

Center for Industrial Technology and Enterprise Personal Formation Program

ATTACHMENT # 12

SKILLS FOR LIFE OUTLINE

I – SELF-AWARENESS SKILLS

- 1. Orientation and learning names
- 2. Establishing class agreements
- 3. Getting to know you
- 4. The challenging years ahead
- 5. Positive Values: Guideposts for living
- 6. Setting a positive goal
- 7. The three-legged stool of self-confidence
- 8. Sharing successes

II - INTERPERSONAL RELATIONSHIP AND COMMUNICATION

- 1. Are you listening?
- 2. The art of effective listening
- 3. Listening with empathy
- 4. Replacing put-downs with build-ups
- 5. Respecting yourself and others
- 6. Growing in response-ability
- 7. Communicating with "What, Why, and How" messages
- 8. Giving and receiving feedback

III - COPING WITH EMOTIONS AND STRESS IN POSITIVE WAYS

- 1. Exploring emotions
- 2. Deepening empathy
- 3. Coping with emotions Part I
- 4. Coping with emotions Part II
- 5. Understanding our anger buttons
- 6. Handling strong emotions
- 7. Dealing with frustration and disappointment
- 8. Managing stress

IV - CRITICAL THINKING AND DECISION-MAKING SKILLS

- 1. Identifying cause and effect
- 2. Stepping up to good decisions
- 3. Keeping cool about good decisions
- 4. Selecting positive friendships Part I and II
- 5. Pressure: Inside and Out
- 6. Ask: Three steps to stand up for yourself

V- PROBLEM SOLVING AND CONFLICT RESOLUTION SKILLS

- 1. Exploring Conflict
- 2. Analyzing responses to conflict
- 3. Choosing responses to conflict
- 4. Cooling down conflicts
- 5. Dealing with intimidation
- 6. S-O-L-V-E-D steps for solving problems and resolving

VI - SETTING GOALS FOR PRODUCTIVITY AND SUCCESS

- 1. The path of my life: looking ahead
- 2. Growing by setting goals Part I
- 3. Growing by setting goals Part II
- 4. Managing time for productivity
- 5. Profiles in courage: Trying, overcoming challenges, and starting again
- 6. My story: five years from now
- 7. Summing Up the Course