

MODULE 2

Self-awareness: definition, need for self-awareness; Coping With Stress and Emotions, Human Values,

Tools and techniques of SA: questionnaires, journaling, reflective questions, meditation, mindfulness, psychometric tests, feedback.

Stress Management: Stress, reasons and effects, identifying stress, stress diaries, the four A's of stress management

Techniques, Approaches: action-oriented, emotion-oriented, acceptance oriented, resilience, Gratitude Training

Coping with emotions: Identifying and managing emotions, harmful ways of dealing with emotions, PATH method and relaxation techniques.

Morals, Values and Ethics: Integrity, Civic Virtue, Respect for Others, Living Peacefully, Caring, Sharing, Honesty, Courage, Valuing Time, Time management, Co operation, Commitment, Empathy, Self-Confidence, Character, Spirituality, Avoiding Procrastination, Sense of Engineering Ethics.

Module 2

1. Define Self-awareness. What is the need for self-awareness?
2. How to cop up with Stress and Emotions ?
3. Why Human Values are very important in life ?
4. What are the tools and techniques of Self-awareness?
5. What are the reasons for stress?
6. What are the effects of stress?
7. How we can identify stress in persons?
8. What is stress diary? What are the advantages of it?
9. Explain the 4 A's of stress management?
10. What are the approaches in stress management techniques?
11. What is resilience?
12. What is meant by Gratitude Training?
13. How we can identify and manage emotions?
14. What are the harmful ways of dealing with emotions?
15. Explain PATH method of relaxation
16. How morals, ethics and values are important in an organization?
17. Why integrity is important for an employee?
18. What is work ethics?

19. What is the importance of Time management ?
20. What are the important civic virtues?
21. Explain the following civic virtues a. Respect for Others b. Living Peacefully c. Caring and Sharing
22. What is the importance of virtues like honesty, courage, valuing time and cooperation,?
23. What is the importance of virtues like commitment, empathy, self confidence and spirituality
24. How we can avoid procrastination
25. Explain the senses Engineering Ethics

2.1 Self-awareness

2.1.1 Definition

Self-awareness is the capacity for introspection and the ability to recognize oneself as an individual separate from the environment and other individuals. It is not to be confused with consciousness in the sense of quality . While consciousness is being aware of one's environment and body and lifestyle, self-awareness is the recognition of that awareness. Self-awareness is how an individual consciously knows and understands their own character, feelings, motives, and desires. There are two broad categories of self-awareness: internal self-awareness and external self-awareness.

2.1.2 Need for self-awareness

Self awareness is important because when we have a better understanding of ourselves, we are able to experience ourselves as unique and separate individuals. We are then empowered to make changes and to build on our areas of strength as well as identify areas where we would like to make improvements. Self-awareness is often a first step to goal setting. Self-awareness is being conscious of what you're good at while acknowledging what you still have yet to learn. This includes admitting when you don't have the answer and owning up to mistakes.

The Known Self is what you and others see in you. This is the part that you are able to discuss freely with others. Most of the time you agree with this view you have and others have of you.

The Hidden Self is what you see in yourself but others don't. In this part you hide things that are very private about yourself. You do not want this information to be disclosed for the reason of protection.

The Blind Self is what you don't see in yourself but others see in you. You might see yourself as an open-minded person when, in reality, people around you don't agree. This area also works the other way.

The Unknown Self is the self that you cannot see, others can't see it either. In this category there might be good and bad things that are out of the awareness of others and you. This might refer to untapped potential talents and skills that have yet to be explored by you, your friends, colleagues or managers.

2.1.3 Coping with Stress and Emotions

Emotional stress can be particularly painful and be challenging to deal with, can take more of a toll than many other forms of stress. Part of the reason is that thinking about a solution, or discussing solutions with a good friend — coping behaviors that are often useful and effective in solving problems — can easily deteriorate into rumination and co-rumination, which are not so useful and effective. In fact, rumination can exacerbate your stress levels, so it helps to have healthy strategies for coping with emotional stress as well as redirecting yourself away from rumination and avoidance coping and more toward emotionally proactive approaches to stress management.

Causes of Emotional Stress

Relationship stress carries a heavy toll on our emotional lives and creates strong emotional responses because our relationships can greatly impact our lives — for better or for worse. Healthy relationships can bring good times, but also resources in times of need, added resilience in times of stress, and even increased longevity. Relationships aren't the only cause of emotional stress, however. Financial crises, an unpleasant work environment, or a host of other stressors can cause emotional stress, which sometimes tempts us toward unhealthy coping behaviors in order to escape the pain, especially when the situations seem hopeless. Perhaps one of the more challenging aspects of coping with emotional stress is the feeling of being unable to change the situation. If we can't change our stress levels by eliminating the stressful situation, we can work on our emotional response to it. Here are some strategies to try.

Coping With Emotional Stress

Fortunately, while you can't always fix these situations overnight, you can lessen the emotional stress you feel, and the toll this stress takes on you. Here are some exercises you can try to effectively cope with emotional stress:

1. Practice Mindfulness. When we feel emotional stress, it's also often experienced as physical pain: a 'heavy' feeling in the chest, an unsettled feeling in the stomach, a dull headache.

2. Distract Yourself. Common belief used to be that if we didn't express every emotion we felt (or at least the big ones), they would show themselves in other ways. In some ways, this is true: there are benefits to examining our emotional states to learn from what our emotions are trying to tell us, and 'stuffing our emotions' in unhealthy ways can bring other problems.

3. Block off Some Time. If you find that emotional stress and rumination creep into your awareness quite a bit, and distraction doesn't work, try scheduling some time — an hour a day, perhaps — where you allow yourself to think about your situation fully and mull over solutions, concoct hypothetical possibilities, replay upsetting exchanges, or whatever you feel the emotional urge to do.

4. Practice Meditation. Meditation is very helpful for dealing with a variety of stressors, and emotional stress is definitely in the category of stressors that meditation helps with. It allows you to take a break from rumination by actively redirecting your thoughts, and provides practice in choosing thoughts, which can help eliminate some emotional stress in the long term.

5. Talk to a Therapist. If you find your level of emotional stress interfering with your daily activities or threatening your well-being in other ways, you may consider seeing a therapist for help working through emotional issues.

2.1.4 Human Values

Human values are the virtues that guide us to take into account the human element when we interact with other human beings.

Human values are, for example, respect, acceptance, consideration, appreciation, listening, openness, affection, empathy and love towards other human beings.

It is with those human values that one becomes truly able to put into practice his/her ethical values, such as justice, integrity, refusal of violence and ban to kill – even in a crisis situation.

Human values convey a positive and affective surge, which reinforces the rationale of moral values. They are the values that permit us to live together in harmony, and personally contribute to peace.

Human values are a tool to manage human relations and a tool for peace when the tension is high.

2.2 Tools and Techniques of SA:

What Are Self Awareness Tools?

Think of self-awareness tools as extensions of the self. They are for you to use to get in touch more deeply with yourself. Improving self-awareness strategies not only heightens your sense of spirituality, but also helps you develop a method for connecting mind, soul, and spirit. In this increasingly fast-paced world, you need these tools and techniques more than anything else.

Self Awareness Tools for A Better Life

2.2.1 Questionnaires,

Here are 11 questions you can ask yourself today to strengthen your self-awareness muscles:

When am I at my best?

What kind of person do I want to be today?

What situations make me feel terrible, and what do they have in common?

What activities am I doing when it feels like time flies by?

What is working well in my life and work today?

If I had a magic wand, how would my life be better in 3 months?

If I change nothing, what will your life look like three months from now? How does this make me feel?

What actions, if taken, would make me proud of myself, regardless of the outcome?

When negative thoughts arise, how do I deal with them?

How do I stay grounded when I feel overwhelmed?

What motivates me to make progress?

The goal isn't to answer immediately or to have a perfectly formulated response to each inquiry. The deepest work is in the art of asking, and attuning to what arises, so it can lead you back to yourself.

2.2.2. Journal

As everyone continues to ask: in the digital age, what is the use of the written word? Well, one of them is self-awareness. In the way society is structured today, there is just very little to no avenue to express self-awareness. Keeping a journal helps you keep track of your thoughts. The simple act of writing down how you feel aligns your mind, body, and spirit. It is true that one must never underestimate the power of the pen.

2.2.3. Reflective Questions

It may sound too simple, but thoughtful questions are useful self-awareness tools. You must practice the habit of asking yourself questions that prompt introspection. Jot down at least three reflective questions at the beginning of each day, so you have the entire day to think about them. Raising self-awareness is a process of delving inside yourself to understand your place in the world. Without conscious contemplation, this is quite impossible.

2.2.4. Meditation

When it comes to connecting with your inner self, nothing is more powerful than meditation. Quiet and peace are crucial in realizing your spiritual well-being. Of course, it begins with conditioning your physicality to get in touch with your inner essence. The mind and spirit soon follow. In the entirely still yet conscious state of meditation, your self-awareness becomes stronger than ever..

2.2.5 Mindfulness

Mindfulness is the basic human ability to be fully present, aware of where we are and what we're doing, and not overly reactive or overwhelmed by what's going on around us.

While mindfulness is something we all naturally possess, it's more readily available to us when we practice on a daily basis.

Whenever you bring awareness to what you're directly experiencing via your senses, or to your state of mind via your thoughts and emotions, you're being mindful. And there's growing research showing that when you train your brain to be mindful, you're actually remodeling the physical structure of your brain.

The goal of mindfulness is to wake up to the inner workings of our mental, emotional, and physical processes.

Here's how to tune into mindfulness throughout the day:

1. Set aside some time
2. Observe the present moment as it is
3. Let your judgments roll by.
4. Return to observing the present moment as it is.
5. Be kind to your wandering mind.

2.2.6 Psychometric tests

Psychometric tests are an objective way for recruiters to measure the potential of candidates to perform well in a job role. Traditionally recruiters studied your CV and qualifications, and made a decision based on an interview. Extensive research has shown that actually this is a fairly poor way to pick which candidates are going to be best for the job. What's a better way? You guessed it: a psychometric test. In fact, many employers use a combination of interviews, assessments and psychometric tests. The power of psychometric testing is that there is a strong correlation between test scores and job performance, i.e. if you score highly in a psychometric test, the chances are that you are going to perform well in the job.

The term 'psychometric test' is an umbrella term which covers both ability testing and personality profiling. On this page we give tips focusing on ability testing, since that is where the most advantage is gained from practice. At the bottom of this page there are links to the other types of psychometric test you are likely to encounter, including personality questionnaires.

- Personality questionnaire
- Aptitude (or ability) test
- Situational judgement test
- Diagrammatic reasoning
- Numerical reasoning
- Critical thinking test
- Verbal reasoning test
- Inductive reasoning

2.2.7 Feedback

Modern companies encourage people to use feedback as a tool to improve the behaviour of other individuals. What is feedback and how it can help us in self assessment?

Feedback is all about giving someone your opinion on his or her behaviour. It can be positive or negative. Both types are very useful, so we should use them both.

In the case of positive feedback, we should focus on our appreciation of the receiver behaviour. It is important to let the person know, that he or she did the right thing for the team. For some people, it might sound trivial or even useless, but in fact, while doing this, we can help building self-confidence. For example, we can say, "You did an excellent job regarding the quality of the last task on the project. Keep it up!"

In the case of negative feedback, we should focus on things that the person should improve, change or avoid in the future. We don't want things that may weaken the team to happen. Not everything is obvious to everyone. Every team is different, so it is important not to hesitate to use this type kind of feedback.

2.3 Stress Management:

Stress, reasons and effects, identifying stress, stress diaries, the four A's of stress management,

2.3.1 Stress

Stress is actually a normal part of life. At times, it serves a useful purpose. Stress can motivate you to get that promotion at work, or run the last mile of a marathon. But if you don't get a handle on your stress and it becomes long-term, it can seriously interfere with your job, family life, and health.

2.3.2 Reasons for stress

The phone is ringing off the hook. Your inbox is overflowing. You're 45 minutes late for a deadline and your boss is knocking on your door, asking how your latest project is going. You're stressed, to say the least. Big stressors include money troubles, job issues, relationship conflicts, and major life changes, such as the loss of a loved one. Smaller stressors, such as long daily commutes and rushed mornings, can also add up over time. Learning how to recognize sources of stress in your life is the first step in managing them.

1. Personal problems

Health

Aging, diagnosis of a new disease, and symptoms or complications from a current illness can increase your stress. Even if you don't have health problems yourself, someone close to you may be coping with an illness or condition.

Relationships

Arguments with your spouse, parent, or child can increase your stress levels. Personal beliefs

Arguments about personal, religious, or political beliefs can challenge you, especially in situations where you can't remove yourself from the conflict.

Emotional problems

When you feel unable to relate to someone, or you need to express your emotions but can't, it can weigh you down with additional stress. Mental health disorders, including depression and anxiety, only add to the emotional strain.

Life changes

The death of a loved one, changing jobs, moving houses, and sending a child off to college are examples of big life changes that can be stressful. Even positive changes, such as retirement or getting married, can cause a significant amount of stress.

Money

Financial trouble is a common source of stress. Credit card debt, rent, or the inability to provide for your family or yourself can put a serious amount of stress on you.

2. Social issues

Occupation

Research has shown that pressure and conflict from a job can be a major source of stress. According to the APA, an estimated 60 percent of Americans experience stress related to their work.

Discrimination

Feeling discriminated against can cause long-term stress. For example, you may experience discrimination on the basis of your race, ethnicity, gender, or sexual orientation. Some people face discrimination and the stress it causes nearly every day.

Environment

Unsafe neighborhoods, crime-ridden cities, and other safety concerns may lead to chronic stress.

3. Traumatic events

People who've experienced a traumatic event or life-threatening situation often live with long-term stress. For example, you may experience long-term stress after surviving a robbery, rape, natural disaster, or war. In many cases, you may actually have post-traumatic stress disorder (PTSD).

PTSD is a chronic anxiety disorder brought on by a traumatic event or series of traumatic events.

2.3.3 Effects of stress

Your stress level will differ based on your personality and how you respond to situations. Some people let everything roll off their back. To them, work stresses and life stresses are just minor bumps in the road. Others literally worry themselves sick.

Effects of Stress on Your Health

When you are in a stressful situation, your body launches a physical response. Your nervous system springs into action, releasing hormones that prepare you to either fight or take off. It's called the "fight or flight" response, and it's why, when you're in a stressful situation, you may notice that your heartbeat speeds up, your breathing gets faster, your muscles tense, and you start to sweat. This kind of stress is short-term and temporary (acute stress), and your body usually recovers quickly from it.

But if your stress system stays activated over a long period of time (chronic stress), it can lead to or aggravate more serious health problems. The constant rush of stress hormones can put a lot of wear and tear on your body, causing it to age more quickly and making it more prone to illness.

If you've been stressed out for a **short period of time**, you may start to notice some of these physical signs:

Headache, Fatigue, Difficulty sleeping, Difficulty concentrating, Upset stomach, Irritability

When stress becomes **long-term** and is not properly addressed, it can lead to a number of more serious health conditions, including:

Depression, High blood pressure, Abnormal heartbeat (arrhythmia)

Hardening of the arteries (atherosclerosis), Heart disease, Heart attack

Heartburn, ulcers, irritable bowel syndrome, Upset stomach -- cramps, constipation, and diarrhea

Weight gain or loss, Fertility problems, Flare-ups of asthma or arthritis, Skin problems such as acne, eczema, and psoriasis

Managing your stress can make a real difference to your health. One study showed that women with heart disease lived longer if they underwent a stress management program

2.3.4 Identifying stress

Stress lurks it's head everywhere.

Here are 4 categories to identify the symptoms of stress.

1.PSYCHOLOGICAL SIGNS

From the moment you get up in the morning you have a deep inability to concentrate. You have a myriad of excuses but every day it's the same ole' thing. You have memory lapses and are easily distracted. You use to have such a creative mind, but now it's full of negative thinking and worrying.

2. EMOTIONAL SIGNS

For most, identifying stress is hard because you think of it as a natural part of your life. Sadly that is far from the truth. If you feel angry, irritable, defensive and frustrated, that's not life. Those are symptoms of stress. Pouncing out of bed with a big smile on your face ready to take on the day is how you should be acting. Instead you go through the day with no confidence, a lack of motivation and are incredibly sensitive to criticism.

3. PHYSICAL SIGNS

A study looked at how stress may cause excess abdominal fat in otherwise slender woman. Their study stated "Everyone is exposed to stress, but some people may secrete more cortisol than others, and may secrete cortisol each time they face the same stressor," . You frequently call

in sick because again, you have another cold. Or maybe you have frequent infections, high blood pressure, acne, allergies, physical tiredness and the list goes on and on.

4. BEHAVIORAL SIGNS

Do you ever go home, sit on your back porch and watch the sunset? Or do you sit outside, anywhere, and take in a breath of air and dissect the smell of nature?

If you don't take the time for relaxation or pleasurable activities it's a clear symptom of stress.

Stress can become a combination of psychological, emotional, physical, and behavioral signs.

Identifying stress is to effectively defeat it. Once you can define and recognize the symptoms of stress you can take action on managing it.

2.3.5 Stress Diaries

Start the journey to a calmer life with a Stress Diary.

What Is a Stress Diary?

The idea behind Stress Diaries is that you regularly record information about the stresses you're experiencing, so that you can analyze and then manage them.

As well as this, Stress Diaries help you to understand:

The causes of stress in more detail.

The levels of pressure at which you operate most effectively.

How you can improve the way you manage stress.

Make regular entries in your diary throughout your day (for example, every hour), or after any stressful incident, and record the following information:

The date and time.

The most recent stressful event you experienced.

How happy you feel now, using a subjective assessment on a scale of 0 (the most unhappy you've ever been) to 10 (the happiest you've been). Also, write down the mood you're feeling.

How effectively you're working now (a subjective assessment, on a scale of 0 to 10). A zero here would show complete ineffectiveness, while a 10 would show the greatest effectiveness you have ever achieved.

The fundamental cause of the stress (be as honest and objective as possible).

You may also want to note:

The symptoms you felt (for example, "butterflies in the stomach," anger, headache, raised pulse rate, sweaty palms, and so on.).

How well you handled the event: did your reaction help to solve the problem, or did it make things worse?

Analyzing the Diary

Once you've kept a Stress Diary for a number of days, you can analyze it and take action:

First, look at the different stresses that you experienced during the time you kept your diary. Highlight the most frequent stresses, and the ones that were the most unpleasant.

Look at your assessments of their underlying causes, and your appraisal of how well you handled the stressful events. Do they highlight problems that need to be fixed? If so, list these issues.

Next, look through your diary at the situations that cause you stress. List ways in which you can change these situations for the better.

Finally, look at how you felt when you were under pressure, and explore how it affected your happiness and your effectiveness. Was there a middle level of pressure at which you were happiest and performed best?

When you've analyzed your diary, you should have a better understanding of what the sources of stress are in your life, and you should be able to identify the levels of pressure at which you are happiest.

It should also be clear which types of situation cause you the most stress, and you can now begin to prepare for and manage them.

2.3.6 4 A's of stress management

While stress is an automatic response from your nervous system, some stressors arise at predictable times: your commute to work, a meeting with your boss, or family gatherings, for example. When handling such predictable stressors, you can either change the situation or change your reaction. When deciding which option to choose in any given scenario, it's helpful to think of the four A's: avoid, alter, adapt, or accept.

The four A's – Avoid, Alter, Adapt & Accept

1. Avoid unnecessary stress

It's not healthy to avoid a stressful situation that needs to be addressed, but you may be surprised by the number of stressors in your life that you can eliminate. Learn how to say "no." Know your

limits and stick to them. Whether in your personal or professional life, taking on more than you can handle is a surefire recipe for stress. Distinguish between the “shoulds” and the “musts” and, when possible, say “no” to taking on too much

2. Alter the situation

If you can't avoid a stressful situation, try to alter it. Often, this involves changing the way you communicate and operate in your daily life.

Express your feelings instead of bottling them up. If something or someone is bothering you, be more assertive and communicate your concerns in an open and respectful way. If you've got an exam to study for and your chatty roommate just got home, say up front that you only have five minutes to talk. If you don't voice your feelings, resentment will build and the stress will increase.

Be willing to compromise. Create a balanced schedule. All work and no play is a recipe for burnout. Try to find a balance between work and family life, social activities and solitary pursuits, daily responsibilities and downtime.

3. Adapt to the stressor

If you can't change the stressor, change yourself. You can adapt to stressful situations and regain your sense of control by changing your expectations and attitude.

Reframe problems. Try to view stressful situations from a more positive perspective. Rather than fuming about a traffic jam, look at it as an opportunity to pause and regroup, listen to your favorite radio station, or enjoy some alone time.

Practice gratitude. When stress is getting you down, take a moment to reflect on all the things you appreciate in your life, including your own positive qualities and gifts. This simple strategy can help you keep things in perspective.

4. Accept the things you can't change

Some sources of stress are unavoidable. You can't prevent or change stressors such as the death of a loved one, a serious illness, or a national recession. In such cases, the best way to cope with stress is to accept things as they are. Acceptance may be difficult, but in the long run, it's easier than railing against a situation you can't change

Don't try to control the uncontrollable. Many things in life are beyond our control, particularly the behavior of other people. Rather than stressing out over them, focus on the things you can control such as the way you choose to react to problems.

Learn to forgive. Share your feelings.

2.4 Techniques and Approaches of Stress Management:

Management of Stress

Stress can be and should be managed to enable survival. Modern working life creates tremendous personal and occupational pressures, which need immediate management and successful resolution. Stress management techniques are many and all of them try to control this fight-flight response. Stress has to be managed with a rational, calm, controlled and socially sensitive approach.

To avoid burnout and debilitated health in the end, stress may be managed by the following techniques:

2.4.1 Action-oriented approach - This provides skills that help to perform job efficiently, having healthy relationship well with a boss and colleague, and alter the surroundings in a way that decreases or disappears environmental stress

The Action-oriented approach helps to manage stress in different situations like,

Managing stress of work overload

Managing stress of jobs related problems

Managing a relationship

Coping with environmental stress factors

Cope with performance stress

Manage burnout

2.4.2 Emotion-oriented approach - If a person does not have the enough courage to alter a situation, then he/she may be capable to decrease stress by interpreting a situation in a different way. Due to this approach a patient feels better. The emotionally-oriented approach helps to adjust an individual's perceptions and emotions. As a result a patient feels more relaxed.

2.4.3 Acceptance-oriented approach - In this kind of approach, the individual has no direct or indirect control over the factors causing the stress, along with no emotional control to alter the interpretation of the situation. Total acceptance of the stress is undergone and the focus is only on to somehow let the time pass and survive the stress. This shows results in short term or long term health damages. In some situation an individual does not have enough power and courage to change the situation in order to reduce the stress involving death of loved ones.

According to this approach, an individual learns the skills to accept and manage the situation and admit that he/she is lacking power to bring change. In these situations a person should practice useful relaxation techniques like listening relaxing music and hypnosis tapes

2.4.4. Adaptation-oriented approach - In this kind of approach, the individual adapts to the situation, and instead of trying to fight it, tries to go along with the flow, thereby becoming one of the factors causing stress. This is done with a view that if the individual also becomes one of the factors causing stress then stress shall be diverted to some other individual and thereby the individual shall be free from stress. This approach is widely practiced in office politics, where the officers transfer their stress to their subordinates who again pass it on to their juniors. The negative side of this approach is that if the last individual who finally receives the stress is unable to face it or fails in the resolution of the stress, then additional stress is created, which goes on increasing, and if uncontrolled, may result in a severe mental derangement of the individual, leading even to suicide or death.

2.4.5 Resilience

Resilience has many different connotations but often refers to the capacity to positively respond to, and cope with, difficult situations, events or setbacks. These difficulties can occasionally be life-changing traumas or tragedies, but can also be the build-up of pressure or stress in our day-to-day living. A person demonstrating resilience is not only able to handle such experiences and difficulties in the moment, but also to ‘bounce back’ more effectively afterwards. It may also include the possibility of personal learning and growth from even the most challenging situations.

Resilience is not something you either have or you don't – anyone can develop resilience by managing their thoughts, behaviours and actions.

Emotional resilience is partially inborn, but it can (and should) be learned and developed. If you'd like to be able to handle life's challenges (both major and minor) with greater ease, to grow from adversity, and to turn potentially negative events into positive ones, the following steps can help you to become more resilient to stress.

1. Develop The Right Attitude
2. Become Aware
3. Develop An Internal Locus of Control
4. Cultivate Optimism
5. Rally Social Support
6. Maintain Your Sense of Humor
7. Exercise
8. Get In Touch With Your Spiritual Side
9. Don't Give Up

2.4.6 Gratitude Training

Gratitude Training usually consist of a transformational workshop and Leadership Program .In training participants will hear talks, be actively engaged in exercises and be exposed to life altering concepts including the importance of making distinctions. Humans have been aware of many of these ideas since before the dawn of written human history. Sages and seers have understood these concepts and used them through the millennium. You will rediscover ancient truths and the 21st Century technology to integrate ancient and modern thought. Because each of us is different in our life experience, these workshops will be different for each participant. We all share common experiences and aspects of our history that may stand in the way of waking each day with a sense of possibility and in Gratitude for the opportunities we have every day. The subtle difference between what we “get to do” rather than what we “have to do” can change lives, both our own and those we touch. Each participant will experience the training differently, finding new paths and possibilities that have been neglected or "forgotten."

Gratitude Training is to enable participants to discover what in their life is working and what might be standing in the way of greater possibilities. We will introduce tools conceived to support shifting attitudes and priorities and choosing differently. The Gratitude Training does not teach the answer rather evokes the answer from within each participant. The Gratitude Training itself is a beneficial tool that immediately enables a more persistent state of gratitude and joy. People have discovered or rediscovered passion and possibilities in their lives down through the ages from concepts we will explore together. The circumstances we all face today absolutely require rethinking and reinventing ourselves again and again. The Gratitude Training will give you some of the tools to rethink and remake this process so it serves you and positively affects those around you.

What are some of the benefits from participating in the Gratitude Training:

- Identify your life's purpose and manifest it through taking action today. Why are you here?
- Become more effective in your life by mastering the power of choice.
- See how committed action will create your desired results.
- Be grateful for everything in your life. No matter what!
- Experience living without fear and anxiety. Dare to Risk.
- Create greater intimacy, connection and openness in every relationship.
- Be the change you want to see in the world and experience social change as your own life transforms.

2.5 Coping with emotions:

2.5.1 Identifying and managing emotions

Identifying Emotion

Having noticed the signs that emotions are occurring, your next step is to understand and identify those emotions. You can begin this process by asking yourself questions that will help you understand the ways that emotion has affected you. Good questions to ask include:

What am I feeling now? What are my senses telling me?

What is it that I want? What judgments or conclusions have I made (and are they accurate)?

What is this emotion trying to tell me?

The answers to these questions are key to using your emotions in the service of your life goals, rather than allowing your emotions to use you.

You can also learn to identify emotions based on the way they make you feel, think and act. Perhaps certain memories come to the surface of your mind when you are feeling sad that aren't there at other times. Perhaps you were hurt in the past by a romantic partner with a particularly striking face, and find over time that when you meet new people who remind you of that partner, you automatically respond negatively towards them. Consciously knowing what you are feeling and why may suggest a set of actions you can take to help you change your feelings.

Managing Emotion

Understanding your emotions makes it possible for you to manage them so that they work for rather than against you. For instance, having established that you are feeling sad, you can take steps to make yourself feel happier. More pointedly, if your sadness (or anger, or anxiety, etc.) would normally influence you to act in a way that might damage yourself or someone else, becoming aware of that emotion can enable you to take steps to not act in that destructive way.

As an example, suppose you are in a meeting at work and your boss calls your carefully researched proposal "a stupid harebrained idea". A careless comment like this might make you angry: your heart beats faster, your head pounds, your blood pressure goes up, and you experience a compelling urge to give your boss a piece of your mind. Though you want to yell at your boss, doing so might likely get you into trouble, and might even get you fired. A better solution would be to suppress your outburst by actively managing your emotion, respectfully disagreeing with your boss, and then later finding a safe outlet for your hurt feelings.

Assuming you are an emotionally intelligent person, you might manage such a hurtful comment in the following way:

First, by recognizing that your pounding head and racing heart are signs that you are angry

By actively managing your emotions, you are taking steps towards becoming more emotionally resilient. You are also taking steps to avoid pitfalls and problems that strong emotions would otherwise push you towards.

2.5.2 Harmful ways of dealing with emotions

Negative emotions like fear, sadness, and anger are a basic part of life and sometimes we struggle with how to deal with them effectively. It can be tempting to act on what you're feeling right away, but that often doesn't fix the situation that caused the emotions. In fact, it may lead to more problems to deal with down the road.

Some of the harmful ways that people deal with negative emotions:



Denial

1. Denial is when a person refuses to accept that anything is wrong or that help may be needed. When people deny that they are having problematic feelings, those feelings can bottle-up to a point that a person ends up “exploding” or acting out in a harmful way.



Withdrawal

2. Withdrawal is when a person doesn't want to be around, or participate in activities with other people. This is different than wanting to be alone from time to time, and can be a warning sign of depression. Some people may withdraw because being around others takes too much energy, or they feel overwhelmed. Others may withdraw because they don't think other people like them or want them to be around



Bullying

3. Bullying is when a person uses force, threats, or ridicule to show power over others. People typically take part in bullying behavior because they don't feel good about themselves and making someone else feel bad makes them feel better about themselves or feel less alone. It is harmful to both the bully and the person being bullied and does not address underlying issues.



Self-harm

4. Self-harm can take many forms including: cutting, starving one's self, bingeing and purging, or participating in dangerous behavior. Many people self-harm because they feel like it gives them control over emotional pain. While self-harming may bring temporary relief, these behaviors can become addictive and can lead people to be more out of control and in greater pain than ever.



Substance use

5. Substance use is the use of alcohol and other drugs to make a person feel better or numb about painful situations. Alcohol and drug use can damage the brain, making it need higher amounts of substances to get the same effect. This can make difficult feelings even worse and in some cases, leads to suicidal thoughts or addiction. The good news is that with practice, everyone can do a better job of dealing with their negative emotions in healthy ways.

2.5.3 PATH method

One way to deal with uncomfortable or unpleasant emotions is to remember the word PATH. PATH stands for:

Pause Acknowledge Think Help

Step 1: Pause.

This step is important because instead of acting on feelings right away, you stop yourself and think things through. Count to 100 or say the alphabet backwards.

Step 2: Acknowledge what you're feeling.

For example, are you mad at someone, or are you sad because your feelings were hurt by what they did? Whatever it is that you are feeling, it is ok to feel that way.

Step 3: Think.

Now that you have taken a few moments to figure out what exactly it is that you are feeling, think about how you can make yourself feel better.

Step 4: Help.

Take an action to help yourself based upon what you came up with in the "Think" step.

If you are having trouble thinking of ways to help yourself, try one (or a few) from this list:

Mood Boosters

Read the story of someone you admire

Watch a funny YouTube video

Play with an animal

Watch a movie you loved when you were younger

Reorganize your room

Make a list of places you want to travel

Address Your Basic Needs

Eat a healthy snack.

Drink a glass of water.

Take a shower or bath.

Take a nap.

Process Feelings

Draw how you're feeling.

Make a gratitude list.

Punch a pillow.

Scream.

Let yourself cry.

Rip paper into small pieces.

Venting is not the same as asking for help, it's taking an opportunity to share your feelings out loud.

Problem Solving

Make a list of solutions to problems – it can help to brainstorm with a friend or family member.

Make a list of your strengths.

2.5.4 Relaxation techniques

What are the types of relaxation techniques?

Our fast-paced society can cause people to push their minds and bodies to the limit, often at the expense of physical and mental wellbeing.

There are 5 major types of relaxation techniques:

- **Autogenic training.** This technique uses both visual imagery and body awareness to move a person into a deep state of relaxation. The person imagines a peaceful place and then focuses on different physical sensations, moving from the feet to the head. For example, one might focus on warmth and heaviness in the limbs, easy, natural breathing, or a calm heartbeat.
- **Breathing.** In breathing techniques, you place one hand on your chest and the other on your belly. Take a slow, deep breath, sucking in as much air as you can. As you are doing this, your belly should push against your hand. Hold your breath and then slowly exhale.
- **Progressive muscle relaxation.** This technique involves slowly tensing and then releasing each muscle group individually, starting with the muscles in the toes and finishing with those in the head.

- **Meditation.** The two most popular forms of meditation in the U.S. include Transcendental Meditation (students repeat a *mantra*, a single word or phrase) and mindfulness meditation (students focus their attention on their thoughts and sensations).
- **Guided imagery.** Similar to autogenic training, guided imagery involves listening to a trained therapist or a guided imagery CD to move into a state of deep relaxation. Once in a relaxed state, the images that come up in your mind can help you uncover important realizations about your emotional, spiritual, and physical health.

How do relaxation techniques work?

When we become stressed, our bodies engage in something called the "fight-or-flight response." The fight-or-flight response refers to changes that occur in the body when it prepares to either fight or run. These changes include increased heart rate, blood pressure, and rate of breathing, and a 300 to 400% increase in the amount of blood being pumped to the muscles. Over time, these reactions raise cholesterol levels, disturb intestinal activities, and depress the immune system. In general, they leave us feeling "stressed out."

What are relaxation techniques good for?

Research suggests that meditation can help improve a person's quality of life and reduce stress hormone levels. . By relaxation practices, such as deep breathing, progressive relaxation, and visualization enhanced the immune response among breast cancer patients. Meditation has also been used as part of the treatment for post traumatic stress disorder (PTSD) in Vietnam veterans, and to break substance abuse patterns in drug and alcohol abusers. Relaxation techniques can also enhance coping skills in migraine sufferers and reduce stress, as well as improve mood in those with cancer.

2.6 Morals, Values and Ethics

2.6.1 MORALS/ MORALITY

Morals/ morality is concerned with the principles of right and wrong in human behaviour, mostly based on one's conscience. A thought, word or action is considered to be morally good if it agrees with the general perception of what is right and what is wrong. Most of the moral principles are teachings of wise men, religious leaders, etc.

Morals of a particular society may be different from another society. There will be differences according to time, place, religion, ideologies, etc. However, morals always stand for goodness

and it promotes acceptable behavior of individuals.

2.6.2 VALUES

Values are principles that reflect one's judgments of what is important in life. They help us promoting our well being. Values are more concerned with what is morally right. Personal values may be different from individuals to individuals. Some values may have priority over others depending up on the need level.

2.6.3 ETHICS

The word ethics is derived from the Greek word "ethos". Ethics is the set of codes of conduct or moral principles with which behaviour can be analysed as good or bad or right or wrong. It teaches the well disciplined behaviour and how to act according to the situations. Ethics is based on logic and reason. Often morals and values contribute to ethics. Therefore we can state that morals + values = ethics.

Work ethics can be defined as a set of standards of behaviour or codes of conduct based on a set of values, in the workplace. Medical ethics, engineering ethics are examples. A strong set of work ethics promotes the well being of employees, organisational effectiveness and advancement of society.

The basic elements of a well formed code of work ethics in an oraganisation are given below.

1. Integrity and Loyalty

Integrity at workplace means the quality of being honest and morally upright, always willing to do the right thing and adhering to the code of ethics, policies and procedure of the firm

2. Professionalism

Competence, good judgement and polite behaviour of a trained man who can deliver the best of him every time, are together called professionalism. A professional is consistent and he is ready to take responsibilities. He will have superior problem solving and leadership skills.

3. Respect and Care

Respect is valuing a person for his professional expertise. Respect should be given to each and everyone of the group irrespective of the position, gender, ethnicity, nationality, etc.

Caring is showing genuine compassion and concern for others, helping them in need, being kind, considerate and grateful.

4. Cooperation

It is necessary for everyone to cooperate to meet deadlines. To achieve the organizational objectives, being cooperative is very helpful.

5. Fairness

The management should make sure that fairness is ensured. Justice should be there to treat everyone equally well. Rules should not be biased.

6. Trustworthiness

It is the extent to which someone's actions can be relied on in the absence of control.

2.6.4 INTEGRITY

Integrity is a character trait that reflects a person's degree of honesty, adherence to moral principles and a complete harmony of one's thought speech and action. A person of integrity will be guided by morality and has consistency in character. He/ she will do what is right every time.

The types of integrity are given below.

1. Professional Integrity

It deals with the willingness to do the right thing in one's profession.

2. Political Integrity

It deals with the mindset of politicians once they are elected by the people. They should work according to the promises they made during elections.

3. Academic Integrity

Any academic endeavour must be pure and away from plagiarism. People in academic community should stick on to truthful information. A student who copies an assignment, a researcher who fabricate data, a writer who doesn't acknowledge his sources, etc lack academic integrity.

4. Integrity in Daily Transactions

There will be incidents in our life in which there will be options to do the right thing or to do what benefits us. As responsible persons of integrity, we should do right always.

2.6 CIVIC VIRTUES

Civic virtues are moral duties or standards of righteous behaviour of an individual as a responsible member of the community and an integral part of the environment. They are habits of citizens that contribute to the welfare of society. Volunteering in community initiatives, voting in elections, attending important meetings, etc are some of the activities a person may do. Personal Civic virtues are categorized as follow,

1. Civic Knowledge

2. Self Restraint

3. Self Assertion

4. Self Reliance

It is a virtue to support oneself. A citizen should be careful not to be a burden to the society.

IMPORTANT CIVIC VIRTUES ARE GIVEN BELOW.

2.7. 1. RESPECT FOR OTHERS

A man should respect himself first to get respect from others, i.e. self respect is very important. Respect for others include acknowledge the importance of other persons, their view points and rights. It is a positive feeling of appreciation for other people as human beings. Respect should be given irrespective of the position, job, ethnicity, gender, social and financial statuses, etc.

2.7. 2. LIVING PEACEFULLY

A society is a peaceful society where wars and conflicts are minimal or nonexistent. Peaceful living enhances the quality of life. Principles of peaceful living include the following.

- Respecting others and appreciating the differences
- Forgiving others
- Not interfering in other's matters unless it is necessary
- Giving credit for other's works
- Adapting to the circumstances you cannot change

- Engage yourself constantly in good deeds
- Ensuring the basic needs of everyone without exploiting the resources
- Nurture love for all living beings in this world.

2.7. 3. CARING AND SHARING

Caring is expressing concern about others, their feelings and well being. Caring shouldn't be limited to one's family and friends. Caring should be given to neighbors, colleagues, with whom we deal with in our daily life, etc. Caring for environment and Nature should be there as it is the necessity of time. Sharing of knowledge, facilities, goods, experiences, etc lead to the growth of society. The act of sharing should come voluntarily and without compulsion. It leads to peaceful living.

2.7. 4. HONESTY

Honesty is the trait of adhering to truth even when it is inconvenient and unpopular. In a workplace, honesty may be,

- Stating the facts clearly without dilution, distortion or exaggeration
- Not hiding or withholding the fact or truth for selfish reasons
- Refraining from deceiving the customers
- Not resorting to bribes and nepotism
- Maintaining confidentiality and intellectual honesty
- Being straight forward, loyal and trustworthy in all relations
- Seeking truth before deciding and acting.

2.7. 5. COURAGE

Courage is not the absence of fear. It is the ability to face fear and do something in spite of being afraid. It is the willingness to confront with pain, agony and uncertainty for something that we believe in. Courage may be seen in these situations,

1. Courage as a Part of Duty

This will be seen in a firefighter who saves people from a building which caught fire, a soldier who fights in the border, etc. These positions are synonymous to courage.

2. Courage to Face Physical Challenges

Some people are engaged in very dangerous and adventurous sport item or activities by risking their lives to get the thrill.

3. Courage in a Social Context

To challenge injustice, to fight against discrimination, to protest against ill treatment, to fight for freedom, etc. this courage is necessary.

4. Intellectual Courage

It says about the courage to seek and speak truth even if it upsets the prevailing beliefs.

2.7. 6. VALUING TIME AND TIME MANAGEMENT

Today, people find difficulty to manage time. There are some ways to utilise the time effectively as given below.

- Be aware that time is a perishable resource
- Get your priorities right
- Be punctual
- Plan in advance
- Get rid of delaying

Time Management refers to managing time effectively so that the right time is allocated to the right activity.

Effective time management allows individuals to assign specific time slots to activities as per their importance.

Time Management refers to making the best use of time as time is always limited.

Ask yourself which activity is more important and how much time should be allocated to the same? Know which work should be done earlier and which can be done a little later.

Time Management plays a very important role not only in organizations but also in our personal lives.

Time Management includes:

- i. Effective Planning
- ii. Setting goals and objectives
- iii. Setting deadlines
- iv. Delegation of responsibilities
- v. Prioritizing activities as per their importance
- vi. Spending the right time on the right activity

2.7. 7. COOPERATION

Cooperation is the process of individuals or individual organisations working together synergistically towards the completion of common objectives without surrendering the individual freedom. It can be a joint action or a process of working together consciously for common benefit and is a continuous process. The pooling of complementary skills, gathering more ideas, enhanced man power, greater resources, minimum utilisation of time, etc are the advantages of cooperation. Cooperation among different departments of a firm ensures better output, quality and efficiency.

2.7. 8. COMMITMENT

The quality of holding on to a cause that one believes in, even in difficulties and setbacks, with great attitude. In an organisation, commitment often refers to the dedication of an employee to his job and to the organisational goals by following the ethical principles. Allen and Meyer proposed a three component model for organisational commitment, namely

1. Affective Commitment

Affective commitment happens when an employee loves his job and is aligned with the organisational goals and values. It is commitment due to affection and contributes to job satisfaction.

2. Continuance Commitment

Continuance Commitment happens when the employee is driven by the fear of the possible losses he could incur by leaving the company. The losses may be financial, career oriented or societal.

3. Normative Commitment

Normative commitment happens when the employee feels obligated or duty bound to stay with the organisation even if he is unhappy. This commitment may arise out of reasons like relations with the coworkers, personal beliefs about loyalty, etc.

There are 5 rules to enhance organisational commitment. They are,

- Commitment to people – first values
- Clarify and communicate the mission of the organisation.
- Guarantee the organisational justice
- Create a sense of community
- Support employee development

2.7. 9. EMPATHY

Empathy is the ability and willingness to imagine oneself in another's place and see things in their perspective. It is about putting oneself in the other person's shoe. A person who empathizes with others will feel, understand and accept their emotions, motives and concerns. Empathy in the workplace leads to,

- Better teamwork
- Better understanding of what motivates others
- Better appreciation of customer needs
- Better understanding of public perception of the company

2.7. 10. SELF CONFIDENCE

Confidence is the quality of believing in oneself and one's abilities. Confidence encompasses two separate traits; 1. Self esteem 2. Self efficacy

Self esteem is one's innate sense of self worth. It reflects the individual's evaluation of his/ her worth and value.

Self efficacy is the belief in one's own capacity to perform, accomplish specific tasks and reach the goal.

Presence of confident employees in the workplace leads to the following,

- Open sharing and expressing of opinions by the employees
- Setting of higher goals for the employees and organisation.
- Lesser tendency to complain
- Openness to change
- Better overall performance

Ways to Improve Confidence

- Be conscious about the present moment
- Believe that you always have choices and make conscious decisions
- Accept new challenges
- Practice resilience

- Learn to say NO to bad things
- Practice positive self talk
- Conquer fear by doing what you fear to do
- Don't hesitate to ask for help, if needed.

2.7. 11. SPIRITUALITY

Spirituality is a broad concept involving a sense of connection to a higher transcendental reality and a quest for ultimate truth and meaning of life. Spiritual practices like meditation and prayer are meant to focus on one's inner life rather than going after material possessions. Spiritual thinking includes the thoughts on the following,

- Why are we here?
- What happens to us after death?
- Do things happen for a reason?

Spirituality believes that some questions in the universe cannot be answered by an average thinking hence a higher level of thinking is important and that is called spiritual thinking. Such thoughts are promoted by every religion. Still then, spiritual thought is not only confined to religious thinking but it encompasses humanistic values like love, compassion, tolerance, harmony, etc.

2.7.12 CHARACTER

A person's character is shown by how they act, think, and feel in life. Character isn't one thing; it's the pattern a person demonstrates by how they interact with others and how they treat themselves.

A person with "good character" acts, thinks, and feels in a way that matches some commonly accepted "good" traits, like being honest, respectful, responsible, caring, fair.

Good traits may also be called good values or good morals. We call them "good" values or morals because they are traits societies generally agree. These "good" morals or values are generally accepted as being "right" choices, like being honest, respectful, responsible, caring. There are also attributes society considers to be "wrong", like lying, deceiving, cheating, stealing, hurting other people on purpose, disrespecting. Someone with good character makes choices that are "right" and avoids doing things society considers to be "wrong".

Good character is often something a person builds over time. When you hear about "building good character" or a "character building moment", it means that you are facing a challenge and you need to look to your good values, make a good choice, and persevere.

2.7.13 AVOIDING PROCASTINATION

Procrastination is an active process – you choose to do something else instead of the task that you know you should be doing. In contrast, laziness suggests apathy, inactivity and an unwillingness to act.

Procrastination usually involves ignoring an unpleasant, but likely more important task, in favor of one that is more enjoyable or easier.

But giving in to this impulse can have serious consequences. For example, even minor episodes of procrastination can make us feel guilty or ashamed. It can lead to reduced productivity and cause us to miss out on achieving our goals.

If we procrastinate over a long period of time, we can become demotivated and disillusioned with our work, which can lead to depression and even job loss, in extreme cases.

How to Overcome Procrastination

As with most habits, it is possible to overcome procrastination. Follow the steps below to help you to deal with and prevent procrastination:

Step 1: Recognize That You're Procrastinating

You might be putting off a task because you've had to re-prioritize your workload. If you're briefly delaying an important task for a genuinely good reason, then you aren't necessarily procrastinating. However, if you start to put things off indefinitely, or switch focus because you want to avoid doing something

Step 2: Work Out WHY You're Procrastinating

You need to understand the reasons why you are procrastinating before you can begin to tackle it. For instance, are you avoiding a particular task because you find it boring or unpleasant? If so, take steps to get it out of the way quickly, so that you can focus on the aspects of your job that you find more enjoyable. Poor organization can lead to procrastination. Organized people successfully overcome it because they use prioritized To-Do Lists and create effective schedules. These tools help you to organize your tasks by priority and deadline.

Step 3: Adopt Anti-Procrastination Strategies

Procrastination is a habit – a deeply ingrained pattern of behavior. This means that you probably can't break it overnight. Habits only stop being habits when you avoid practicing them, so try as many of the strategies, below, as possible to give yourself the best possible chance of succeeding.

Forgive yourself for procrastinating in the past.

Commit to the task.

Promise yourself a reward

Ask someone to check up on you.

Act as you go.

Rephrase your internal dialog.

Minimize_distractions

Keep a To-Do List.

Prioritize your To-Do List

Tackle the hardest tasks at your peak times .

Set yourself time-bound goals .

2.8 SENSES OF ENGINEERING ETHICS

Engineering ethics has different senses and each one referring to different aspects.

1. Engineering ethics as synonymous with morality in engineering (Normative sense).

2. Engineering ethics as an enquiry into desirable ethical practices in engineering

(Normative sense).

3. Engineering ethics as followed by specific individuals or groups without recommending right action (Descriptive sense).

In the first normative sense, engineering ethics is about understanding the moral values as well as responsibilities and rights to be followed by engineers.

The second normative sense involves examining specific moral problems as well as morally correct decisions and policies in an engineering context.

In the descriptive sense, engineering ethics refers to an empirical research into what specific individuals or groups believe as moral.