

Managing Your Sphere of Control

A Soft (Fundamental) Skills Development Program

Professional, trustworthy, positive, adaptable, resilient, and a valued leader. These and many more are all attributes with which we - whether as an individual or as an organization - would want to be associated. How well are you or your organization’s team equipped with the skills needed to excel in these attributes? Is it possible that you might have a gap in these fundamental skills?

Fundamental Roots’ Training Focus

Soft skills, such as communication, collaboration, interpersonal interactions, and conflict resolution are the skills needed to develop and grow the aforementioned attributes. This is why, we refer to them as fundamental skills.

Fundamental Roots’ Soft (Fundamental) Skills Development Program organizes the development of these skills by focusing on managing one’s “sphere of control.” Our sphere of control lies in examining our thoughts, our communication and our actions. The more skilled we are at managing our sphere of control, the more effective we become at influencing others and the systems within which we are working.

Managing one’s sphere of control is a transferable skill that is beneficial professionally and personally. This training program, through theory, interactivity and self-reflection, is designed to equip the participants with the knowledge, insights and tools to manage one’s sphere of control.

This document lays out the program options, some recommendations and clarifications, the program curriculum, and the first few session descriptors as examples.

Program Options

The program options are as follows:

Program Options	Advantages	Disadvantages
In-person Group Training	<ul style="list-style-type: none"> • Cost-efficient • Increased interactivity • Encourages team building • Up to 25 people per session 	<ul style="list-style-type: none"> • Less flexibility for attendees • Requires in person attendance (no virtual participation)
Virtual Group Training	<ul style="list-style-type: none"> • Some interactivity • Allows for team building • More flexibility for attendees • Up to 15 people per session 	<ul style="list-style-type: none"> • Interactivity is more limited due to virtual platform • Potential technological interferences and limitations for all participants • Smaller group capacity • Higher price point
Virtual One-on-One Coaching	<ul style="list-style-type: none"> • Personalized to the individual’s need • More flexibility 	<ul style="list-style-type: none"> • No team-input • Higher price point

Leadership Skills Training Program: This is a separate program with a separate outline.

Recommendations & Clarifications:

The following should be considered when choosing the appropriate program:

- The group sessions are hosted as 4-hour sessions. The one-on-one sessions are 2-hour sessions. For the one-on-one coaching, the program sessions listed below will be divided into two 2-hour sessions.
- It is highly recommended to host the in-person group trainings on a quarterly basis in order to avoid learning decay and in order to create a momentum in the training.
- The virtual group trainings would be best conducted every month or every other month.
- The one-on-one coaching is recommended to be conducted every other week.
- Certificates of completion can be offered for each session. Certificates will only be issued to those who participate and complete the entire session.
- Fundamental Roots offers tracking of attendance for the group sessions. Evaluations are completed by the attendees of the group programs.
- Fundamental Roots will provide reports to the organization hosting the group trainings.
- Group sessions allow for indirect team-building due to the various interactive exercises. It is recommended to mix departments in the sessions, and it is recommended that all staff and leadership participate in the trainings. This fosters role-modeling, collaboration and team building.
- The technology used for the virtual sessions is Zoom. Zoom has several features that help to enhance interactivity; however, the nature of a virtual session in itself limits the type of exercises that can be conducted.
- Any of the programs can be customized if additional topics are desired.
- The one-on-one coaching is very specific to the individual and similar to executive and life-coaching.
- The costs are based on the assumption of an attendance of 25 people for the in-person and 15 people for the virtual sessions and two 4-hour sessions being held in one day.
- It is recommended to host a repeat offering of the same session based on how many people need to be trained.
- If the entire program is utilized, new people added to the team could join at any point in the curriculum and at the end of the program, make-up days can be assessed.

Program Curriculum:

The program is organized around managing one's sphere of control and therefore is divided into three phases. Each phase contains several sessions.

Phase I – Sphere of control – Our Thoughts

Managing our Automatic Negative Thoughts

Managing our Assumptions & Embracing the Art of Possibilities

Phase II – Sphere of control – Our Communication

Developing Tact and Diplomacy

Communicating with Different Personality Types

Developing Cultural Intelligence & Cultural Humility (this could also be expanded to an 8-hour session)

Phase III – Sphere of control – Our Actions

Managing our Defenses

Developing Collaboration Skills

Putting it All Together & Reflective Practice

Program Description Examples:

Session 1: Managing our Automatic Negative Thoughts

Our thoughts are very powerful and can impact us physiologically, mentally, and emotionally. The beauty of our thoughts is that they can be managed by us. We can control our thoughts; we are not victim to our thoughts. However, most of the time we don't think about our thoughts and we allow them to manage us. During this session, we will explore the impact of our thoughts, and we will identify and analyze the common and most popular automatic negative thoughts that every person encounters. We will identify your favorite ones and will discuss and make a plan on how to counter and learn to manage them.

Objectives:

By the end of the session we will be able to

- Describe the importance of managing our thoughts
- Explain the impact of our thoughts on our communication
- Identify our common automatic negative thoughts
- Demonstrate how to counter our automatic negative thoughts

Session 2: Managing our Assumptions & Embracing the Art of Possibilities

In order to cope with uncertainties, our brain searches our vast library of past experiences to predict possible contingencies for possible situations we may come across, leading us to make many assumptions. What are we doing with those assumptions and what impact might they be having? During this session we will explore the importance of challenging our assumptions. We will work on developing

the art of seeing the possibilities as we remove our assumptions, and we will discuss and identify the power of humility.

Objectives:

By the end of the session we will be able to

- Discuss why assumptions occur
- Explain how to manage assumptions
- Demonstrate how to embrace the art of possibilities
- Define humility
- Identify the power of humility

Session 3: Developing Tact and Diplomacy

When we communicate tactfully and diplomatically, we can develop and preserve relationships, build credibility, and demonstrate thoughtfulness, which ultimately can lead to more successful outcomes and less challenging or stressful conversations. What then is tact and what is diplomacy and why are they so important? And how do you apply them when facing a more difficult or sensitive conversation?

Objectives:

By the end of the session we will be able to

- Discuss the differences between tact and diplomacy
- Identify the necessary skills to develop to become more tactful and diplomatic
- Identify our own areas of opportunities to improve in tact and diplomacy
- Explain how to develop tact and diplomacy
- Demonstrate how to apply tact and diplomacy