

# Personal Mastery Learning Program

The Personal Mastery Learning Program concentrates on two specialized areas: Self-Awareness and Resilience. Through these courses, you'll learn to apply your values and pursue your purpose in a way that supports VA's mission.

**Competency description:** Exhibits self-awareness and commitment to self-development,  
Demonstrates resilience, agility and a sense of urgency

The graphic below shows the courses that make up the Personal Mastery Learning Program, along with the proficiency level, format, and duration. Mouse over the icon to see the course description and behavioral indicators for each course. Select the course title to register in TMS.

Mouse over the icons to view course descriptions





## Personal Mastery Learning Program

The Personal Mastery Learning Program is sponsored by VALU's Career and Employee Development (CED) Directorate. The courses in this learning program focus on essential knowledge and skills that are important for all VA employees, regardless of your occupation or career field. With most courses now available in engaging virtual formats, it's easier than ever to get the training you need. Courses are offered at the foundational, intermediate and advanced levels to help you improve job performance at every stage of your career. The courses in the Personal Mastery Learning Program align with VA's All Employee Competencies.

### Personal Mastery Overview

Personal mastery can be defined as taking charge of personal growth, managing career progression, and maintaining high levels of performance during times of uncertainty and stress. Incorporating concepts of self-discovery, self-direction and self-actualization, the Personal Mastery Learning Program concentrates on two specialized areas: Self-Awareness and Resilience. Through these courses, you'll learn to apply your values and pursue your purpose in a way that supports VA's mission.

### Courses Available in FY 2014

#### Self-Awareness: Bringing Out Your Personal Best

Self-awareness is an essential first step toward maximizing personal performance. Using VA-specific examples, this online course teaches techniques for recognizing areas of improvement and taking advantage of opportunities for professional development and personal growth. Learn how to identify your personal values, experience and knowledge; exploit your strengths; and use constructive feedback to improve performance and advance your career. Upon completion of this course, you'll be able to create a self-development strategy that brings out your personal best.

**Level:** Foundational. **Format:** Web-based Training.

**Duration:** 2 hours 30 minutes. **TMS Course ID:** NFED 3126021.

#### Self-Awareness: Empowering Yourself and Others

Training and education are critical components of achieving performance excellence. In this course, you'll learn how understanding your individual strengths and weaknesses helps you identify areas for improvement through education and training. This course teaches you how to assess your

knowledge and abilities, recognize areas for skill development, take the initiative to embark on a process of continuous self-improvement, promote educational opportunities to peers and serve as a peer mentor.

**Level:** Advanced. **Format:** Blended (Web-based Training and Virtual Instructor-Led Training). **Duration:** 10 hours.

**TMS Course ID:** NFED 3126026.

#### Resilience: Being Flexible and Resilient at Work

Flexibility and resilience are essential skills for managing the organizational change, pressing deadlines and shifting priorities that often challenge VA personnel. In this online course, you'll learn techniques for dealing with challenging situations, including identifying alternative actions, adjusting priorities, bouncing back from setbacks and persisting under stress. You'll also discover how to use feedback to learn from past experience and how to perform at your best in difficult situations.

**Level:** Foundational. **Format:** Web-based Training.

**Duration:** 1 hour 25 minutes. **TMS Course ID:** NFED 3130066.

### Resilience: From Stress to Success

Today's workplace presents many challenges that require you to remain resilient and proactive in times of stress or crisis. In this course, you'll receive an overview of stress in the workplace and the ways perception impacts stress responses. You'll learn how to minimize the negative impact of stressful situations, increase resilience and maximize your outcomes by using positive, proactive behaviors.

**Level:** Intermediate. **Format:** Blended (Web-based Training and Virtual Instructor-Led Training). **Duration:** 6 hours 30 minutes. **TMS Course ID:** NFED 3126006.

### Resilience: Managing Uncertainty to Maximize Outcomes

VA personnel are frequently required to quickly adapt and respond to change. This course equips you with the tools you need to be resilient in times of change and uncertainty. It also provides an overview of the personal response plan and the role of perception in change responses. Using VA-specific scenarios, you'll learn how to minimize the negative impact of change-related workplace stressors and maximize its outcomes through effective analysis and proactive behaviors.

**Level:** Advanced. **Format:** Blended (Web-based Training and Virtual Instructor-Led Training). **Duration:** 10 hours 2 minutes. **TMS Course ID:** VA 3867954.