness of their emotions to build their emotional capacity.

Curriculum

<u>Section</u>	<u>Topics / Subtopics</u>
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<p>Section 1: Introduction to Managing Personal Energy</p>	<ul style="list-style-type: none"> • Introduction Video • Module overview
<p>Section 2: The power of energy management at the workplace</p>	<ul style="list-style-type: none"> • Definition of personal energy management <ul style="list-style-type: none"> ○ The importance of managing personal energy ○ The busy and tiredness epidemic ○ The consequence of the busy and tiredness epidemic on energy ○ Energetic challenges at the workplace ○ Addressing chronic energy concerns ○ The fundamental currency of high performance: energy, not time • Myths about effectiveness <ul style="list-style-type: none"> ○ Towers Perrin research ○ Multidisciplinary findings from the science of high performance ○ Multitasking versus monotasking • New way of working <ul style="list-style-type: none"> ○ From surviving to thriving with energy management ○ The four core needs that energize great performance: sustainability, security, self-expression and significance ○ 4 main pillars of human energy: physical, emotional, mental and spiritual ○ 4 zones of human activities: performance zone, renewal zone, survival zone, burnout zone (the energy quadrants) ○ The power of full engagement: old paradigm vs new paradigm ○ The four energy management principles that drive performance • The energy audit for individuals <ul style="list-style-type: none"> ○ Benchmarking people's current energy levels as the basis for improvement ○ Healthy and unhealthy habits influencing energy levels ○ Ways to improve your energy at work

	<ul style="list-style-type: none"> ○ Energy self-reflection
<p>Section 3: Physical Energy Management</p>	<ul style="list-style-type: none"> ● Optimizing energy on physical level ● Energy trackers <ul style="list-style-type: none"> ○ Eating habits ○ What to eat to boost your energy ○ The importance of healthy digestion ○ Proper food combining ○ A dietary cleanse ○ Guide to healthy elimination ○ Sleeping habits: prioritize a balanced sleep routine ○ Period of Rejuvenation: nourish yourself deeply—on all levels—for a designated period of time ○ Physical activity habits: prioritize appropriate exercise ○ Ultradian rhythms ○ Nourishing Prana ○ Putting energy back into your body techniques ● The therapeutic model “Somatic Experiencing” developed by the psychologist Peter Levine ● Your Personal Energy Plan
<p>Section 4: Mental Energy Management</p>	<ul style="list-style-type: none"> ● Optimizing energy on mental level ● Energy trackers <ul style="list-style-type: none"> ○ Mindfulness ○ Taking regular breaks ○ Avoiding distractions – practicing focus and attention ○ Self-talk and thinking patterns ● The paradox of choice <ul style="list-style-type: none"> ○ DKO - Declarative Knowledge Overload ● Flow and Creativity ● Your Personal Energy Plan
<p>Section 5: Emotional Energy Management</p>	<ul style="list-style-type: none"> ● Optimizing energy on emotional level

	<ul style="list-style-type: none"> • Energy trackers <ul style="list-style-type: none"> ○ Energy that comes from emotions ○ Building emotional agility in an uncertain world ○ Positive emotions fuel performance ○ Negative emotions harm performance ○ Basic emotional human needs ○ Emotional climate at the workplace ○ 3:1 ratio by Barbara Fredrickson ○ Energy “vampires” and wasting emotional energy in a teamwork • Your Personal Energy Plan
<p>Section 6: Spiritual Energy Management</p>	<ul style="list-style-type: none"> • Optimizing energy on spiritual level • Energy trackers <ul style="list-style-type: none"> ○ A set of values and clarity about your “why” at the workplace ○ Leading others to a clear goal ○ Inspiring others to follow your vision; your values; your beliefs ○ The hidden wisdom of prayer ○ A purpose beyond self-interest ○ Leaders who have a lot of intellectual energy or physical energy versus leaders with emotional and spiritual energies ○ Spiritual self-care tips ○ Exploring the Role of the Heart in Human Performance – heart coherence • Understanding the levels of consciousness and letting go technique by Dr David Hawkins • Your Personal Energy Plan
<p>Section 7: Organizations as Living Systems</p>	<ul style="list-style-type: none"> • The energy audit for organizations <ul style="list-style-type: none"> ○ Chief Energy Officer ○ Organization full of energy ○ Practical applications using a scientific approach and validated, referenced tools and techniques to create free flow of energy and information in the organization ○ Business transformation through shifting mindsets and culture: mindset shift, behavior shift, culture shift, structure shift

Section 8: Review and End of Module Exam	<ul style="list-style-type: none">• Conclusion Video• Farewell Message• Exam
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Delivery

The module is delivered using Peregrine’s Learning Management System (LMS) known as CMAD. Course instruction is with asynchronous online learning activities.

Assessment

Throughout the module, there are in-progress quizzes and short exercises to ensure understanding of the instructional content. A completion certificate is issued when the learner obtains at least 80% on the final exam.

Hours and Articulation

Learner hours are shown in the following table. The hours are based on both the time within the module and time away from the module conducting application activities.

<u>Section</u>	<u>Hours</u>
Section 1: Introduction to Managing Personal Energy	1
Section 2: The power of energy management at the workplace	2
Section 3: Physical Energy Management	2
Section 4: Mental Energy Management	2
Section 5: Emotional Energy Management	2
Section 6: Spiritual Energy Management	2
Section 7: Organizations as Living Systems	2
Section 8: Review and End of Module Exam	2
Total Hours	15