

WORKBOOK

PsyCap Development



Efficacy Strategies

Graduated Mastery
Vicarious Modeling
Social Persuasion



Hope Strategies

Stepping, Stretching, & Re-Goaling
Contingency Planning
Mental Rehearsal

Hope

Efficacy

Resilience

Optimism

Resilience Strategies

Build Assets
Reduce Risks
Process-Focus

Optimism Strategies

Reframing Narratives
Positive Self-Talk
Realistic Goals

PsyCap is a positive psychological state of development, characterized by high levels of Hope, self-Efficacy, Resilience, and Optimism (HERO within).

Dear aspiring leaders,
Our hope is that you can use this handbook as a guide to your PsyCap development journey. Don't forget developing as a leader is an ongoing and a lifetime process. PsyCap will serve as your provisions in this long journey! Best of luck!

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Personal Reflection

First, reflect on your personal experience by writing down your answer to these questions.

WHAT IS YOUR LIFE STORY? (PEAK, PROUDEST, CHALLENGING MOMENTS)

WHAT ARE YOUR PROFESSIONAL GOALS IN LIFE?

WHAT ARE YOUR STRENGTHS AND AREAS OF IMPROVEMENT?

Self-Assessment

Let assess your views on leadership. There is no right or wrong answer. This will help you focus on the right developmental strategies that fit with your unique situation.

Please answer these two simple questions before turning to the next page to see the result

1. I see myself as a leader (Yes/No)
2. I am an experienced leader (Yes/No)



Self-Assessment Result



Question	Question 2 No	Question 2 Yes
Question 1 - Yes	Set 3	Set 4
Question 1 - No	Set 1	Set 2

Depending on your answer/situation, you may benefit more from focusing on the recommended PsyCap development strategies. However, you can choose to focus on the strategies that you prefer. The goal here is to choose some strategies that you can practice on a regular basis. Now, let's take a look at strategies for each HERO.





HOPE

one's expressed capacity to direct energy and find multiple pathways toward achieving a goal.

"When it is obvious that the goals cannot be reached, don't adjust the goals, adjust the action steps." Confucius

STRATEGY H1: STEPPING, STRETCHING, & RE-GOALING



Setting SMART goals and progressively increasing in difficulty

Let's start by selecting ONE leadership goal that aligns with your overall vision. Then, making it a bit more challenging! Write them out.

STRATEGY H2: CONTINGENCY PLANNING

Anticipating potential obstacles and creating 'if-then' strategies for overcoming challenges. **Write some obstacles that might happen and describe how you are planning to deal with them if they occur.**

STRATEGY H3: MENTAL REHEARSAL

Vividly envisioning the steps toward goals and practicing taking actions in mind. **Write down steps toward goals and how you plan to practice them.**



PERSONAL REFLECTION / NOTE





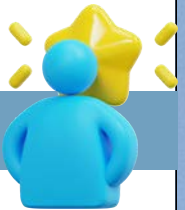
Efficacy

an individual's confidence in their ability to achieve a specific task or goal.

*"You must do the things you think you cannot do."
— Eleanor Roosevelt*

STRATEGY E1: GRADUATED MASTERY

Starting with manageable challenges and gradually increasing their complexity. **Write down those challenges and plan out how you are going to slowly increase their complexity.**



STRATEGY E2: VICARIOUS MODELING

Observing similar role models successfully demonstrating key behaviors, with the role model's similarity, proximity in achievement, and success in mind. **Write down 2-3 names of your role models and how you plan to observe their behaviors**

STRATEGY E3: SOCIAL PERSUASION

Receiving enthusiastic and specific instructional feedback on key behaviors from a respected and knowledgeable source. **List out 2-3 sources of feedback and find ways to get them more often.**



PERSONAL REFLECTION / NOTE





Resilience

The ability to bounce back and recover from adverse events, uncertain circumstances, and bouts of failure

"The oak fought the wind and was broken, the willow bent when it must and survived." - Robert Jordan

STRATEGY R1: BUILD ASSETS

Building psychological assets and resources needed to meet leadership goals.
List out current assets and resources you have, and think of how you can access to additional resources

STRATEGY R2: REDUCE RISKS

Identifying and reducing current and anticipated risks that may derail leadership.
Write down current and potential risks that you might face as a leader. Come up with ideas to reduce them.

STRATEGY R3: PROCESS-FOCUS

Focusing on the process of how external factors affect resilience.
Write down external forces that may disturb your capacity to cope with adversity. What are ongoing processes and think of ways to make them better.



PERSONAL REFLECTION / NOTE





Optimism

a belief and expectation that positive outcomes will be achieved through personal effort or external circumstances.

"Optimism isn't a belief that things will automatically get better; it's a conviction that we can make things better." -Melinda Gates

STRATEGY 01: REFRAMING NARRATIVES

Changing cognitive thought patterns related to past performance attributions, which individuals can control and modify. **Reflect on past experiences and write down ONE negative narrative. Then, think of ways to look at it differently.**



STRATEGY 02: POSITIVE SELF-TALK

Replacing negative thoughts with positive ones, recognizing personal strengths **List out 3-5 negative thoughts or self-statements you often encounter in your daily life. Then, reflecting on your personal strengths and past successes, write a positive counter-statement for each one.**

STRATEGY 03: REALISTIC GOALS

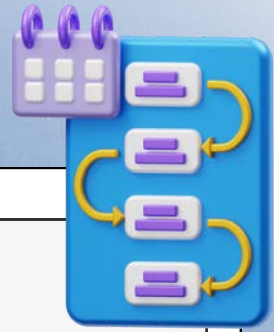
Acknowledging actual constraints and potential challenges while maintaining a positive vision for success. **Write down your goal along with real-world constraints and challenges related to it. Then, write down practical strategies to overcome them, balancing realism with an optimistic approach to reinforce your commitment and readiness.**



PERSONAL REFLECTION / NOTE



PsyCap Development Planning



Vision - How do you see yourself in the next 5 years?

Leadership Goal - What is your leadership goal and why it matters

Selected PsyCap Strategies - What would you like to do in the next 3 to 6 months?

Action Plans - Make specific, behavioral action plans that are realistic, yet challenging

