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GUIDED NOTES ANSWER GUIDE

ADAPTABILITY

Directions: Complete these notes as you watch the MyCareerTech “Adaptability” video.

Introduction

1. Soft skills are personality-specific traits and can be used to describe your approach to life, work, and relationships.

Defining Adaptability

2. The ability to change or adjust to these new conditions or different circumstances is called Adaptability.

Traits of an Adaptable Person

3. Adaptable employees can make changes to their attitude to merge with the new culture or changing environment.
4. Adaptable people are willing to give change a chance rather than completely disregard it.
5. Adaptable people exhibit the ability to deal with unpredictable work situations.
6. People with adaptability skills are rarely discouraged by failure. They understand that failure is a part of learning.
7. People that are adaptable understand the importance of lifelong learning.

Traits of Someone without Adaptability Skills

8. What are some traits of inflexible people?
Resist change and are stubborn, Not open to new ideas, Close-minded, Feel threatened, Become defensive, Would rather be fired than deal with change

Tips to Increasing Adaptability Skills

9. One of the first things you can do to help you enhance your adaptability is to get out of your comfort zone.
10. Find the potential benefits in the change rather than focusing on the disappointment.
11. Another key tip for increasing your adaptability is to be willing to make mistakes.
12. Work on losing the fear of failure on small things and it will begin to translate to bigger things, growing your adaptability skills.
13. When change occurs, there are a lot of unknowns, so asking questions can be key to becoming more comfortable with change.

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Reflection

14. Think about a challenging situation you've faced recently. How did your ability to adapt help you navigate and overcome it?