READY FOR CHANGE: MASTERING ADAPTABILITY IN HIRING PROCESSES

Pruebas del proceso de selección

Centro Colombo Americano | Secretaría de Desarrollo Económico | Bogotá

OBJECTIVES

By the end of this workshop, you will be able to:

- Understand what adaptability and flexibility mean.
- Recognize situations where it is necessary to adapt to hiring processes.

WHEN DO WE NEED ADAPTABILITY AND FLEXIBILITY?



We need adaptability and flexibility when:

- A plan changes at the last minute
- A boss asks for something different
- We work with new people
- Technology, rules or schedules change
- Something unexpected happens (for example, a problem or an emergency)
- We go through different screening processes in companies.

A WORD FROM THE EXPERT

In this workshop, you will focus on adaptability and flexibility as core skills for today's workplace, especially in the hiring process. You will work with real-life scenarios where things change suddenly: screening processes, new tasks, shifting priorities, unexpected problems, or working with different types of people.

THE VOICE OF EXPERIENCE

Watch the following video about possible hiring processes. It’s important to remember that you need to be flexible and understand the rationale behind them.



FIXED REACTION VS FLEXIBLE REACTION



We can react to change in many ways.

Fixed reaction:

- “This is stupid.”
- “I don’t want to change.”
- “I can’t do this.”

Flexible reaction:

- “This is difficult, but I can try.”
- “What can I do differently?”
- “What can I learn from this?”

ACTIVITY



Read these sentences. Choose if they are fixed or flexible:

1. “I hate when plans change. I won’t do anything.”
2. “Okay, this is new. I will ask some questions and try.”
3. “I don’t understand yet, but I can learn.”

BEHAVIORS OF ADAPTABLE PEOPLE



Here are some simple strategies:

1. Pause and breathe before you react.
2. Ask questions to understand the new situation.
3. Break the change into small steps.
4. Look for something positive or a learning opportunity.
5. Talk to someone if you feel very stressed.

You don’t have to like every change.
But you can choose a helpful response.

ACTIVITY



Complete this sentence:

1. **“One strategy that can help me is _____ because _____.”**

Example: “One strategy that can help me is breaking the change into small steps because big changes make me feel stressed.”

PRACTICE SCENARIO



You will be given different scenarios in a spinning wheel. Think about your reaction.

Example

You study English three times a week in the afternoon. Suddenly, the schedule changes to early morning. You feel tired and a little angry.

Question: How can you react in an adaptable and flexible way?



MY PERSONAL CHANGE PLAN



Think about one real change in your life (now or soon). For example:

- A new teacher or boss
- A change in schedule at school or work
- Moving to another place
- Starting a new course or job

Complete this plan:

Template:

- **The change is: _____**
- **My first reaction is (thoughts/feelings): _____**
- **A more flexible reaction I want to try is: _____**
- **One strategy I will use (breathe, ask questions, small steps, etc.): _____**

PROMPT FOR ORAL PRACTICE WITH AI – “MY PERSONAL CHANGE PLAN”



“You are my speaking coach for dealing with change. I will practice speaking in English about a real change in my life using this template:

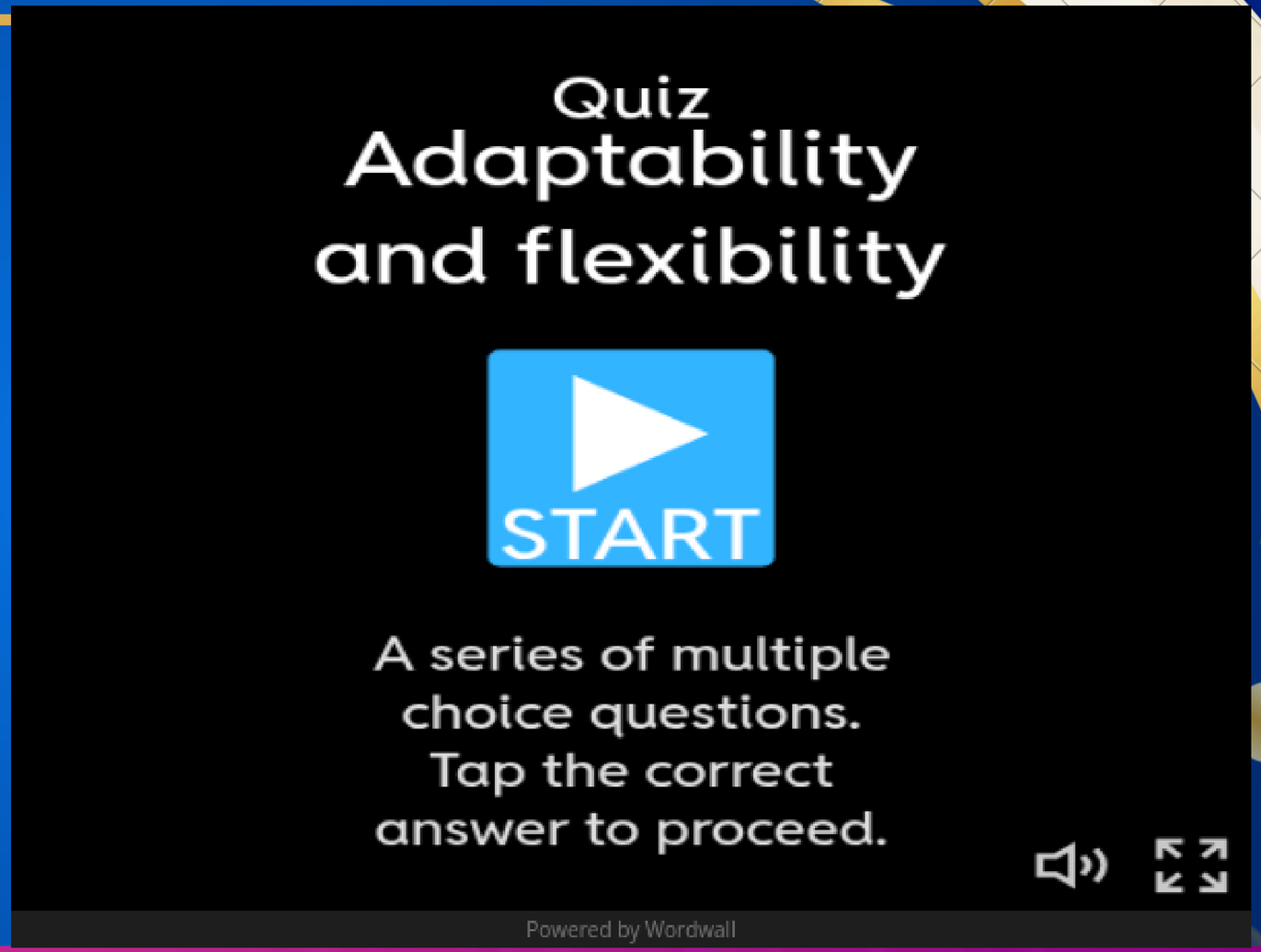
- The change is: _____
- My first reaction is (thoughts/feelings): _____
- A more flexible reaction I want to try is: _____
- One strategy I will use (breathe, ask questions, small steps, etc.): _____

Please:

1. Ask me to speak about each part of the template, one by one, and wait for my voice answer.
2. After each answer, give me short oral feedback on my English (clarity, vocabulary, grammar, and organization) and on my ideas (if my plan is realistic and flexible).
3. Tell me one thing I did well and one thing to improve, with an example sentence.
4. At the end, ask me to give a short summary of my whole change plan, and then show me a short model answer that is a little better than mine, but not too difficult.”

LET'S EVALUATE

Based on the information we just shared, think and answer the following questions.





SELF-ASSESSMENT

- I know what adaptability and flexibility mean.
- i understand different screening processes.
- I can give an example of when we need these skills.
- I know at least 2 strategies to respond to change in a better way.
- I created a small plan for a real change in my life.
- I used AI to evaluate

LET'S CHECK

By the end of this workshop, you will be able to:

- Understand what adaptability and flexibility mean.
- Recognize situations where it is necessary to adapt to screening processes.

EVALUATION

How did you like the session?

Please, take some minutes to fill out this brief survey.

https://forms.office.com/r/HTN9pRjUmn