



# REALITY-BASED RULES

## 1. Orientation - Start Here!

**Course Description:** In this Course, I am going to show you exactly how to use this Virtual Training Platform.

**Chapter 1:** Introduction to Reality-Based Rules VT

**Chapter 2:** How to Navigate Reality-Based Rules VT

## 2. Principles of Reality-Based Rules of the Workplace

**Course Description:** Welcome. In this course, you will be introduced to the new Reality-Based Rules of the Workplace, learn lessons from the happiest of performers, and learn about the new value equation and your real worth.

**Chapter 1:** Introduction

**Chapter 2:** Lessons from Happy High Performers

**Chapter 3:** Know Your Real Worth

**Chapter 4:** The New Value Equation

## 3. Your Current Performance

**Course Description:** This course is designed with one idea in mind, to help you find and understand what your current performance is in reality, not just based on a performance review.

**Chapter 1:** Introduction

**Chapter 2:** Performance Reviews and How They Can Go Wrong

**Chapter 3:** How You Can Rise Above the Confusion

**Chapter 4:** How to Rate Your Current Performance (Questionnaire)

**Chapter 5:** What Your Number Says About You

**Chapter 5:** Got Your Number, Now Raise It!

## 4. Your Future Potential

**Course Description:** In this course, you will learn what your future potential number is, and how you can improve upon it to increase your worth in the new value equation.

- Chapter 1: Introduction
- Chapter 2: When You Want to Quit
- Chapter 3: From Pain to Vision
- Chapter 4: How to Rate Your Future Potential (Questionnaire)
- Chapter 5: What These Numbers Mean
- Chapter 6: Got Your Number, Now Raise It!

## 5. Your Emotional Expense

**Course Description:** This third and final figure is needed to find your New Value Number, giving you a clear picture of the road you have ahead and your real worth to your company.

- Chapter 1: Introduction
- Chapter 2: Rating Your Emotional Expensiveness
- Chapter 3: Rating Your Emotional Expensiveness (Questionnaire)
- Chapter 4: Get Rid of Stupid Questions
- Chapter 5: Calculator
- Chapter 6: Your New Value Number

## 6. Rule #1 - Don't Hope to Be Lucky, Choose to Be Happy

**Course Description:** This course will introduce you to the First Rule of the Reality-Based Workplace. You will learn the difference between personal accountability and learned helplessness, and what the two concepts can never co-exist. Next, you will be given the four factors of accountability, which are commitment, resilience, ownership, and continuous learning.

- Chapter 1: Introduction to Accountability
- Chapter 2: How Accountable Are You?
- Chapter 3: Factors of Personal Accountability #1: Commitment
- Chapter 4: Factors of Personal Accountability #2: Resilience
- Chapter 5: Factors of Personal Accountability #3: Ownership
- Chapter 6: Factors of Personal Accountability #4: Continuous Learning

## 7. Rule #2 - Ditch the Drama

**Course Description:** In this Second Rule, Ditch the Drama, we will discuss where the drama in your office comes from, some simple facts that will set you free, and how to move on to what comes next.

- Chapter 1: Introduction
- Chapter 2: The Third Column
- Chapter 3: Where the Drama Comes From
- Chapter 4: The Facts Will Set You Free
- Chapter 5: Stay in Your Lane and Steer Clear
- Chapter 6: What Comes Next?

## 8. Rule #3 - Your Action, Not Your Opinion, Adds Value

**Course Description:** This rule will teach you the difference between your opinions and your actions. Too many people forget the big picture, and these new realities are here to help you navigate your way through the waters. Embrace them, and invest in your own future as well as that of your organization.

- Chapter 1:** Introductions to Actions vs. Opinions
- Chapter 2:** Reality #1: Defense is the First Act of War
- Chapter 3:** Reality #2: The Most Valuable People Say YES!
- Chapter 4:** Reality #3: Your Opinion Has Already Been Replaced By Google
- Chapter 5:** Reality #4: You No Longer Have a Job, You Have a Role
- Chapter 6:** Reality #5: Resistance is not the Same as Feedback
- Chapter 7:** Focus on the Big Picture

## 9. Rule #4 - Change is Opportunity

**Course Description:** In this Course, you will learn about various ways to adapt to an ever-changing landscape and ways to turn those changes into opportunities.

- Chapter 1:** Introduction to the Stages of Change
- Chapter 2:** Stage #1 - Be Prepared
- Chapter 3:** Stage #2 - Reframe
- Chapter 4:** Move on From Your Mistakes with

## 10. Rule #5 - Succeed Anyway

**Course Description:** In this fifth and final rule, you will see that there are a number of reasons in the world as to why you CAN'T accomplish your goals. I say Succeed Anyway! We will cover some of the more common excuses in the workplace, and how you can rise above them.

- Chapter 1:** Introduction
- Chapter 2:** Excuse #1: My Boss is a Jerk
- Chapter 3:** Excuse #2: My Co-workers are Difficult and Rude
- Chapter 4:** Excuse #3: My Team is Really Dysfunctional
- Chapter 5:** Excuse #4: The Culture at My Company is Hostile and Toxic

## 11. The Call to Action

**Course Description:** There is no time like the present. It's time for you to get in the game and start making a difference. This Course will help you do just that.

- Chapter 1:** Put the New Rules to Work

## 12. Cy of Relief

**Course Description:** Sometimes following the rules gets hard and you need a little comic relief. Here Cy shares several of her own personal failures and stories related to The Five Rules of the Workplace.

- Chapter 1:** Introduction to the Stages of Change
- Chapter 2:** Moving Story - Get Ready for What's Next - Change
- Chapter 3:** Cole - Everything Happens for a Reason
- Chapter 4:** Mugging- Results
- Chapter 5:** Sister - Steering Clear of Other People's Drama
- Chapter 6:** Football Story with My Kids - Ditch the Drama