JMU Training and Development Competencies

**Work/Life Wellness** - workshops are designed for individuals that would like to increase awareness and understanding of personal growth areas like stress management, professional etiquette and personal finance.

1. **Shows interest in multiple levels of wellness**
   a. **Fundamental**
      i. Knows the six levels of wellness (physical, emotional, intellectual, spiritual, social and environmental)
      ii. Understands the personal impact of each level of wellness
   b. **Intermediate**
      i. Supports and promotes strategies to advance wellness principles
      ii. Proactively seeks ways to increase wellness in each of the six levels
   c. **Advanced**
      i. Develops strategies to advance wellness principles
      ii. Creates an environment that actively promotes the six levels of wellness

2. **Knows limits and sets and adheres to boundaries**
   a. **Fundamental**
      i. Identifies boundaries of personal authority
      ii. Knows own limitations and knows when to say no
   b. **Intermediate**
      i. Remains aware of workload and makes appropriate adjustments to meet deadlines and complete tasks
      ii. Sensitive to the balance of power, authority and influence structures (circle of influence)
   c. **Advanced**
      i. Implements standards for safe and healthy environments
      ii. Uses appropriate methods to gain acceptance of ideas
      iii. Able to prioritize across different domains (work, home, community)

3. **Develops healthy work/life balance skills**
   a. **Fundamental**
      i. Understands the need for time off/time for self
      ii. Engages in “recharging” activities (healthy distractions, variety of work…)
   b. **Intermediate**
      i. Understands the impact of resiliency and balance
      ii. Develops “complement” skills
   c. **Advanced**
      i. Continuously looks to improve self-image through behaviors not intentions
      ii. Creates a culture of respect and work/life wellness for self and others

4. **Maintains relationships with those who foster similar wellness goals**
   a. **Fundamental**
      i. Identifies and understands personal values and goals
      ii. Develops and maintains strong support networks
   b. **Intermediate**
      i. Seeks support and help from others when stressed
ii. Shares personal values and goals

c. Advanced
i. Builds and fosters long-term supportive relationships
ii. Lives personal values and strives to accomplish goals while asking for support when needed

5. Utilizes stress management skills
   a. Fundamental
      i. Maintains composure under pressure (i.e. disruptions, distractions, interruptions, deadlines, feedback, etc.)
      ii. Knows and understands stress management tools and techniques
   b. Intermediate
      i. Applies ways of releasing stress that are not harmful to self or others
      ii. Effectively uses stress management tools and techniques
   c. Advanced
      i. Proactively promotes healthy approaches to managing stress
      ii. Recovers quickly after stressful interactions or situations

6. Knows, understands and uses stress and crisis management resources
   a. Fundamental
      i. Knows and understands resources to manage stress and maintain work/life balance
      ii. Alerts others of signals that indicate potential crisis situations
   b. Intermediate
      i. Facilitates the identification of reasonable responses to the degree of crisis
      ii. Promotes stress and crisis management resources
   c. Advanced
      i. Creates emergency response structures and plans using appropriate resources
      ii. Recognizes and uses appropriate resources to defuse potential crises to reduce stress

7. Knows how personality and personal actions impact work/life wellness
   a. Fundamental
      i. Understands differences in personality and motivation
      ii. Understands how differences impact interactions during stressful situations
   b. Intermediate
      i. Maintains an understanding of how different viewpoints impact work and relationships
      ii. Aware of the impact of personal behavior on others
   c. Advanced
      i. Initiates and develops complimentary and stretch relationships
      ii. Utilizes knowledge of personality and behavior differences to improve relationships

8. Recognizes personal stressors and knows strategies to reduce them
   a. Fundamental
      i. Understands emotional and conflict triggers
      ii. Recognizes personal emotional and conflict triggers
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b. Intermediate
   i. Identifies personal stress and conflict response patterns
   ii. Recognizes and appropriately disengages from emotional and conflict triggers

c. Advanced
   i. Knows and uses strategies to effectively reduce stress
   ii. Addresses own and others’ physical and emotional needs in times of crisis