

Personal Mastery Additional Resources Guide

Using the Learning Program Self-Assessment for each All Employee Competency, you can determine various recommended courses to assist you in developing your employee proficiencies. To determine these recommended AEC courses, please utilize the various Learning Program Self-Assessments.

In addition to the recommended personal mastery courses from the Personal Mastery Self-Assessment, the following list provides you with additional courses and books, which may also help on your journey to developing your personal mastery skills.



Exhibits Self-Awareness and Commitment to Self-Development, Demonstrates Resilience, Agility, and a Sense of Urgency

Foundational Courses

[Exploring Self-development](#)

You want to develop your capabilities, both personally and professionally, but how do you get started? And how do you know which skills and strengths to focus on? This Challenge Series exercise explores the many critical factors to take into account when planning how to focus self-development efforts. The learner plays the role of a trusted friend helping a colleague make smart self-development choices. NFED 3788316 Skillsoft .3 hrs

[Administrative Support: Projecting a Positive Professional Image](#)

There are many skills and competencies you must master as an administrative professional, from organizational skills to technical aptitude. In order to be truly successful, you must also master the ability to gain the trust, respect, and admiration of your boss and colleagues. At the same time, you need to remain true to yourself while expressing yourself to others, making decisions at work, or

navigating through office politics. This course introduces best practices for making a good impression as an administrative professional. You'll learn how to project a positive professional image by building credibility. You'll also explore the importance of communicating honestly, respecting others, and having a positive outlook in order to create a positive work environment. Finally, you'll learn how to practice positive office politics to enable you to put your best foot forward in the organization. NFED 4501199 Skillsoft .3 hrs

Targeting Personal Learning

Although personal learning in the workplace involves self-awareness, self-assessment, and self-development, you don't have to be the only one who benefits from it. When you learn, grow, and challenge yourself, you can improve not only your own work situation, but also the lives of the people you work alongside. In this Challenge Series exercise, you play the role of a team lead who has too much to do and not enough time to do it. You'll decide which personal learning path will have the greatest effect on your stressful work situation. NFED 3832413 Skillsoft .3 hrs

Using Performance Appraisals to Advance Your Career

Employees often don't recognize the opportunities they can harness from their performance appraisals. In this course, you'll discover the value of learning how to manage the performance appraisal process on a year-round basis, and you'll be given tips for using formal and informal performance appraisals to your best advantage. This course also outlines how to implement the periodic appraisal strategy to move your career forward, and ways to recognize and use constructive criticism to improve your chances of success. NFED 4501271 Skillsoft .5 hrs on-line

Employee Exhaustion: Managing a Well-balanced Workload

This course is a 7 minute real-world, scenero-based video. The possibility of employee burnout can threaten productivity. This impact examines strategies for balancing workloads. NFED 1325102 Skillsoft .1 hr

Coping with Conflicting Priorities

Too little time, too many tasks, and everything needs your immediate attention. Sound familiar? This Challenge Series exercise explores the tools and skills needed to manage your time and cope with conflicting priorities. NFED 3479973 Skillsoft .3 hrs

Intermediate Courses

Managing Workplace Stress

<https://www.tms.va.gov> This course is a 7 minute real-world, scenero-based video. Workplace stress will remain a reality of modern business for the foreseeable future, but there are strategies to consider when evaluating how best to anticipate and manage work-related pressures. NFED 325059 Skillsoft .12 hrs on-line

Creating Work/Life Balance

For working professionals, keeping up with the competing demands of office and home takes more than

good time-management skills. It requires an ability to prioritize and set a healthy work/life balance. This Challenge Series exercise explores the ways that work/life balance can be created to minimize stress and maximize productivity. NFE 1368379 Skillsoft .3 hrs

[Coping with Information Overload](#)

Advancements in communication technology have given us instant access to boundless information, but the gains in efficiency and productivity have come at a cost. This Business Impact explores the causes of information overload and explores some practical ways to cope with it. NFE 1325109 Skillsoft .1 hr

Advanced Courses

[Developing Your Career](#)

Career development requires foresight and proactive management. This Challenge explores methods of planning and executing an effective career development path. NFE 1368380 Skillsoft .3 hrs

[Administrative Support: Interacting Effectively with Colleagues](#)

Regardless of the industry you work in or the boss you have, almost all the tasks you perform daily as an administrative support professional require interaction with others. Effectively interacting with others results in trust, improved morale, and respect between you and your colleagues, which in turn results in your ability to perform better in your role. In this course, you'll learn skills required of administrative support professionals to be able to interact effectively with others. Specifically, you will be introduced to the benefits of being a supportive colleague, including some best practices for doing so. You will also be introduced to techniques to use to ask for help from colleagues in a respectful and proactive way in order to accomplish your goals. Finally, you'll learn techniques to help you deal with criticism, including how to react to and act on it constructively. NFE 4501198 Skillsoft .3 hrs

[Personal Power and Credibility](#)

Authority carries a certain type of power – typically position power. A person is granted the power and authority to meet goals and get results through a responsible job definition and accountability. The police officer that cites you for speeding. The financial manager that calls for an audit. The company manager that decides how to allocate the budget. People may comply, rebel, resist, or gripe about those in authority, but there is a reason and purpose for such positional power. On the other hand, most of the results that get accomplished in organizations come from the use of personal power and not solely reliant on direct authority. This is especially true in our work environments today, where information sources and networking contacts are accessible to all as means to results. But ultimately it comes down to personal credibility, influence, and political savvy. This course focuses on the power that comes with being credible and trustworthy. NFE 4501158 Skillsoft .4 hrs

[Broadening Your Learning Horizons](#)

Learning methods and tools are evolving. They are broadening to include new technologies and methods. This Impact Series product explores this evolution. NFE 3832618 Skillsoft .1 hr

Organize Your Physical and Digital Workspace

Removing the mess from your workspace and getting organized can significantly improve many aspects of your work day, including your ability to concentrate, achieve targets, and become more efficient. This course will help you increase your productivity by showing you how to organize and maintain both your physical and digital workspace. You'll learn how creating a clutter-free workspace and effective filing can improve your productivity. But it's not just your physical workspace that needs decluttering; this course will show you how to manage digital files, which is just as important. And once you've gotten your workspace under control, you'll learn how to maintain it. NFED 4501185 Skillssoft .5 hrs

Perseverance and Flexibility in Times of Crisis

Strong leaders need to demonstrate a careful balance of perseverance and flexibility. They must know when to press on despite obstacles and opposition. And they must also know when to alter course. This Challenge Series exercise explores the various aspects of perseverance and flexibility that leaders need to consider when faced with an apparent setback. NFED 1365315 Skillssoft .3 hrs

Persevering through Setbacks

Goals begin with good intentions and sincere commitment, but setbacks can quickly erode determination and stall progress. It's at these times that understanding the qualities of perseverance can pay off. It's not enough to simply push ahead. Success hinges on understanding how action, attitude, and self-awareness come together. NFED 3788311 Skillssoft .3 hrs

Organizations Change So Get Ready

A change in your work situation – whether good or bad – can create a period of uncertainty, stress, and anxiety while you adjust. A clear understanding of what organizational change is, and what to expect when dealing with it, can shorten the period of adjustment so you can get back on track sooner. In this course, you'll explore organizational change and the typical events that can trigger it. You'll also learn about the three specific types of organizational change, common reactions to organizational change, and the stages you can expect to go through when dealing with organizational change. NFED 4501183 Skillssoft .5 hrs

TMS Books on Personal Mastery

TMS Skillssoft Books Deep Link=

https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ONLINE_CONTENT_STRUCTURE&componentID=30086&componentTypeID=NFED&revisionDate=1099321320000

8 Ways to Great: Peak Performance on the Job and in Your Life by Doug Hirschhorn Publisher Penguin Audio AUDIO BOOK

Admired: 21 Ways to Double Your Value by Mark C. Thompson Publisher Brilliance Audio AUDIO BOOK

Assertiveness Training: How to Get What You Want by Cara Lane Publisher Made for Success AUDIO BOOK

Be Obsessed or Be Average by Grant Cardone Publisher Gildan Media AUDIO BOOK

Building Self-Confidence: Dr. Joseph Murphy LIVE! By Joseph Murphy Publisher Gildan Media ISBN 9781469065427 Audio Book ID 121125 Copyright 2016 This audio edition teaches you to substitute "I can't" with "I can do all things through the power of my own subconscious mind." Read by the author.

Bull's-Eye: The Power of Focus By Brian Tracy Publisher Brilliance Audio ISBN 9781511326865 Audio Book ID 106694 Copyright 2015 This audio edition will teach you how to unleash your powers for success and accomplish more in the next few months than many people do in a lifetime. Read by the author.

Defining and Leveraging Your Professional Value By Marilyn A. Feldstein Publisher Association for Talent Development BOOK

Disrupt Yourself: Putting the Power of Disruptive Innovation to Work By Johnson Publisher Gildan Media BOOK

Fostering Creativity in Self and the Organization: Your Professional Edge By Eric W. Stein Publisher Business Expert Press BOOK

Getting to Like: How to Boost Your Personal and Professional Brand to Expand By Jeremy Goldman Publisher Career Press Inc BOOK

Innovation You: Four Steps to Becoming New and Improved By Jeff DeGraff Publisher Random House Audio ISBN 9780307943903 Audio Book ID 46923 copyright 2011 This audio edition reveals DeGraff's unique four-step program to bolster your ingenuity and remake your life. From forging ahead in a new career to losing weight to finally pursuing that long-held dream; DeGraff's strategies are effective and easy to follow. Read by the author.

Making Yourself Indispensable: The Power of Personal Accountability By Mark Samuel Publisher Gildan Media ISBN 9781469000596 Audio Book ID 121010 copyright 2017 This audio edition shows why the key to becoming indispensable is to embrace accountability rather than run from it; in everything you do at work and in your personal life.

Managing Time and Thriving Under Stress: Time Management Tools to Manage Stress on the Job By John C. Maxwell Publisher Made for Success ISBN 9781613392478 Audio Book ID 112711 Copyright 2014 Featuring perspectives from nine best-selling authors; this audio edition will teach you how to tackle more projects with essential time management skills. Read by the authors.

No Excuses! The Power of Self-Discipline By Brian Tracy Publisher Gildan Media ISBN 9781596595729 Audio Book ID 115244 Copyright 2011 This audio edition will show you how to be more successful in everything you do-- instead of wistfully envying others you think are just "luckier" than you. Read by the author.

Our Iceberg is Melting: Changing and Succeeding Under Any Conditions By John Kotter Publisher Penguin Audio ISBN 9780735286320 Audio Book ID 113440 copyright 2016 This audio edition illuminates in an unforgettable way to manage the necessary change that surrounds us all.

Performing Under Pressure: The Science of Doing Your Best When It Matters Most By Hendrie Weisinger Publisher Penguin Audio ISBN 9780553546484 Audio Book ID 113435 Copyright 2015 This audio edition offers 22 specific strategies each of us can use to reduce pressure in our personal and professional lives and allow us to better excel in whatever we do.

Reinventing Yourself: How to Become the Person You've Always Wanted to Be; 20th Anniversary Edition BOOK

Rethinking Positive Thinking: Inside the New Science of Motivation By Gabriele Oettingen Publisher Gildan Media ISBN 9781469029702 Audio Book ID 81680 Copyright 2014 This audio edition will deepen your ideas about human motivation and help you boldly chart a new path ahead; whether you are unhappy and struggling with serious problems or you just want to improve; discover; and explore new opportunities.

Strategic Relationships at Work: Creating Your Circle of Mentors; Sponsors; and Peers for Success in Business and Life By Wendy Murphy Publisher McGraw-Hill Audio ISBN 9780071849906 Audio Book ID 73703 copyright 2014 This audio edition shows you how to leverage the relationships you already have to map out a new developmental network that grows with your career.

Stress Less. Achieve More: Simple Ways to Turn Pressure into a Positive Force in Your Life By Aimee Bernstein Publisher Gildan Media ISBN 9781469031293 Audio Book ID 115247 Copyright 2015 This audio edition delivers relief for the overwhelmed with tips; techniques; and exercises to turn stress into into your ally--and thrive under even the most demanding circumstances.

Stretch: How to Future-Proof Yourself for Tomorrow's Workplace By Karie Willyerd Barvara Mistick Publisher John Wiley & Sons (US) BOOK

Stronger: Develop the Resilience You Need to Succeed By George S. Everly Jr. Publisher Gildan Media ISBN 9781469033372 Audio Book ID 104170 Copyright 2015 This audio edition explores the science behind resilience and explains how you can develop this vital trait for yourself.

Success Under Stress: Powerful Tools for Staying Calm; Confident; and Productive When the Pressure's On By Sharon Melnick Publisher Gildan Media ISBN 9781469031538 Audio Book ID 90663 copyright 2015 This audio edition will help you gain control; exude calmness and confidence amidst everyday chaos; and achieve the success you richly deserve.

Success Under Stress: Tools for Staying Calm, Confident & Productive When the Pressure's On (Book) NFED 4185399

The 4 Disciplines of Execution: The Secret to Getting Things Done; On Time; With Excellence By Stephen R. Covey Publisher Franklin Covey ISBN 9781933976464 Audio Book ID 35887 copyright 2007 This audio edition teaches how to focus on your top priorities and get the critical things accomplished. Whether you are a member of a team; lead a team; or lead an entire organization; The 4 Disciplines of Execution will equip you to deliver on your top priorities consistently.

The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change By Stephen R. Covey Publisher Franklin Covey ISBN 9781929494750 Audio Book ID 35886 Copyright 2004 This audio edition presents a principle-focused approach to problem-solving; and offers a revolutionary program to breaking the patterns of self-defeating behavior that keep us from achieving our goals and reaching our fullest potential. Read by the author.

The 8th Habit: From Effectiveness to Greatness By Stephen R. Covey Publisher Franklin Covey ISBN 9781929494781 Audio Book ID 35883 copyright 2004 This audio edition is the answer to the soul's yearning for greatness; the organization's imperative for significance and superior results; and humanity's search for its "voice."

The Art of Deliberate Success: Transform Your Professional and Personal Life By David Keane Publisher John Wiley & Sons (US) BOOK

The Difference Maker: Making Your Attitude Your Greatest Asset By John C. Maxwell Publisher Thomas Nelson ISBN 9780785260998 audio Book ID 43566 copyright 2006 This audio edition explains how attitude is one thing that can make all the difference in your life; and shows how you can make it your best attribute.

The Happiness Advantage: The Seven Principles of Positive Psychology That Fuel Success and Performance at Work By Shawn Achor Publisher Random House Audio ISBN 9780307749345 Audio Book ID 46914 copyright 2010 This audio edition explains how we can reprogram our brains to become more positive in order to gain a competitive edge at work. Read by the author.

The Productivity Project: Accomplishing More by Managing Your Time; Attention; and Energy By Chris Bailey Publisher Brilliance Audio ISBN 9781511343312 Audio Book ID 106687 copyright 2016 This audio edition presents a fresh and entertaining exploration of a topic that concerns just about everyone over the course of their careers: how to be more productive at work; and in every facet of our lives. Read by the author.

The Winner's Way: A Proven Method for Achieving Your Personal Best in Any Situation By Pamela Brill Publisher McGraw-Hill Audio ISBN 9781932378672 Audio Book ID 35997 Copyright 2005 This audio edition offers a proven; user-friendly method to identify; engage; and drive strategic change for continual achievement in the face of never-ending challenge.

The Wisdom of Oz: Using Personal Accountability to Succeed in Everything You Do By Roger Connors Publisher Penguin Audio ISBN 9780698180925 Audio Book ID 102570 copyright 2014 This audio edition explains that while no one will ever wave a wizard's wand and magically solve all your problems; there is a way to experience the near magical impact of personal accountability. Read by the authors.

Under Pressure: Managing Stress and Engagement on the Job By Knowledge@Wharton Publisher Gildan Media ISBN 9781469002545 Audio Book ID 115256 copyright 2015 This audio edition is for those who are experiencing stress on the job due to increased demands at work and at home; as well as employers who wish to understand those who report to them and who are looking for new ways to engage employees.

Unwind!: 7 Principles for a Stress-Free Life By Michael Olpin Publisher Brilliance Audio ISBN 9781480596252 Audio Book ID 75107 copyright 2014 This audio edition shows you how to take charge of your life and make better choices that will prevent stress in the first place. Read by the author.

Work without Stress: Building a Resilient Mindset for Lasting Success By Derek Roger Publisher McGraw-Hill ISBN 9781259642951 Audio Book ID 121195 copyright 2016 This audio edition presents a revolutionary approach to preventing stress that is evidence-based; life-changing; and scientifically proven to work.

You Are What You Believe: Simple Steps to Transform Your Life By Hyrum W. Smith Publisher Berrett-Koehler Audio ISBN 9781626568556 Audio Book ID 115183 copyright 2016 This audio edition provides a set of new and powerful rules for personal transformation that will help you break through the invisible beliefs that are holding you back.

Your Self-Sabotage Survival Guide: How to Go From Why Me? to Why Not? By Karen Berg Publisher Career Press, Inc BOOK

Your Ultimate Success Plan: Stop Holding Yourself Back and Get Recognized; Rewarded and Promoted By Tamara Jacobs Publisher Gildan Media BOOK