

Neurolinguistic Programming
Dr. Smita Jha
Department of Humanities & Social Sciences
Indian Institute of Technology, Roorkee

Lecture – 12
Four Stages of Competence

Hi friends once again we are here for Neurolinguistic programming today we are going to discuss one of the important aspects of Neurolinguistic programming that is 4 stages of competence, because under this caption it is very important to know the various competence that types of competence which we acquire with the help of Neurolinguistic programming. So, what are these 4 stages of competence and what are the important parts to acquire or to restore the competence that a person can acquire? Now, what are the 4 stages of competence and what do we mean by 4 stages of competence?

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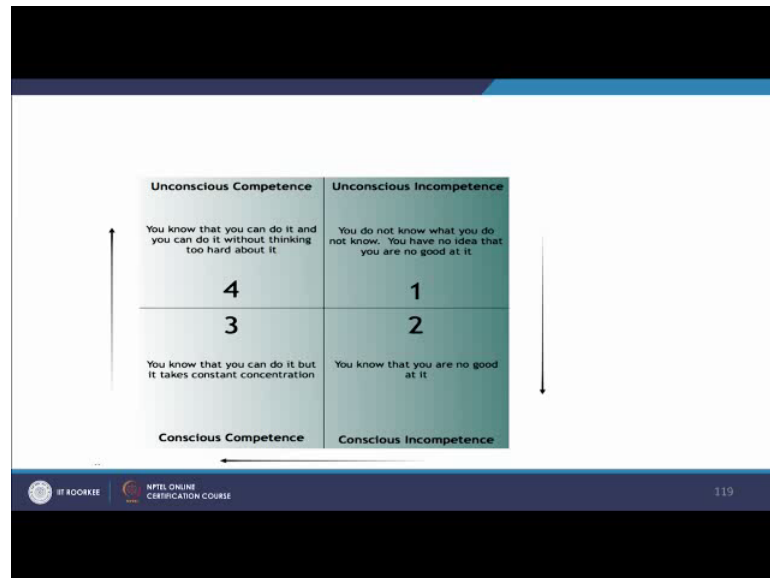
Four Stages of Competence

- The four stages of competence, or the “conscious competence” learning model relates to the psychological states involved in the process of progressing from incompetence to **competence** in the development of a skill.

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So, the 4 stages of competence or the conscious competence learning model relates to the psychological states involved in the process of progressing from incompetence to competence in the development of a skill. So, this is a psychological state of mind that how you move from incompetence to competence and if you have incompetence levels high how to decrease it to increase competence level?

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Now, unconscious competence that is the first in which you know that you can do it and you can do it without thinking too hard about it then you know that is conscious competence you know that you can do it, but it takes constant concentration that is conscious competence, then unconscious incompetence that is you do not know what you do not know you have no idea that you are no good at it and then finally, conscious incompetence in which you know that you are no good at it.

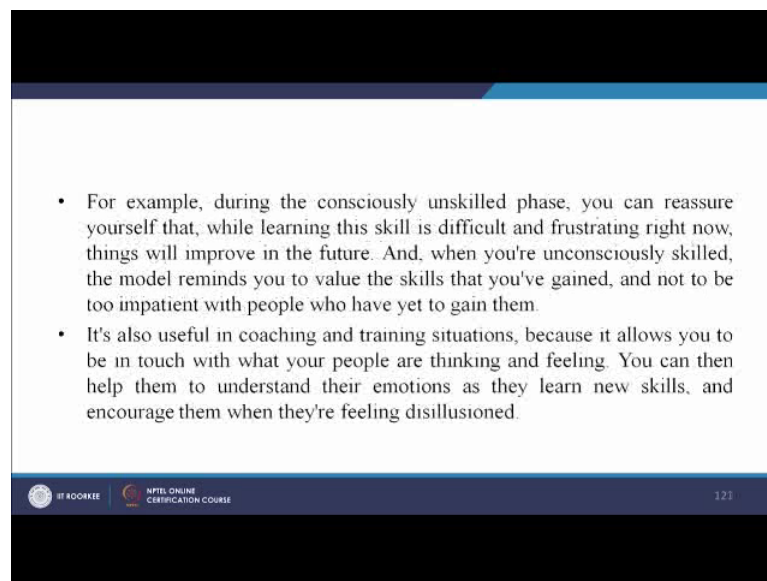
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Uses

- The Conscious Competence Ladder is useful in several ways.
- First, you can use it to understand the emotions you'll experience during the learning process. This helps you to stay motivated when times get tough; and it helps you manage your expectations of success, so that you don't try to achieve too much, too soon.

Now, the uses of these 4 stages of competence; the conscious competence ladder is useful in several ways, because the first as I discussed with you the first is unconscious incompetence so the conscious competence ladder is useful in several ways first you can use it to understand the emotions you will experience during the learning process and this helps you to stay motivated when time gets tough and it helps you to manage your expectation of success so that you do not try to achieve too much too early.

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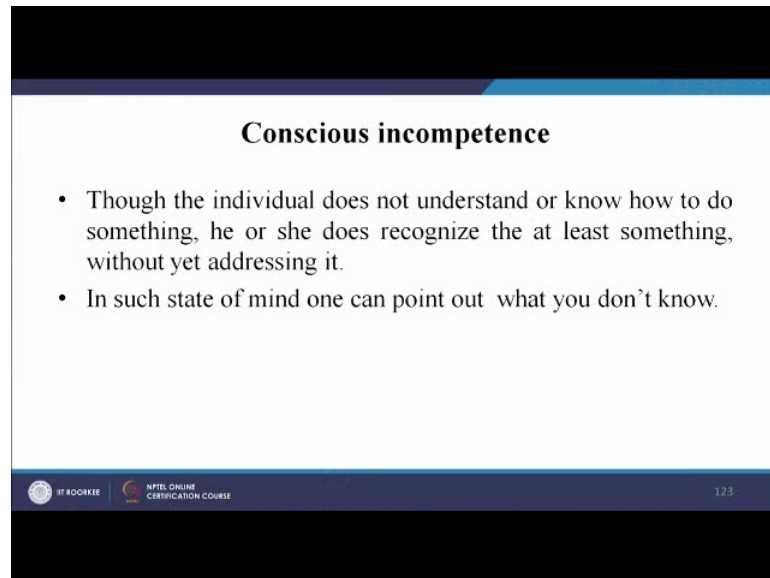
- For example, during the consciously unskilled phase, you can reassure yourself that, while learning this skill is difficult and frustrating right now, things will improve in the future. And, when you're unconsciously skilled, the model reminds you to value the skills that you've gained, and not to be too impatient with people who have yet to gain them.
- It's also useful in coaching and training situations, because it allows you to be in touch with what your people are thinking and feeling. You can then help them to understand their emotions as they learn new skills, and encourage them when they're feeling disillusioned.

For example: During the consciously unskilled phase you can reassure yourself that while learning this skill it is difficult and frustrating right now things will improve in the future and when you are unconsciously skilled the model reminds you to value the skills that you have gained and not to be too impatient with people who have yet to get gain them, it is also useful in coaching and training situations because it allows you to be in touch with what your people are thinking and feeling you can then help them to understand their emotions as they learn new skills and encourage them when they are feeling disillusioned. Unconscious incompetence at several occasions I mean this is one of the 4 stages of competence under Neurolinguistic programming.

So, unconscious incompetence at several occasion it happens that the mind goes blank and the individual neither understands nor knows how to do something nor recognizes the deficit nor has a desire to address it complete black out in short you do not know what you do not know totally failure and in conscious incompetence what happens?

Though the individual does not understand or know How to do something he or she does recognize at least something without yet addressing it unlike unconscious incompetence.

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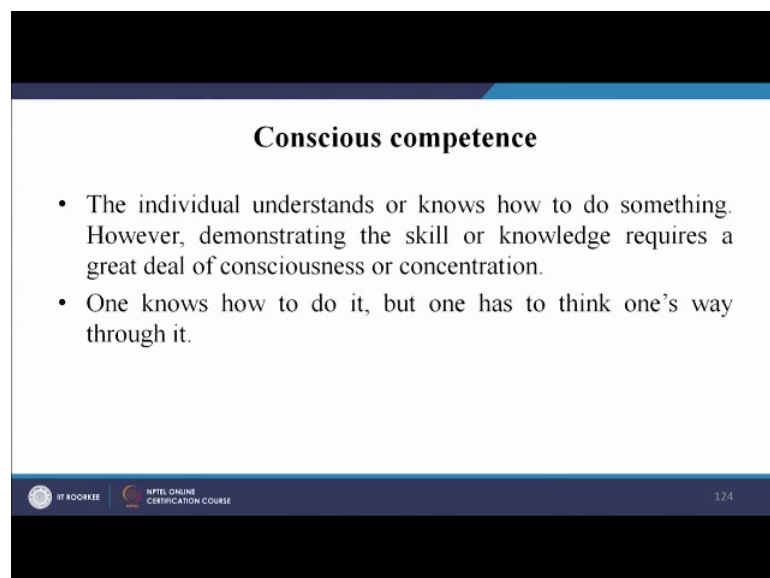
Conscious incompetence

- Though the individual does not understand or know how to do something, he or she does recognize the at least something, without yet addressing it.
- In such state of mind one can point out what you don't know.

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In such a state of mind one can point out what you do not know, now again conscious competence one of the third stages the individual understands or knows how to do something.

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Conscious competence

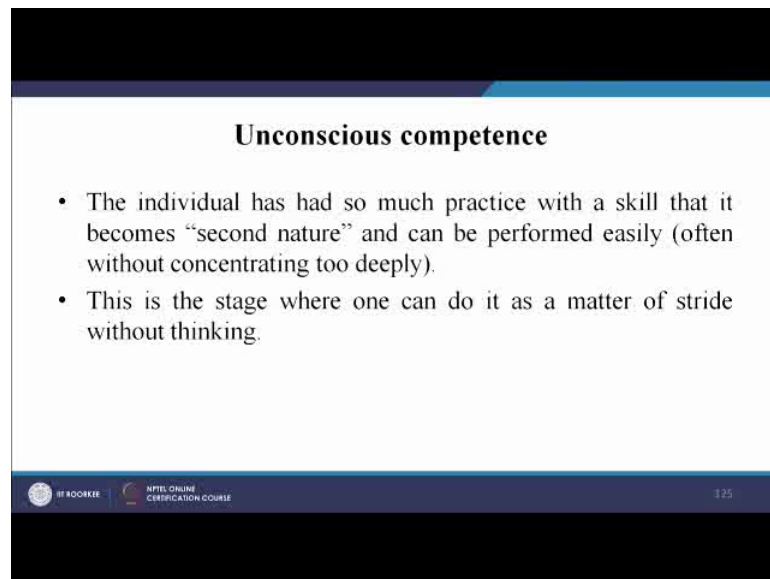
- The individual understands or knows how to do something. However, demonstrating the skill or knowledge requires a great deal of consciousness or concentration.
- One knows how to do it, but one has to think one's way through it.

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However, demonstrating the skill or knowledge requires a great deal of consciousness or concentration.

One knows how to do it, but one has to think ones way through it.

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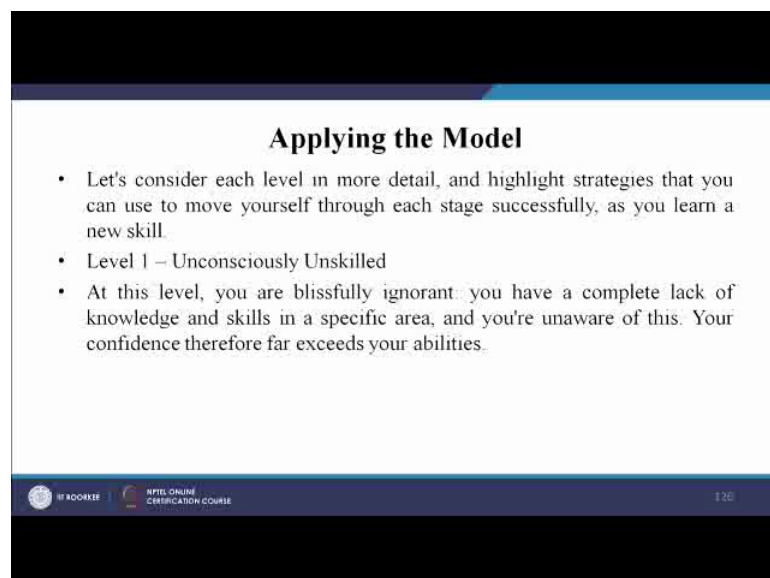
Unconscious competence

- The individual has had so much practice with a skill that it becomes “second nature” and can be performed easily (often without concentrating too deeply).
- This is the stage where one can do it as a matter of stride without thinking.

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Unconscious competence the individual had so much practice with a skill that it becomes second nature and can be performed easily, often without concentrating too deeply this is the stage where one can do it as a matter of stride without thinking.

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Applying the Model

- Let's consider each level in more detail, and highlight strategies that you can use to move yourself through each stage successfully, as you learn a new skill.
- Level 1 – Unconsciously Unskilled
- At this level, you are blissfully ignorant: you have a complete lack of knowledge and skills in a specific area, and you're unaware of this. Your confidence therefore far exceeds your abilities.

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Now, applying various model to gain the level of consciousness and to decrease the level of unconscious incompetence. Now, let us consider each level in more detail and

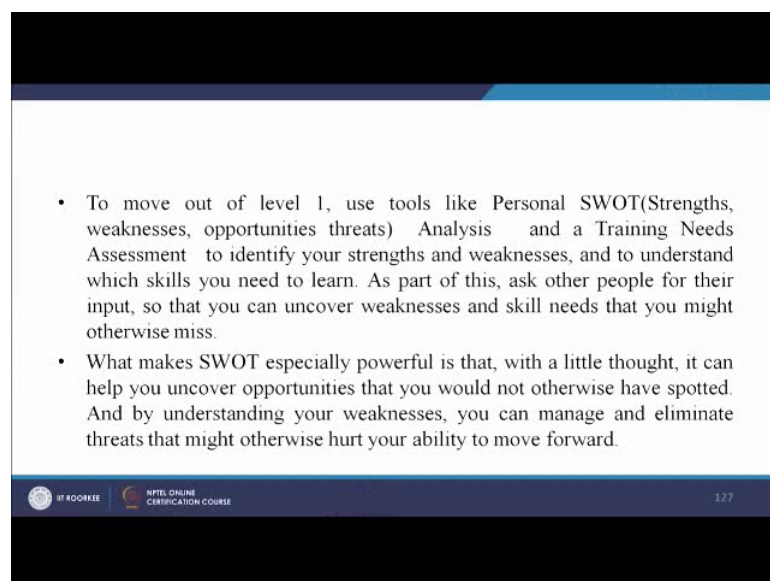
highlight strategies planning ways that you can use to move yourself through each stage successfully as you learn a new skill.

Now level one which is unconsciously unskilled, now at this level you are blissfully ignorant you have a complete lack of knowledge and skills in a specific area and you are unaware of this your confidence therefore far exceeds your abilities to move out of level one use tools like personal SWOT what does it mean? A strength, weaknesses, opportunities, threats means know your strengths know your weaknesses grab opportunities and beware of threats.

So, use tool like personal SWOT analysis and training needs assessment to identify your strengths and weaknesses and to understand which skills you need to learn, as part of this ask other people for their input regarding your strengths as well as your weaknesses so that you can uncover weaknesses or you can point out weaknesses and you may try for the skill that you might otherwise miss.

What makes a strength, weaknesses, opportunities, threats that is SWOT especially powerful is that with a little thought it can help you uncover or to find out opportunities that you would not otherwise have pointed out and by understanding in your weaknesses you can manage and eliminate threats that might otherwise hurt your ability to move forward.

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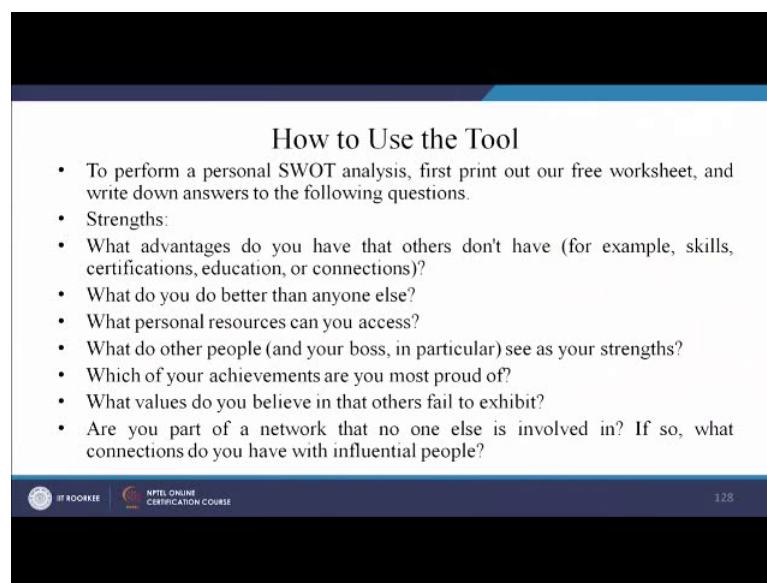
- To move out of level 1, use tools like Personal SWOT(Strengths, weaknesses, opportunities threats) Analysis and a Training Needs Assessment to identify your strengths and weaknesses, and to understand which skills you need to learn. As part of this, ask other people for their input, so that you can uncover weaknesses and skill needs that you might otherwise miss.
- What makes SWOT especially powerful is that, with a little thought, it can help you uncover opportunities that you would not otherwise have spotted. And by understanding your weaknesses, you can manage and eliminate threats that might otherwise hurt your ability to move forward.

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Now, to move out of level one use tools like personal sort; strength, weaknesses, opportunity, threats, analysis and the training needs assessment to identify your strength and weaknesses and to understand which skills you need to learn as part of this ask other people for their input regarding your strength and your weaknesses so that you can uncover weaknesses and skill needs that you might otherwise miss.

Now, what makes SWOT especially powerful is that with a little thought it can help you uncover or to point out opportunities that you would not otherwise have pointed out and by understanding your weaknesses you can manage and eliminate threats that might otherwise hurt your ability to move forward. Now how to use these tools the tool that is called SWOT? Now, knowing your strength so what advantage do you have that others do not have?

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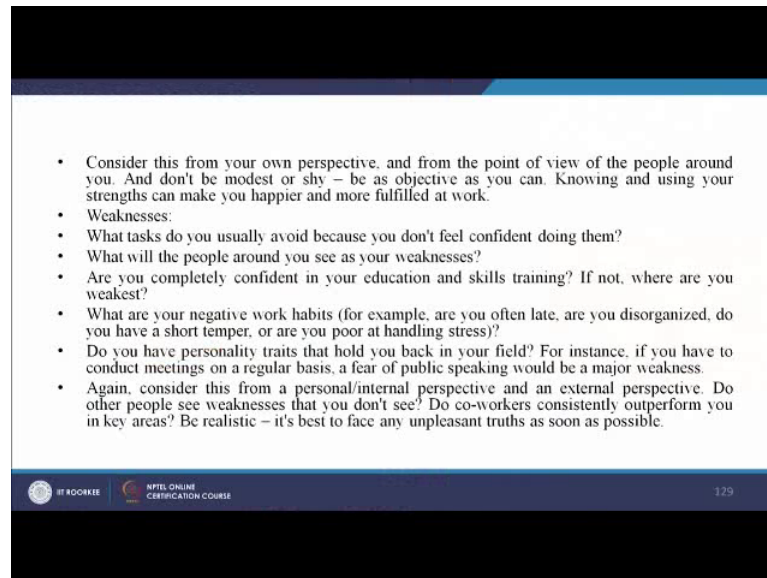
How to Use the Tool

- To perform a personal SWOT analysis, first print out our free worksheet, and write down answers to the following questions.
- Strengths:
 - What advantages do you have that others don't have (for example, skills, certifications, education, or connections)?
 - What do you do better than anyone else?
 - What personal resources can you access?
 - What do other people (and your boss, in particular) see as your strengths?
 - Which of your achievements are you most proud of?
 - What values do you believe in that others fail to exhibit?
 - Are you part of a network that no one else is involved in? If so, what connections do you have with influential people?

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For example: A skills certification education or connection. So, try to find out the strength you have what do you do better than anyone else? What personal resources can you access? What do other people and your boss in particular see as your strength? Which of your achievements are you most proud of? What values do you believe in that of others fail to exhibit? Are you part of a network that no one else is involved in if so what connections do you have with influential people? Now consider this from your own perspective and from the point of view of the people around you.

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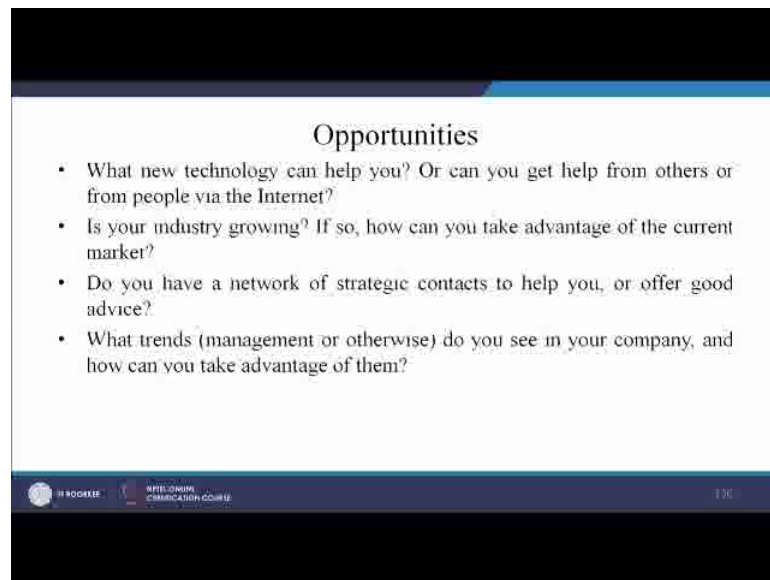
- Consider this from your own perspective, and from the point of view of the people around you. And don't be modest or shy – be as objective as you can. Knowing and using your strengths can make you happier and more fulfilled at work.
- Weaknesses:
 - What tasks do you usually avoid because you don't feel confident doing them?
 - What will the people around you see as your weaknesses?
 - Are you completely confident in your education and skills training? If not, where are you weakest?
 - What are your negative work habits (for example, are you often late, are you disorganized, do you have a short temper, or are you poor at handling stress)?
 - Do you have personality traits that hold you back in your field? For instance, if you have to conduct meetings on a regular basis, a fear of public speaking would be a major weakness.
 - Again, consider this from a personal/internal perspective and an external perspective. Do other people see weaknesses that you don't see? Do co-workers consistently outperform you in key areas? Be realistic – it's best to face any unpleasant truths as soon as possible.

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And do not be modest or shy be as objective as you can knowing and using your strengths can make you happier and more fulfilled at work, now weaknesses try to find out weaknesses that you have and that this will I mean trying to know your weaknesses that will give you the power the a strength. So, what are the weaknesses? What task do you usually avoid because you do not feel confident doing them. What will the people around you see as your weaknesses? Are you completely confident in your education and skills training; if not, where are you weakest? What are your negative work habits?

For example: Are you often late are you disorganized do you have a short temper or are you poor at handling a stress. Do you have personality traits that hold you back in your field, for instance if you have to conduct a meeting on a regular basis a fear of public speaking would be a major weakness again consider this from a personal internal perspective and an external perspective do other people see weakness that you do not see? Do co workers consistently outperform you in key areas? Be realistic, it is best to face any unpleasant truths as soon as possible.

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Opportunities

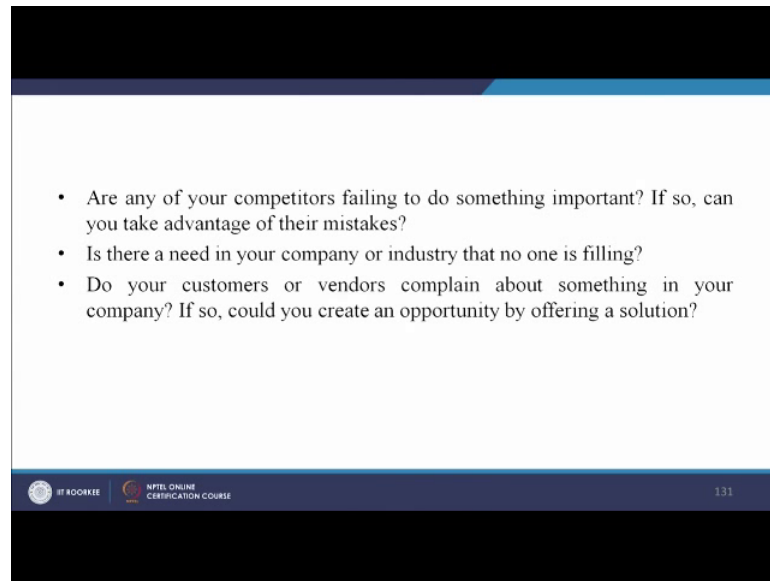
- What new technology can help you? Or can you get help from others or from people via the Internet?
- Is your industry growing? If so, how can you take advantage of the current market?
- Do you have a network of strategic contacts to help you, or offer good advice?
- What trends (management or otherwise) do you see in your company, and how can you take advantage of them?

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Now, what are the opportunities? Because we are talking about SWOT tool to improve the competence level so what are the opportunities? What new technology can help you or can you get help from others or from people via the internet? Is your industry growing? If so, how can you take advantage of the current market? Do you have a network of a strategy contact to help you or offer good advice? What trends management otherwise do you see in your company and how can you take advantage of them?

Are any of your competitors failing to do something important if so can you take advantage of their mistakes? Is there a need in your company or industry that no one is feelings.

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• Are any of your competitors failing to do something important? If so, can you take advantage of their mistakes?

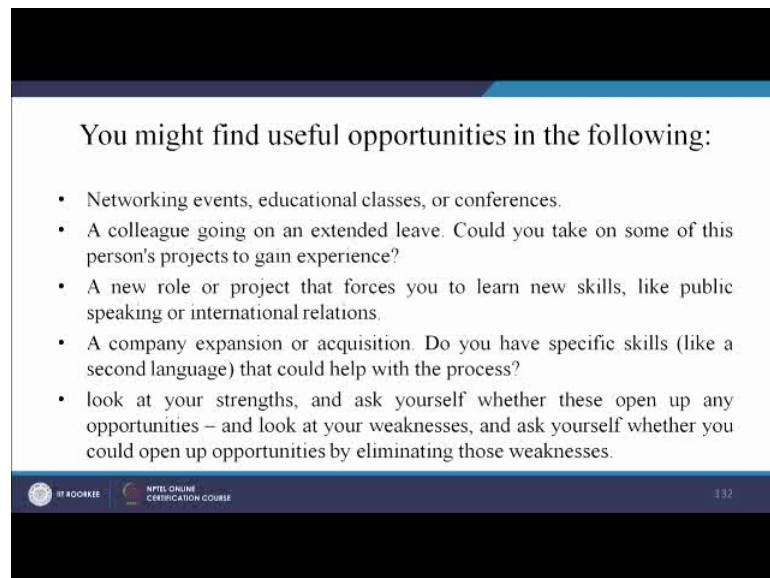
• Is there a need in your company or industry that no one is filling?

• Do your customers or vendors complain about something in your company? If so, could you create an opportunity by offering a solution?

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Do your customers or vendors complain about something in your company if so could you create an opportunity by offering a solution.

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You might find useful opportunities in the following:

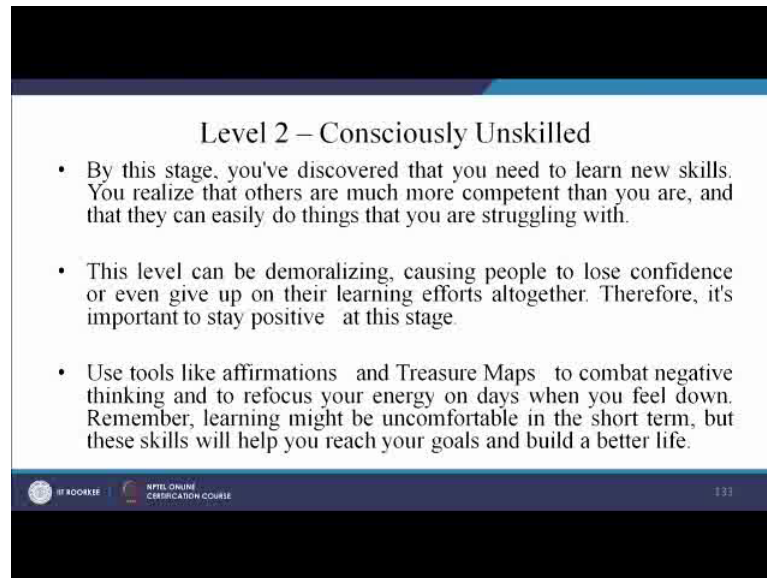
- Networking events, educational classes, or conferences.
- A colleague going on an extended leave. Could you take on some of this person's projects to gain experience?
- A new role or project that forces you to learn new skills, like public speaking or international relations.
- A company expansion or acquisition. Do you have specific skills (like a second language) that could help with the process?
- look at your strengths, and ask yourself whether these open up any opportunities – and look at your weaknesses, and ask yourself whether you could open up opportunities by eliminating those weaknesses.

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Now, you might find useful opportunity if you try to find out. So, what are the useful opportunities? Networking events, educational classes or conferences that is to say meeting people knowing the new people; a colleague going on an extended leave, could you take on some of this persons project to gain experience?

A new role or project that forces you to learn new skills like public speaking or international relations, a company expansion or acquisition do you have a specific skills like a second language that could help with the process? Look at your strengths and ask yourself whether these open up any opportunities and look at your weaknesses and ask yourself whether you could open up opportunities by eliminating those weaknesses?

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Level 2 – Consciously Unskilled

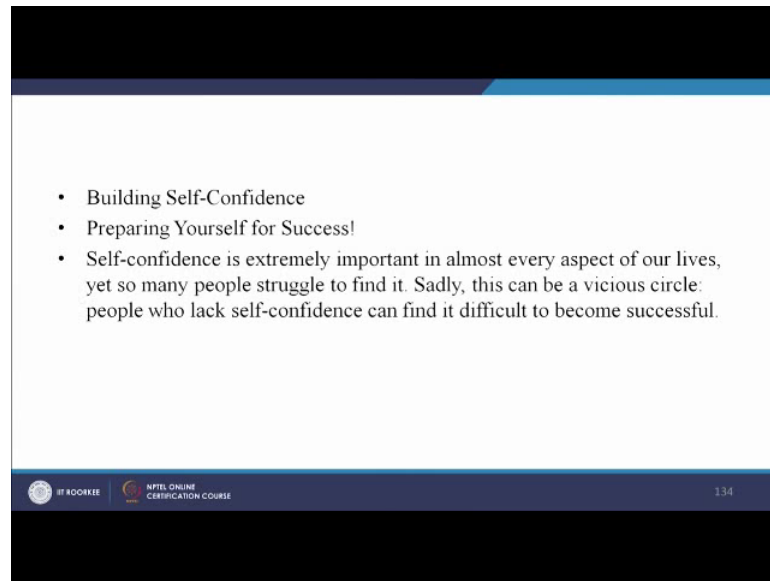
- By this stage, you've discovered that you need to learn new skills. You realize that others are much more competent than you are, and that they can easily do things that you are struggling with.
- This level can be demoralizing, causing people to lose confidence or even give up on their learning efforts altogether. Therefore, it's important to stay positive at this stage.
- Use tools like affirmations and Treasure Maps to combat negative thinking and to refocus your energy on days when you feel down. Remember, learning might be uncomfortable in the short term, but these skills will help you reach your goals and build a better life.

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Now level 2 that is consciously unskilled by this stage you have discovered that you need to learn new skills, you realize that others are much more competent than you are and that they can easily do something that you are struggling with this level can be demoralizing causing people to lose confidence or even give up on their learning efforts altogether therefore, it is important to stay positive at this stage.

So, how to make the level high of this positive attitude? Now use tools like; affirmations that is positive sign and treasure maps to combat negative thinking and to refocus your energy on days when you feel down, now remember learning might be uncomfortable in the short term but these skills will help you reach your goals and build a better life.

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• Building Self-Confidence

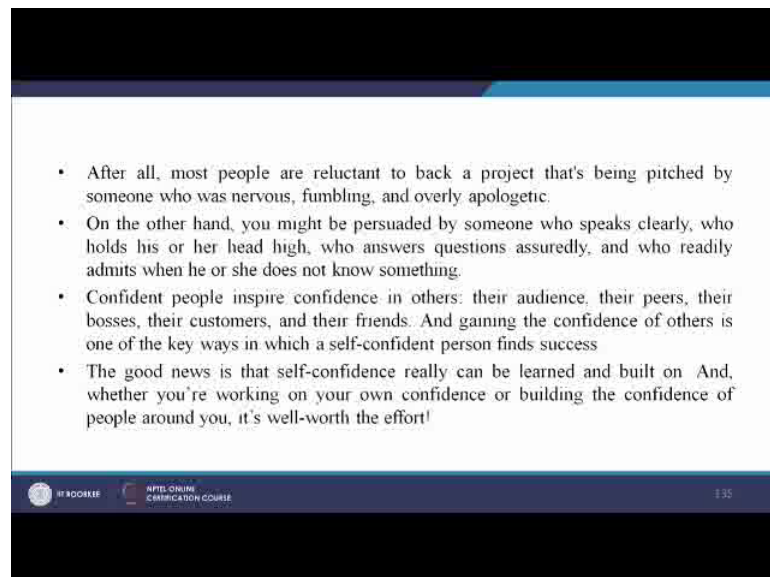
• Preparing Yourself for Success!

• Self-confidence is extremely important in almost every aspect of our lives, yet so many people struggle to find it. Sadly, this can be a vicious circle: people who lack self-confidence can find it difficult to become successful.

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Building self-confidence: Because self-confidence is also a part of positive attitudes, preparing yourself for success so self-confidence is extremely important in almost every aspect of our lives, yet so many people struggle to find it sadly this can be a vicious circle people who lack self confidence can find it difficult to become successful.

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• After all, most people are reluctant to back a project that's being pitched by someone who was nervous, fumbling, and overly apologetic.

• On the other hand, you might be persuaded by someone who speaks clearly, who holds his or her head high, who answers questions assuredly, and who readily admits when he or she does not know something.

• Confident people inspire confidence in others: their audience, their peers, their bosses, their customers, and their friends. And gaining the confidence of others is one of the key ways in which a self-confident person finds success

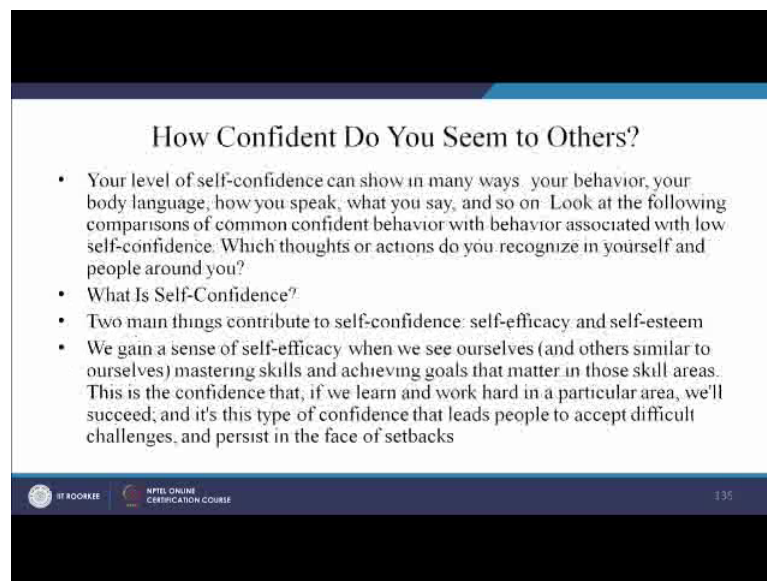
• The good news is that self-confidence really can be learned and built on. And, whether you're working on your own confidence or building the confidence of people around you, it's well-worth the effort!

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After all most people are reluctant to back a project that is being pitched by someone who was nervous fumbling and overly apologetic, on the other hand you might be persuaded by someone who speaks clearly, who holds his or her head high, who answers

questions assuredly and who readily admits when he or she does not know something, confident people inspire confidence in others; their audience, their peers, their bosses, their customers and their friends. And gaining the confidence of others is one of the key ways in which a self confident person find success, the good news is that self confidence really can be learnt and built on and whether you are working on your own confidence or building the confidence of people around you it is well worth the effort.

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The slide is titled "How Confident Do You Seem to Others?". It contains four bullet points:

- Your level of self-confidence can show in many ways your behavior, your body language, how you speak, what you say, and so on. Look at the following comparisons of common confident behavior with behavior associated with low self-confidence. Which thoughts or actions do you recognize in yourself and people around you?
- What Is Self-Confidence?
- Two main things contribute to self-confidence: self-efficacy and self-esteem
- We gain a sense of self-efficacy when we see ourselves (and others similar to ourselves) mastering skills and achieving goals that matter in those skill areas. This is the confidence that, if we learn and work hard in a particular area, we'll succeed; and it's this type of confidence that leads people to accept difficult challenges, and persist in the face of setbacks

At the bottom of the slide, there are logos for "IT ROOKIE" and "NPTL ONLINE CERTIFICATION COURSE" on the left, and the number "135" on the right.

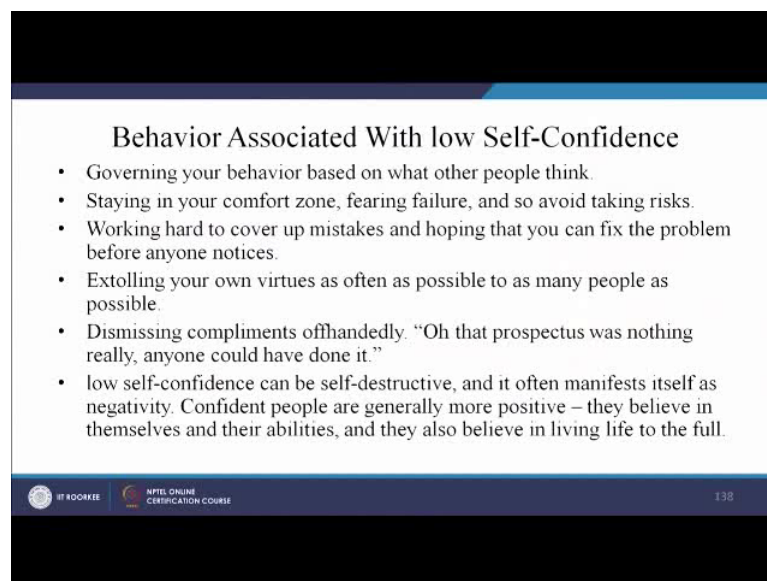
How confident do you seem to others? Your level of self-confidence can show in many ways your behavior your body language how you speak? What you say and so on. Look at the comparative common confident behavior with behavior associated with low self-confidence, now it is very important to know what is self-confidence? So, in my opinion 2 main things contribute to self confidence the first is; self efficacy and the other is self-esteem, we gain a sense of self efficacy when we see our self and others similar to our self mastering skills and achieving goals that matter in those skills areas they and this is the confidence that if we learn and work hard in a particular area we will succeed and it is this type of confidence that leads people to accept difficult challenges and persist in the fact of setbacks.

Confident behavior: So, it is very important to know the confident behavior because if you are confident naturally your physical reflection will also be confident or positive in appearance.

So, doing what you believe to be right even if others mock or criticize you go for it being willing to take risks and go to extra mile to achieve better things admitting your mistake and learning from them these are the confident behavior waiting for others to congratulate you on your accomplishments, accepting compliments graciously thanks I really worked hard on that prospects and pleased you recognize my efforts so this is the way in a very dignified and noble way you accept even congratulations.

Now behavior associated with low self-confidence; what are the traits? When you have self-low self-confidence governing your behavior based on what other people think staying in your comfort zone fearing failure and so avoid taking risk working hard to cover up mistakes and hoping that you can fix the problem before anyone notices extolling your own virtues as often as possible to as many people as possible this missing compliments of handedly, oh that prospectus was nothing really anyone could have done it.

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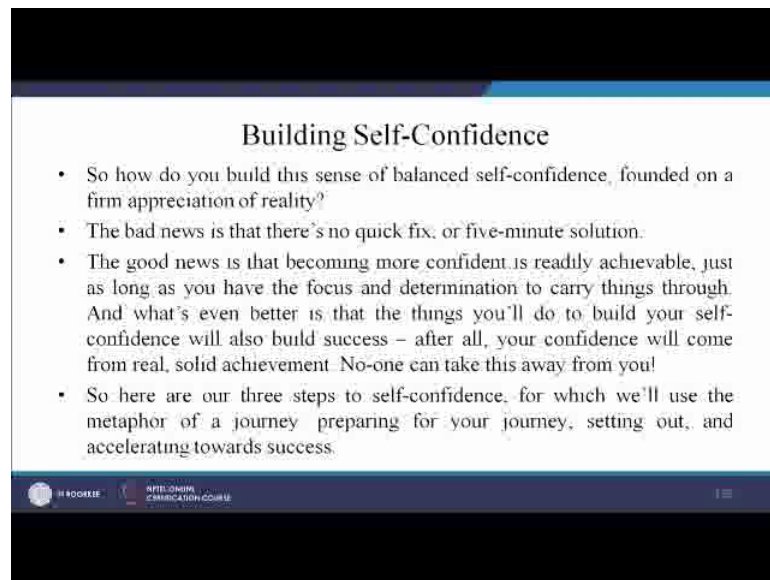
Behavior Associated With low Self-Confidence

- Governing your behavior based on what other people think.
- Staying in your comfort zone, fearing failure, and so avoid taking risks.
- Working hard to cover up mistakes and hoping that you can fix the problem before anyone notices.
- Extolling your own virtues as often as possible to as many people as possible.
- Dismissing compliments offhandedly. "Oh that prospectus was nothing really, anyone could have done it."
- low self-confidence can be self-destructive, and it often manifests itself as negativity. Confident people are generally more positive – they believe in themselves and their abilities, and they also believe in living life to the full.

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Low self-confidence can be self-destructive and it often manifests itself as negativity, confident people are generally more positive they believe in themselves and their abilities and they also believe in living life to the full.

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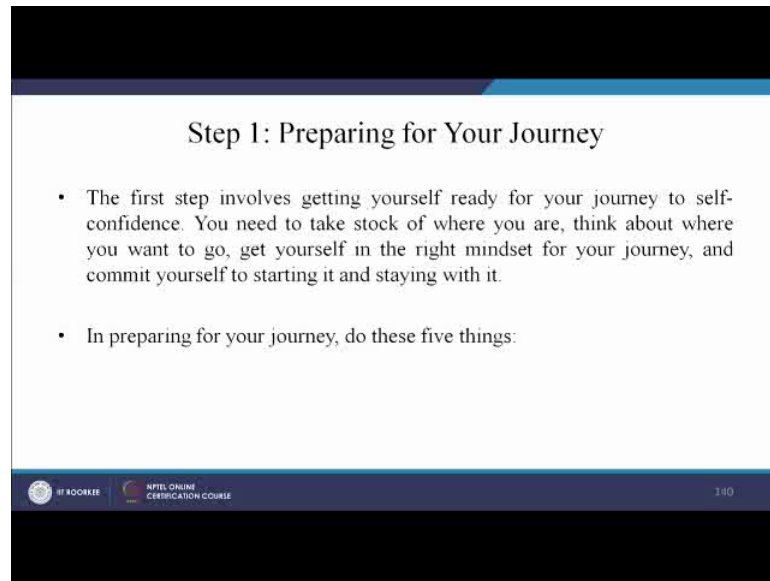


Building Self-Confidence

- So how do you build this sense of balanced self-confidence, founded on a firm appreciation of reality?
- The bad news is that there's no quick fix, or five-minute solution.
- The good news is that becoming more confident is readily achievable, just as long as you have the focus and determination to carry things through. And what's even better is that the things you'll do to build your self-confidence will also build success – after all, your confidence will come from real, solid achievement. No-one can take this away from you!
- So here are our three steps to self-confidence, for which we'll use the metaphor of a journey: preparing for your journey, setting out, and accelerating towards success.

Now, building self confidence how to build self confidence in one ones personality? So, how do you build this sense of balance self confidence founded on a firm appreciation of reality, the bad news is that there is no quick fix or 5 minute solution, the good news is that becoming more confident is readily achievable just as long as you have the focus and determination to carry things through and what is even better is that the things you will do to build your self confidence will also build success after all your confidence will come from real solid achievement no one can take this away from you. So, here are 3 steps to self confidence for which one can use the metaphor of a journey preparing for your journey setting out and accelerating towards success.

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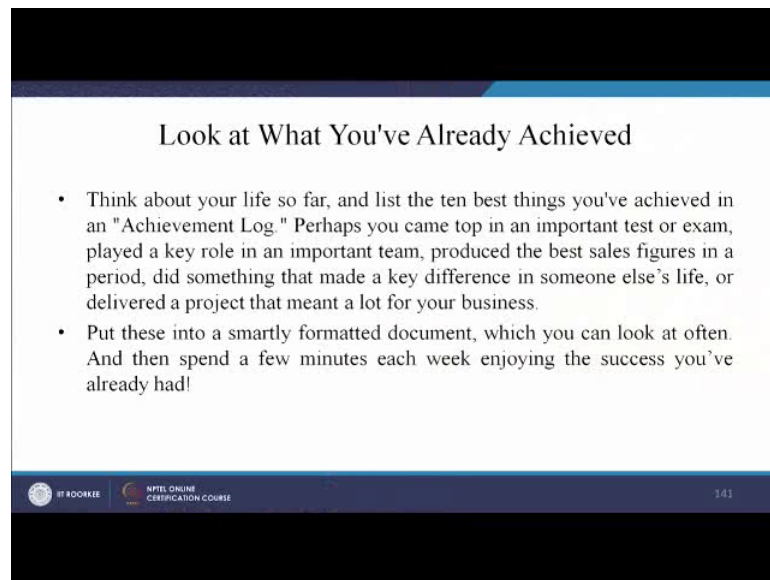
Step 1: Preparing for Your Journey

- The first step involves getting yourself ready for your journey to self-confidence. You need to take stock of where you are, think about where you want to go, get yourself in the right mindset for your journey, and commit yourself to starting it and staying with it.
- In preparing for your journey, do these five things:

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Now step 1 preparing for your journey towards self confidence. So, the first step involves; getting yourself ready for your journey to self-confidence, you need to take a stock of where you are think about where you want to go get yourself in the right mindset for your journey and commit yourself to starting it and staying with it, in preparing for your journey it is very important to do all the 5 things that I mentioned before, look at what you have already achieved think about your life so far and list the 10 best things you have achieved in an achievement log, perhaps you came top in an important test or exam played a key role in an important team produce the best sales figures in a period.

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Slide 141 features a white background with a blue header and footer. The title "Look at What You've Already Achieved" is centered in a black serif font. Below the title is a bulleted list with two items. The footer contains the IIT Roorkee logo, the text "NPTEL ONLINE CERTIFICATION COURSE", and the slide number "141".

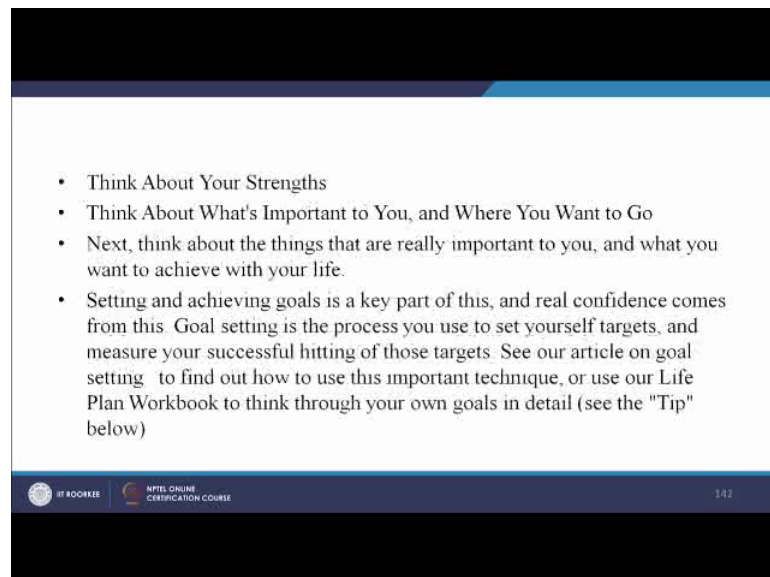
Look at What You've Already Achieved

- Think about your life so far, and list the ten best things you've achieved in an "Achievement Log." Perhaps you came top in an important test or exam, played a key role in an important team, produced the best sales figures in a period, did something that made a key difference in someone else's life, or delivered a project that meant a lot for your business.
- Put these into a smartly formatted document, which you can look at often. And then spend a few minutes each week enjoying the success you've already had!

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Did something that may a key difference in someone else's life or delivered a project that meant a lot for your business, put these into a smartly formatted document which you can look at often and then spend a few minutes each week enjoying the success you have already had

(Refer Slide Time: 23:37)



Slide 142 features a white background with a blue header and footer. The title "Think About Your Strengths" is centered in a black serif font. Below the title is a bulleted list with four items. The footer contains the IIT Roorkee logo, the text "NPTEL ONLINE CERTIFICATION COURSE", and the slide number "142".

Think About Your Strengths

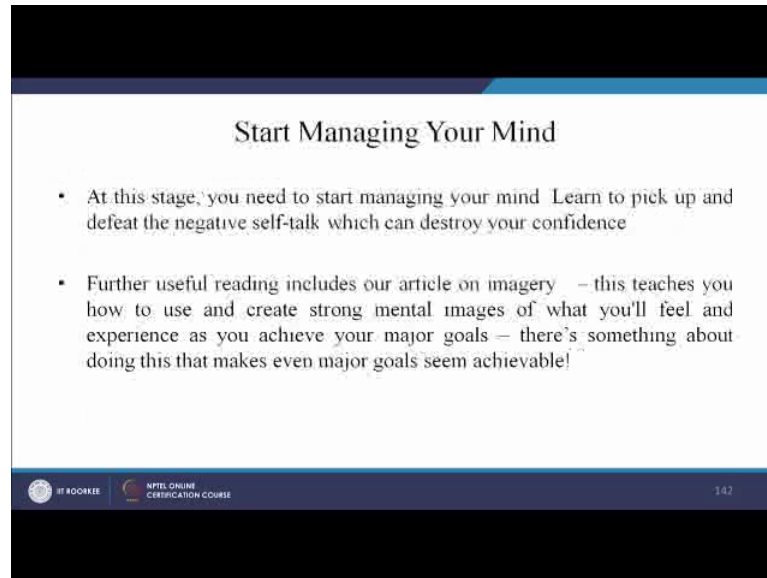
- Think About Your Strengths
- Think About What's Important to You, and Where You Want to Go
- Next, think about the things that are really important to you, and what you want to achieve with your life.
- Setting and achieving goals is a key part of this, and real confidence comes from this. Goal setting is the process you use to set yourself targets, and measure your successful hitting of those targets. See our article on goal setting to find out how to use this important technique, or use our Life Plan Workbook to think through your own goals in detail (see the "Tip" below)

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Think about your strengths think about what is important to you and where you want to go? Next think about the things that are really important to you and what you want to achieve in your life? Setting and achieving goals is a key part of this and real confidence

comes from this, goal setting is the process you use to set yourself targets and measure your successful hitting of those targets and very important to follow all this it start managing your mind.

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The slide is titled "Start Managing Your Mind" and contains two bullet points. The first bullet point states: "At this stage, you need to start managing your mind. Learn to pick up and defeat the negative self-talk which can destroy your confidence." The second bullet point states: "Further useful reading includes our article on imagery – this teaches you how to use and create strong mental images of what you'll feel and experience as you achieve your major goals – there's something about doing this that makes even major goals seem achievable!" The slide also features a footer with the IIT Roorkee logo and the text "NPTEL ONLINE CERTIFICATION COURSE" and the number "142".

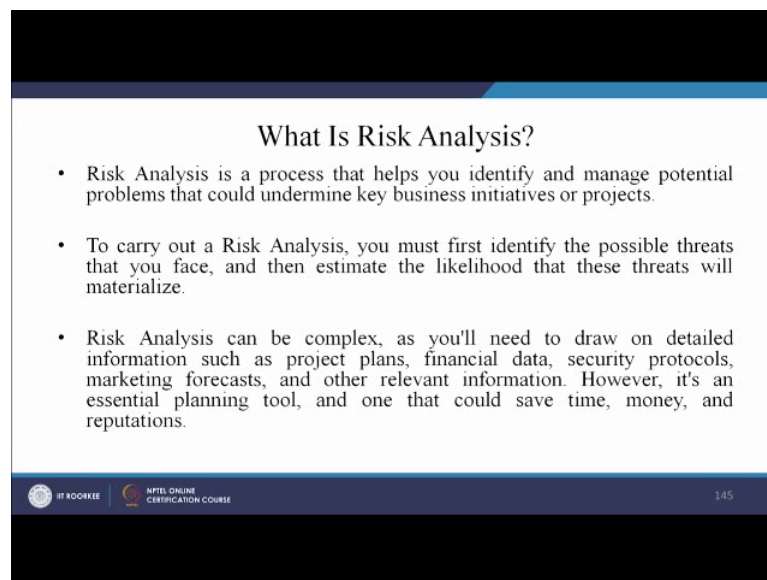
At this stage you need to start managing your mind learn to pick up and defeat the negative self talk which can destroy your confidence, further useful reading includes our article on imagery now this teaches you how to use and create a strong mental images of what you will feel and experience as you achieve your major goals.

There is something about doing this that makes even major goals seem achievable and then commit yourself to success, the final part of preparing for the journey is to make a clear and unequivocal promise to yourself that you are an absolutely committed to your journey and that you will do all in your power to achieve it, if as you are doing it you find doubts is starting to surface write them down and challenge them calmly and rationally if they dissolve under scrutiny that is great; however, if they are based on genuine risk make sure you set additional goals to manage these appropriately.

What is the risk analysis? Because when you are in your journey to achieve competence and goal maybe you have to face risk. So, what is risk analysis? Risk analysis is a process that helps you to identify and manage potential problems that could undermine key business initiatives or project to carry out a risk analysis you must first identify the possible threats that you face and then estimate the likelihood that these threats will

materialize, risk analysis can be complex as you will need to draw on detailed information such as project plans; financial data, security protocols, marketing forecasts and other relevant information; however, it is an essential planning tool and one that could save time money and reputation.

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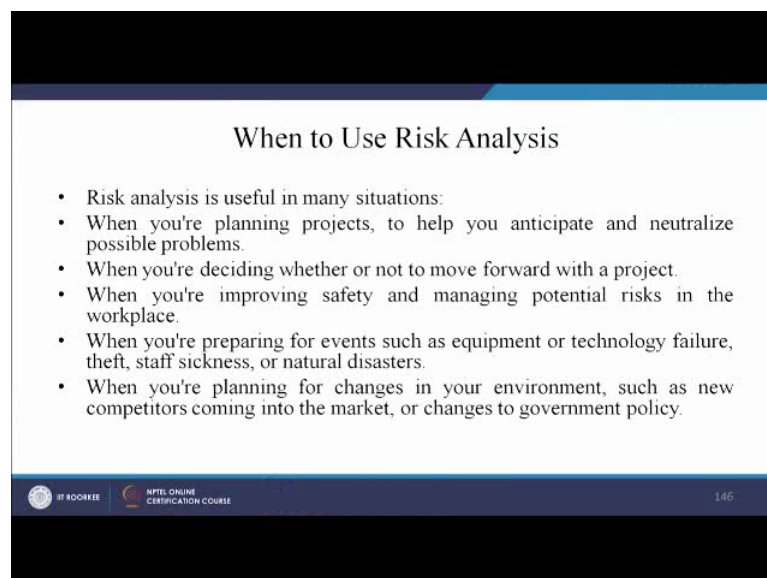
What Is Risk Analysis?

- Risk Analysis is a process that helps you identify and manage potential problems that could undermine key business initiatives or projects.
- To carry out a Risk Analysis, you must first identify the possible threats that you face, and then estimate the likelihood that these threats will materialize.
- Risk Analysis can be complex, as you'll need to draw on detailed information such as project plans, financial data, security protocols, marketing forecasts, and other relevant information. However, it's an essential planning tool, and one that could save time, money, and reputations.

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When to use risk analysis? Risk analysis is useful in many situations when you are planning projects or some work to help you to anticipate and to neutralize possible problems.

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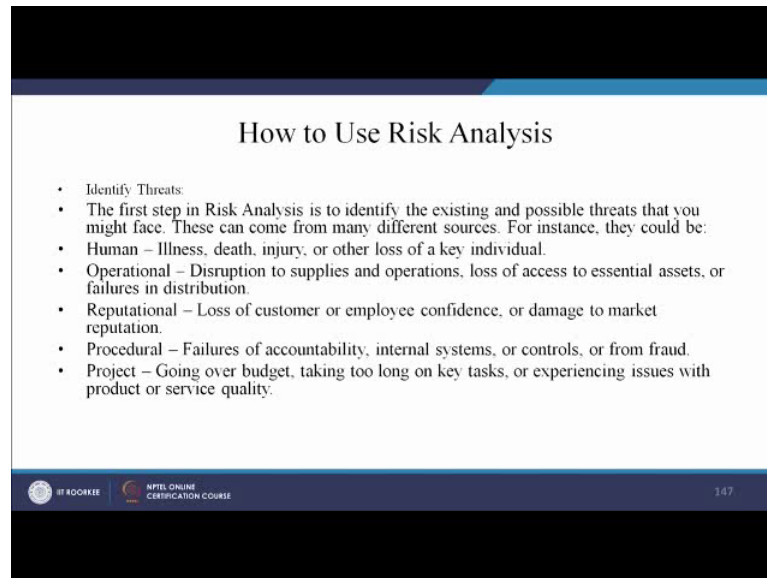
When to Use Risk Analysis

- Risk analysis is useful in many situations:
- When you're planning projects, to help you anticipate and neutralize possible problems.
- When you're deciding whether or not to move forward with a project.
- When you're improving safety and managing potential risks in the workplace.
- When you're preparing for events such as equipment or technology failure, theft, staff sickness, or natural disasters.
- When you're planning for changes in your environment, such as new competitors coming into the market, or changes to government policy.

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When you are deciding whether or not to move forward with a project, when you are improving safety and managing potential risks in the workplace, when you are preparing for events such as; equipments or technology failure, theft, staff, sickness or natural disasters, when you are planning for changes in your environment such as; new competitors coming into the market or changes to government policy.

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The slide is titled "How to Use Risk Analysis" and contains a bulleted list of threats. The first bullet point is "Identify Threats". The second bullet point states that the first step in Risk Analysis is to identify existing and possible threats. The following three bullet points provide examples of threats: Human (illness, death, injury, or loss of a key individual), Operational (disruption to supplies and operations, loss of access to essential assets, or failures in distribution), and Reputational (loss of customer or employee confidence, or damage to market reputation). The final two bullet points describe Procedural failures (accountability, internal systems, or controls, or from fraud) and Project issues (going over budget, taking too long on key tasks, or experiencing issues with product or service quality).

How to Use Risk Analysis

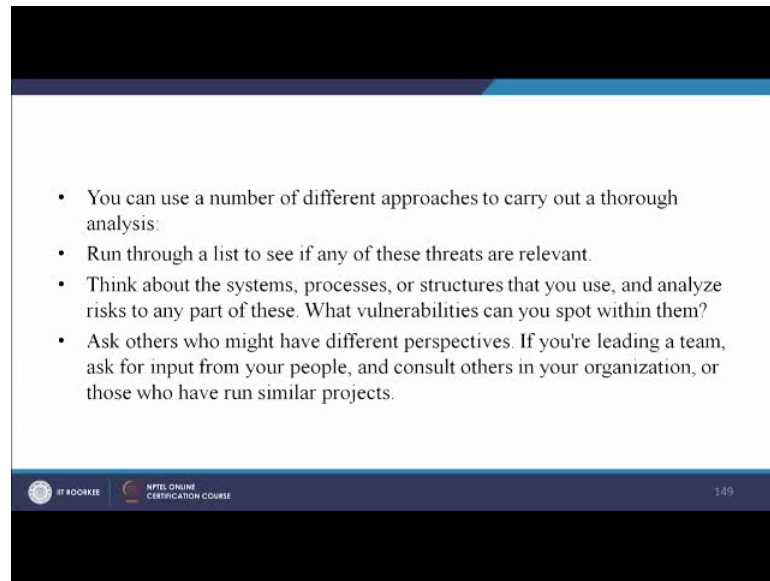
- Identify Threats
- The first step in Risk Analysis is to identify the existing and possible threats that you might face. These can come from many different sources. For instance, they could be:
 - Human – Illness, death, injury, or other loss of a key individual.
 - Operational – Disruption to supplies and operations, loss of access to essential assets, or failures in distribution.
 - Reputational – Loss of customer or employee confidence, or damage to market reputation.
- Procedural – Failures of accountability, internal systems, or controls, or from fraud.
- Project – Going over budget, taking too long on key tasks, or experiencing issues with product or service quality.

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How to use risk analysis? Well identifying it is a part of identifying threats. So, the first step in risk analysis is to identify the existing and possible threats that you might face, these can come from many different sources for instance they could be; human illness, death, injury or other loss of a key individual operational disruption to supplies and operations loss of access to essential assets or failures in distribution, reputational loss of customers or employee confidence or damage to market reputation.

Procedural failures of accountability internal systems or controls or from fraud and project going over budget taking too long on key task or experiencing issues with product or service quality, now financial like; business failure, interest rate, changes technical advances in technology or from technical failure natural weather natural disaster political, changes in tax, public opinion, government policy, foreign influences, structural, dangerous chemicals, poor lighting, falling boxes or any situations where a star products technology can be harmed.

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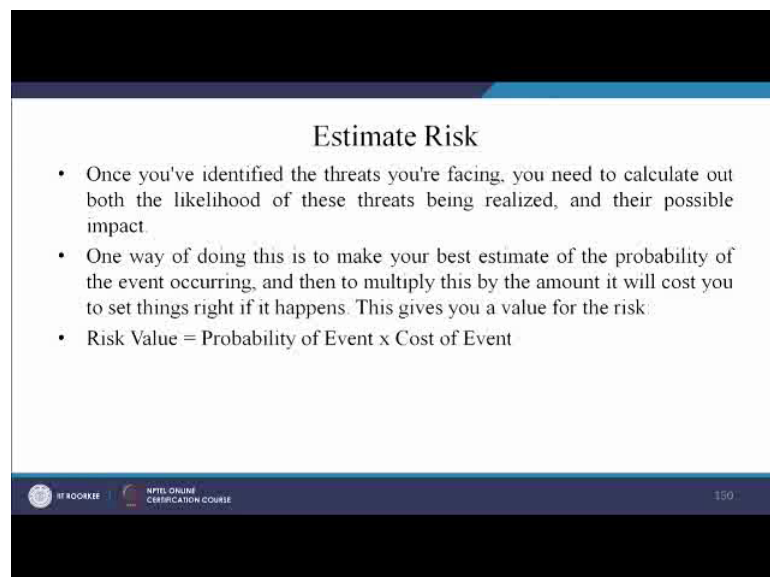


A slide with a white background and a dark blue header and footer. The header has a blue and white decorative bar. The footer contains the IIT ROORKEE logo, the text 'NPTEL ONLINE CERTIFICATION COURSE', and the slide number '149'. The main content is a bulleted list of four points.

- You can use a number of different approaches to carry out a thorough analysis:
- Run through a list to see if any of these threats are relevant.
- Think about the systems, processes, or structures that you use, and analyze risks to any part of these. What vulnerabilities can you spot within them?
- Ask others who might have different perspectives. If you're leading a team, ask for input from your people, and consult others in your organization, or those who have run similar projects.

So, you can use a number of different approaches to carry out a thorough analysis run through a list to see if any of these threats are relevant, think about the systems processes or structures that you use and analyze risk to any part of these. Now, ask others who might have different perspectives if you are leading a team ask for input for your people and consult others in your organization or those who have run similar projects.

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A slide with a white background and a dark blue header and footer. The header has a blue and white decorative bar. The footer contains the IIT ROORKEE logo, the text 'NPTEL ONLINE CERTIFICATION COURSE', and the slide number '150'. The main content is a section titled 'Estimate Risk' followed by a bulleted list of three points.

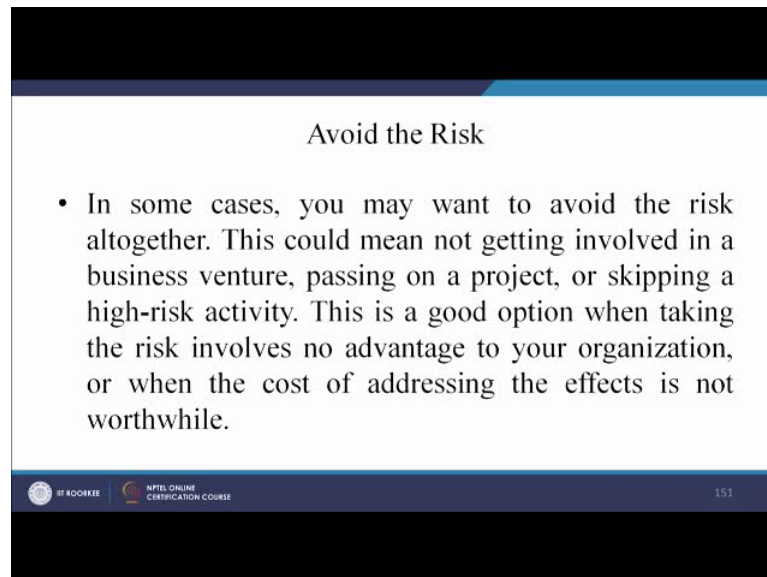
Estimate Risk

- Once you've identified the threats you're facing, you need to calculate out both the likelihood of these threats being realized, and their possible impact.
- One way of doing this is to make your best estimate of the probability of the event occurring, and then to multiply this by the amount it will cost you to set things right if it happens. This gives you a value for the risk.
- Risk Value = Probability of Event x Cost of Event

Now, estimate risk what is estimate risk? Once you have identify the threats you are facing you need to calculate both the likelihood of these threats being realized and their

possible impact. One way of doing this is to make your best estimate of the probability of the event occurring and then to multiply this by the amount it will cost you to set things right if it happens, now this gives this can give you value for the risk.

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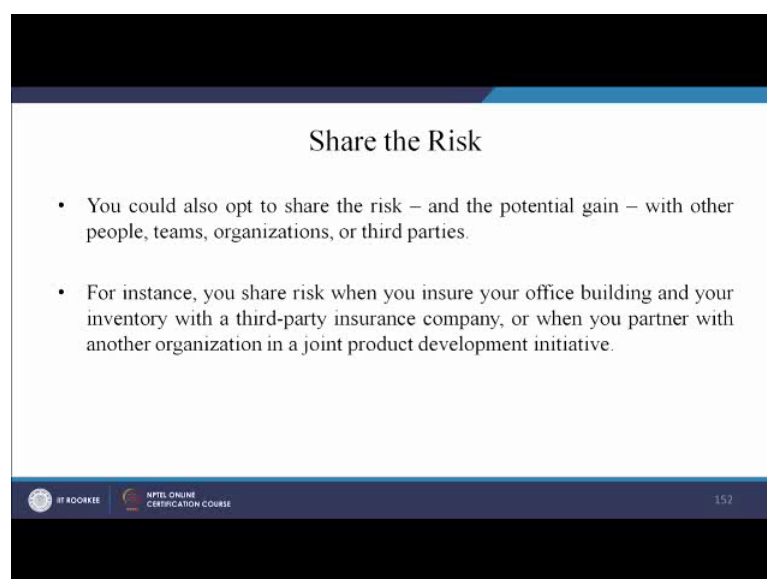
Avoid the Risk

- In some cases, you may want to avoid the risk altogether. This could mean not getting involved in a business venture, passing on a project, or skipping a high-risk activity. This is a good option when taking the risk involves no advantage to your organization, or when the cost of addressing the effects is not worthwhile.

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Now, avoid the risk in some cases you may want to avoid the risk altogether, this could mean not getting involved in a business venture passing on a project or is keeping a high risk activity this is a good option when taking the risk involves no advantage to your organization or when the cost of addressing the effects is not worthwhile.

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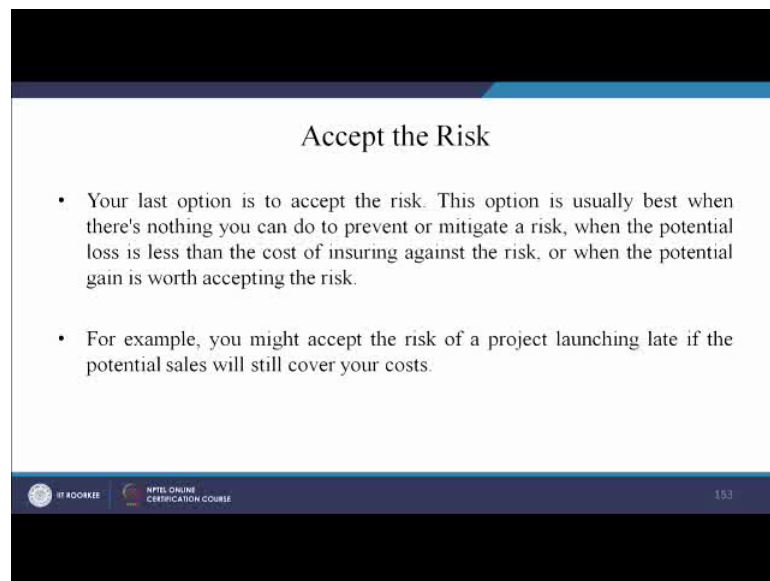
Share the Risk

- You could also opt to share the risk – and the potential gain – with other people, teams, organizations, or third parties.
- For instance, you share risk when you insure your office building and your inventory with a third-party insurance company, or when you partner with another organization in a joint product development initiative.

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Now share the risk to minimize or neutralize the risk you could also opt to share the risk and the potential gain with other people teams organization or third party for instance you share risk when you insure your office building and your inventory with the third party insurance company or when your partner with another organization in a joint product development initiative accept the risk.

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The slide is titled "Accept the Risk" and contains two bullet points. The first bullet point states that accepting risk is usually the best option when there is nothing you can do to prevent or mitigate a risk, when the potential loss is less than the cost of insuring against the risk, or when the potential gain is worth accepting the risk. The second bullet point provides an example: you might accept the risk of a project launching late if the potential sales will still cover your costs. The slide footer includes the IIT Bombay logo, the text "NPTEL ONLINE CERTIFICATION COURSE", and the number "153".

Accept the Risk

- Your last option is to accept the risk. This option is usually best when there's nothing you can do to prevent or mitigate a risk, when the potential loss is less than the cost of insuring against the risk, or when the potential gain is worth accepting the risk.
- For example, you might accept the risk of a project launching late if the potential sales will still cover your costs.

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And the last option is to accept the risk this option is usually best when there is nothing you can do to prevent or mitigate a risk. When the potential loss is less than the cost of insuring against the risk or when the potential gain is worth accepting the risk now for example; you might accept the risk of a project launching late if the potential sales will still cover your cost.

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Controlling Risk

- If you choose to accept the risk, there are a number of ways in which you can reduce its impact.
- **Business Experiments** are an effective way to reduce risk. They involve rolling out the high-risk activity but on a small scale, and in a controlled way. You can use experiments to observe where problems occur, and to find ways to introduce preventative and detective actions before you introduce the activity on a larger scale.
- **Preventative action** involves aiming to prevent a high-risk situation from happening. It includes health and safety training, firewall protection on corporate servers, and cross-training your team.

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Now, controlling risk if you choose to accept the risk there are a number of ways through which you can control like; big business experiments, effective ways you can reduce risk and one of the very important is preventative action involves aiming to prevent high risk situation from happening and it includes; health and safety training, firewall, protection on corporate services and cross training your team.

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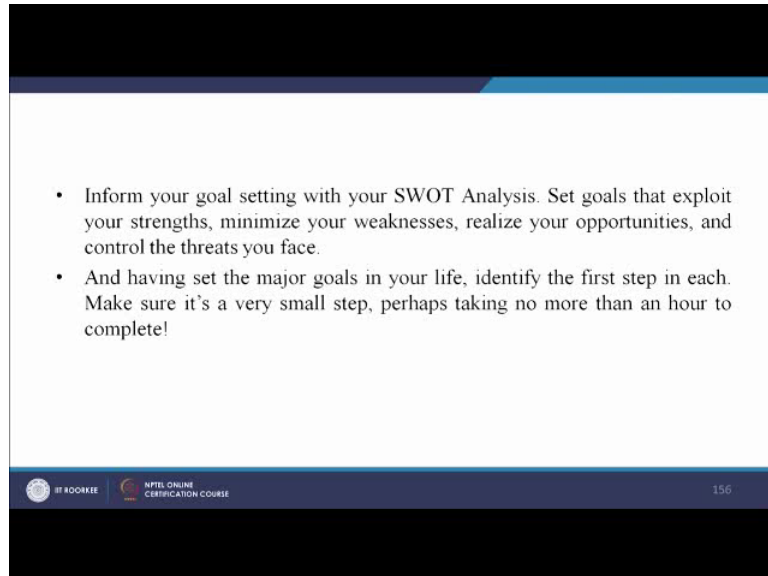
- **Detective action** involves identifying the points in a process where something could go wrong, and then putting steps in place to fix the problems promptly if they occur. Detective actions include double-checking finance reports, conducting safety testing before a product is released, or installing sensors to detect product defects.

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And detective action involves identifying the points in a process where something could go wrong and then putting steps in place to fix the problem promptly if they occur,

detective actions include double checking finance reports conducting safety testing before a product is released or installing sensors to detect product defects.

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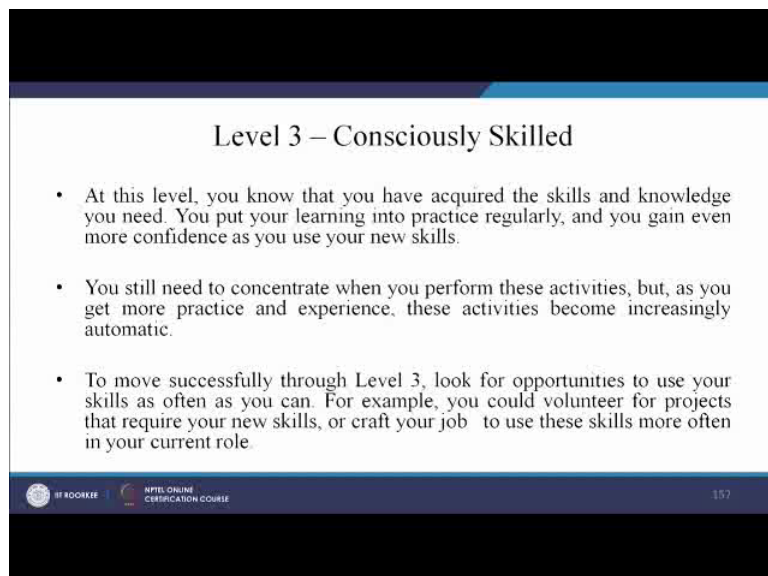


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- Inform your goal setting with your SWOT Analysis. Set goals that exploit your strengths, minimize your weaknesses, realize your opportunities, and control the threats you face.
- And having set the major goals in your life, identify the first step in each. Make sure it's a very small step, perhaps taking no more than an hour to complete!

Now, inform your goal setting with your SWOT analysis that is a strength weaknesses opportunities threats. Set goals that exploit your strengths minimize your weaknesses realize your opportunities and control the threats you face and having set the major goal in your life identify the first step in each and make sure it is very a small step perhaps taking no more than an hour to complete.

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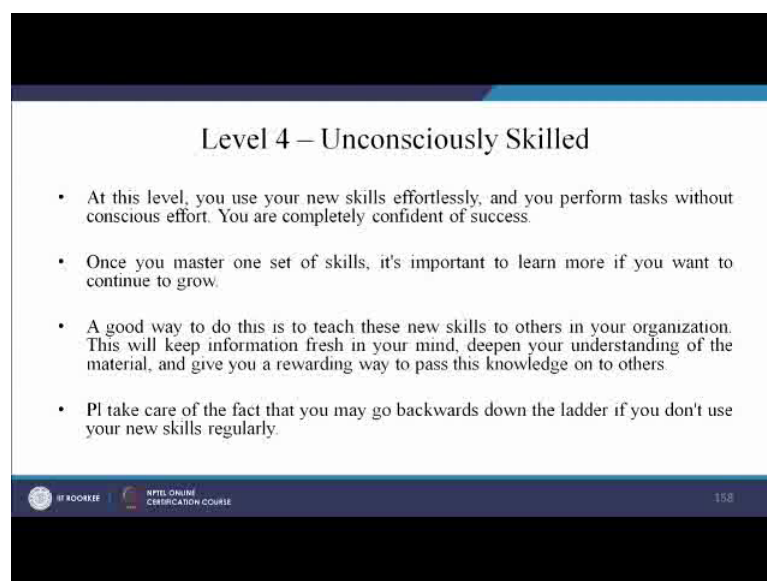
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Level 3 – Consciously Skilled

- At this level, you know that you have acquired the skills and knowledge you need. You put your learning into practice regularly, and you gain even more confidence as you use your new skills.
- You still need to concentrate when you perform these activities, but, as you get more practice and experience, these activities become increasingly automatic.
- To move successfully through Level 3, look for opportunities to use your skills as often as you can. For example, you could volunteer for projects that require your new skills, or craft your job to use these skills more often in your current role.

Now, level 3 consciously is skilled at this level you know that you have acquired the skills and knowledge you need you put your learning into practice regularly and you gain even more confidence as you use your new skills, now you still need to concentrate when you perform these activities but as you get more practice and experience these activities become increasingly automatic, to move successfully through level 3 look for opportunities to use your skills as often as you can now for example: you could volunteer for projects that require your new skills or craft your job to use these skills more often in your current role.

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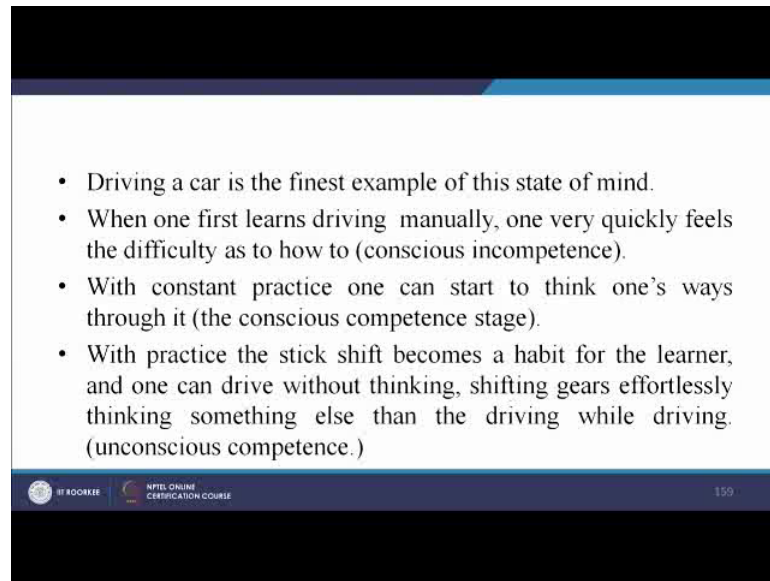
Level 4 – Unconsciously Skilled

- At this level, you use your new skills effortlessly, and you perform tasks without conscious effort. You are completely confident of success.
- Once you master one set of skills, it's important to learn more if you want to continue to grow.
- A good way to do this is to teach these new skills to others in your organization. This will keep information fresh in your mind, deepen your understanding of the material, and give you a rewarding way to pass this knowledge on to others.
- Please take care of the fact that you may go backwards down the ladder if you don't use your new skills regularly.

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Now level 4 unconsciously skilled and at this level you use your new skill effortlessly and you perform task without conscious effort, you are completely confident of success once your master one set of skills it is important to learn more if you want to continue to grow. So, a good way to do this is to teach these new skills through others in your organization this will keep information fresh in your mind deepen your understanding of the material and give you a rewarding way to pass this knowledge on to others, now please take care of the fact that you may go backwards down the ladder if you do not use your new skills regularly.

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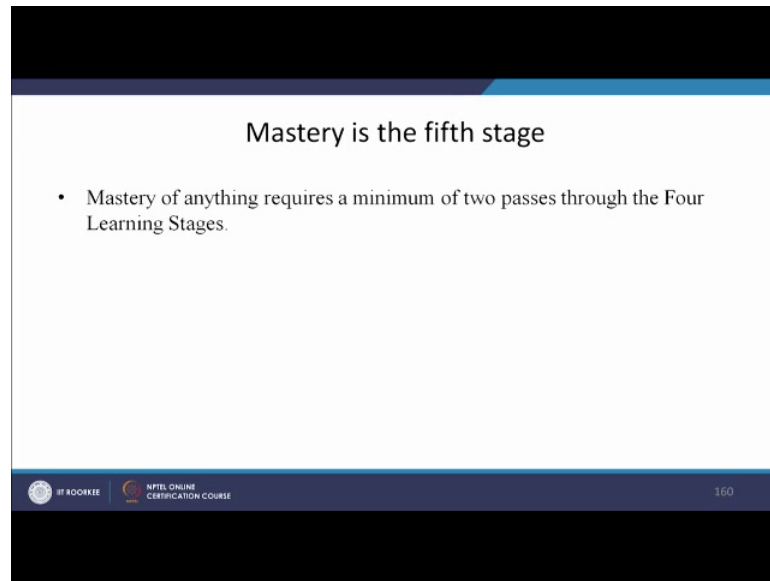
- Driving a car is the finest example of this state of mind.
- When one first learns driving manually, one very quickly feels the difficulty as to how to (conscious incompetence).
- With constant practice one can start to think one's ways through it (the conscious competence stage).
- With practice the stick shift becomes a habit for the learner, and one can drive without thinking, shifting gears effortlessly thinking something else than the driving while driving. (unconscious competence.)

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For example: Driving a car is the finest example of this state of mind when one first learns driving manually one very quickly feels that difficulty as to how to conscious competence and with constant practice one can start to think once ways through it the unconscious competence this is the automatic after some practice, with practice the stick shift becomes a habit for the learner and one can drive without thinking shifting gears effortlessly thinking something else then the driving while driving that is unconscious competence.

And this is very true if somebody teaches you that this is gear this is clutch this is accelerator this is brake while you are very conscious, but you do not have any practice you will have that kind of incompetence while driving the car, but if you are having practice every day for driving the car you will drive the car unconsciously with all competence with effortlessly using all the tools, now there are 4 levels but one fifth level is also there that is mastery and as the term is mastery of anything requires a minimum of 2 passes through the 4 learning stages.

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Mastery is the fifth stage

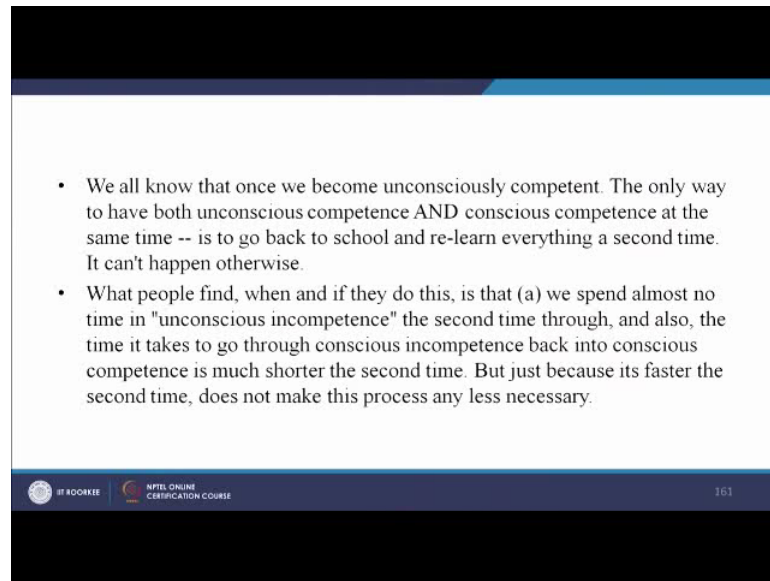
- Mastery of anything requires a minimum of two passes through the Four Learning Stages.

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The 4 learning stages, I mean after completion of those 4 learning stages naturally the mastery comes as we were discussing about the driving skill because when you put your new skill that you know into practice only then you can retain the skill you have learnt and you will gain mastery in that. Now, we all know that once we become unconscious competence the only way to have both unconscious competence and conscious competence at the same time is to go back to his tool and relearn everything is second time it cannot happen otherwise and what people find when and if they do this is that first we have spent almost no time in unconscious incompetence that is true try to find out where you are at fault.

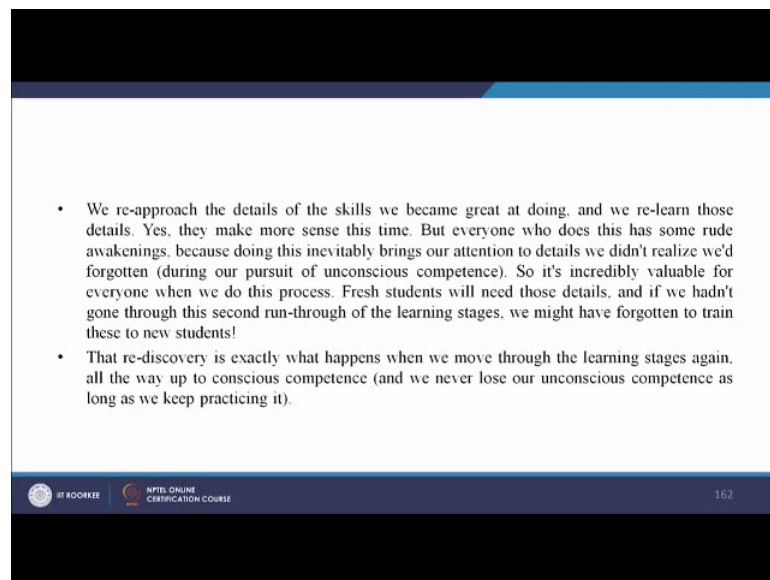
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- We all know that once we become unconsciously competent. The only way to have both unconscious competence AND conscious competence at the same time -- is to go back to school and re-learn everything a second time. It can't happen otherwise.
- What people find, when and if they do this, is that (a) we spend almost no time in "unconscious incompetence" the second time through, and also, the time it takes to go through conscious incompetence back into conscious competence is much shorter the second time. But just because its faster the second time, does not make this process any less necessary.

Two: get it right and the second time through and also the time it takes to go through conscious incompetence back into conscious competence is much shorter the second, but just because it is faster the second time does not make this process any less necessary.

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- We re-approach the details of the skills we became great at doing, and we re-learn those details. Yes, they make more sense this time. But everyone who does this has some rude awakenings, because doing this inevitably brings our attention to details we didn't realize we'd forgotten (during our pursuit of unconscious competence). So it's incredibly valuable for everyone when we do this process. Fresh students will need those details, and if we hadn't gone through this second run-through of the learning stages, we might have forgotten to train these to new students!
- That re-discovery is exactly what happens when we move through the learning stages again, all the way up to conscious competence (and we never lose our unconscious competence as long as we keep practicing it).

So, we reapproach the details of the skills we become great at doing and we relearn those details and yes they make more sense this time that is to write something the first draft and when after sometime you read it and you revise it you will find several limitations you will improve it, but everyone who does this has some rude awakening because doing

this inevitably brings our attention to details we did not realize we had forgotten during our pursuit of unconscious competence. So, it is incredibly valuable for everyone when we do this process, fresh students will need those details and if we had not gone through this second run through of the learning stages we might have forgotten to train these to the new students, so that rediscovery is exactly what happens when we move through the learning stages again and all the way up to conscious competence and we never lose our unconscious competence as long as we keep practicing it.

So, these are the 4 important stages of the competence which we know very consciously that where we are committing mistake and what else we need to learn and what are these 4 important stages of competence or incompetence well these are the unconscious incompetence where we are unaware of what we are doing we do not know while the second is conscious incompetence where we know that we are no good at it, comparatively this is good conscious incompetence you are aware of your limitations and lacunae.

Then the third is conscious competence that is that we know that we cannot do it but it takes constant concentration that is conscious competence that is to say that you are striving hard to learn something, while the fourth is unconscious competence where we know that we cannot do it and we can do it without thinking too hard about it, so you have to decide that out of 4 which one is very important for you to get the self confidence and we have discussed in detail the various stages how to be positive?

Because sometime what happens in some of these stages we get the negative thinking getting very powerful in our mind and that forced us to move backward, but you have to erase this negative thought and this negative thinking with positive attitude and positive thinking and we have also discuss that to gain the positive thinking we need to develop self confidence and there are several exercises to develop self-confidence, to build up self confidence very important first to know yourself and try to be what you are.

And even you should have the power to accept the I mean failure if you have committed mistakes these are the traits of a self-confident person and even you should have the idea of the possible risk at your way to a success and when you know the possible risk of I mean maybe coming while you are striving to get success you may try to refer those risk or to minimize those risk to achieve the target destination.

So, after the completion of all these 4 important stages the fifth one is mastery and, but mastery means mastery that whether conscious unconscious competence is there and you know about the competence and that is why I gave you the example of driving requires needs a number I mean a lot of practice if you go for practice I mean regularly you get I mean mastery over how to drive and that is why some of the exercises we learn that what we have learned during our school time.

We need to go back again relearning and again we will find that we had limitation that time which we can improve now, with the help of all such steps and ideas and philosophy one can develop self confidence with the positive attitude with the conscious competence and always trying to learn positive in the life, I hope that this 4 stages of competence will definitely help you to improve your personality or to achieve something concrete in your life with the help of Neurolinguistic programming.

As I am telling you again and again that Neurolinguistic programming is a program of controlling the all the I mean stimuli in your behavior in your a physical appearance to give the positive one and to give the positive one effect is that your constant practice towards learning the new thing. I would like to conclude with all these that you practice and practice to get the finest thing in your life you will feel better I hope that this lesson is going to develop self confidence in your personality over confidence again is bad but self confidence is very important even for a small child, to achieve goal in life one has to be very positive and 100 percent sure to get the success with these word I conclude.

Thank you very much.