

Coping with and navigating job loss and change

The purpose of this document is to give you a space to record your thoughts and ideas from the session. You'll find key ideas from the session, activities to complete and plenty of space to make your own notes.



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<https://www.managementcentre.co.uk/insights/7-challenges-of-change/>

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Understanding emotions

The changing world of work

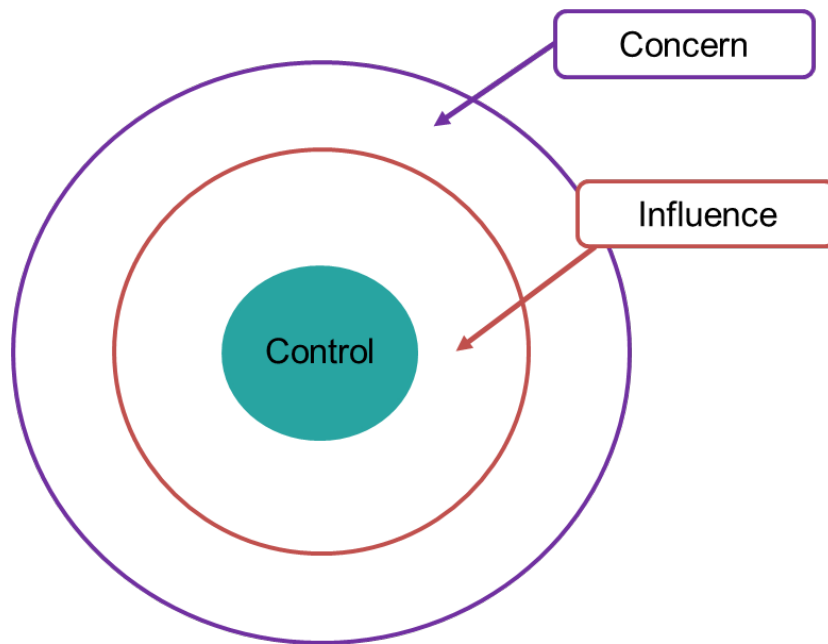
It's the new world of work that has accentuated the need to deal with change. Not for profit organisations all face the challenges of continual change in the environments in which they operate. The pace and complexity of change require good environmental scanning, speed, flexibility, co-ordination of complex activities and highly motivated people.

Handling change successfully requires a good deal of skill both in managing ourselves.

Mindset: what can I control?

In his seminal text, Stephen Covey explains that we often worry about things we can't control. This can prevent us from being effective, as our worries and concerns create a barrier that prevents us from actually dealing with the issue that causes the worry and concern in the first place.

It is helpful to break down what those concerns or worries are, by exploring our ability to control the situations we are in:



There are some situations where we have no ability to control the situation. This is our Circle of Concern. These are often environmental factors, that we are not able to make a change about. We need to set strategies to accept those situations and find healthy ways to live with them.

There are some situations that we may be able to exert some influence, albeit we can't necessarily control them. This is our Circle of Influence. This often involves talking to others.

Finally, there are some situations fully within our Circle of Control. These are situations we are fully able to make choices about. These are often about how we behave – the actions we decide to take.

When we come across difficult situations, we need to identify the choices we have; what we can influence (how we can influence others); and what we can't do anything about – and set strategies to accept that and make it something we can live with.

What is within your control? What could you influence? What else are you concerned about?

You are human

When emotions are high, and we are facing difficult situations, we often find ourselves subject to a 'fight or flight' response, which can prevent us from being effective.

It is useful to understand what happens in our brains during these responses:

- External stimuli can cause us to move towards them, or away from them, and if we sense a threat; to fight or flight.
- The way our bodies work, mean that we are set up to respond to a stimulus in an emotional way
- The brain responds by heightening our sensory acuity, stopping complex thought and triggering a knee jerk automatic response
- It takes time for our rational, logical brain to kick in

We all see the world slightly differently, based on our emotional and attitudinal lens; our past experience of what we have encountered and what was previously successful or not. This affects how we respond to stimuli. How we experience job loss or change will depend on past experience.

How have you experienced this? What emotions and sensations do you recognise as being in fight or flight mode?

With practice we can all get much better at self-regulation; at allowing our rational brains to recognise and manage the instinctive response appropriately.

Self-regulation is not about denying or repressing our true feelings, or about stifling spontaneity. Instead it is about choosing how we express our feelings. This can help us to be much more effective by; managing our stress levels; responding more effectively and expressing ourselves better.

Self-analysis

One way to regulate and address your concerns is to undertake a self-analysis. This is like the organisational SWOT you're probably familiar with but it focuses on you. Here are some questions to think about when you're drawing up your SWOT in change.

Personal SWOT analysis

	+ve	-ve
INTERNAL	Strengths <ul style="list-style-type: none"> • What am I good at? • What competencies do I have? • What useful experience do I have? • What achievements have I had? • What other skills do I have? 	Weaknesses <ul style="list-style-type: none"> • What am I not good at? • What competencies do I lack that would be useful? • What am I inexperienced in? • What other skills do I lack?
EXTERNAL	Opportunities <ul style="list-style-type: none"> • What potentially positive opportunities does this situation give me? • What will get me closer to my goals? • Are there ways to make this a better process? • What other options do I have? 	Threats <ul style="list-style-type: none"> • What are the negatives I must address? • What high risk activities am I involved in? • Are there situations threatening my values? • Is there anyone who doesn't value my competencies?

Consider these questions and complete the table below:

Strengths	Weaknesses
Opportunities	Threats

Now from this analysis identify:

What strengths can support me in this situation?
Which weakness can I work on to make myself future proof?
What are the most important opportunities to grasp?
What are the significant threats to face up to and deal with?

Use these priorities to help you decide exactly what your current situation is and what the possibilities are.

Energy check

Responding to changes at work can be exhausting. To stay resilient effectively during change, you need to take care of yourself. One way to think about this is to consider whether you have a 'full charge' in each of the eight key energy areas that keep us fulfilled in life.

If you are unhappy in any of these areas this undermines your ability to stay in control and choose our response.

Diagnose each of these areas in your own life by scoring each energy level below to what extent they are filled up:

Battery	% full
Chosen family	
Social / Leisure and social activities	
Personal development	
Health	
Attitude	
Career	
Finance	
Spiritual / Ethical values	

We call these eight areas "batteries" because you need to keep them topped up. It may not be possible to have them all topped up all of the time. Consider what is within your control.

If any of your batteries are running low, set yourself some goals to charge them up. Or if you can't charge that battery, can you charge another one to compensate? Make this a priority.

Which Energy Areas can I control at the moment?

Which ones will support me the most?

For energy areas I want to work on, what is one thing I could do to improve them...

How else can we help?

About us

=mc was established in 1988. Since then we've grown to become a learning and development consultancy working globally for charities, non-profits, public bodies, higher education, arts and housing organisations, bringing them the specialist expertise and focus that they need.

We provide learning and development programmes in management, leadership, project management, and communication skills, as well as consultancy in organisational development including culture and values, change and innovation. All of our work is rooted in tools and approaches that have been proven to work in the public and voluntary sectors.

Our customer pledge to you

We'll provide practical tools proven to work in the social good sector. We are knowledgeable and relatable due to our reputation for providing a positive, inclusive and engaging experience.

We'll offer outstanding customer care as we're employees who have access to our customers' needs and context. We also work to establish ourselves as trusted advisors which is why people tell us time and time again that they enjoy working with us.

We'll enable positive connections and breakthrough conversations which inspires people to improve their work.

Our values

- Caring
- Committed
- Motivated by results
- Always learning

You can find out more about =mc and our work at managementcentre.co.uk

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