SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: **LIFE SKILLS**

_____

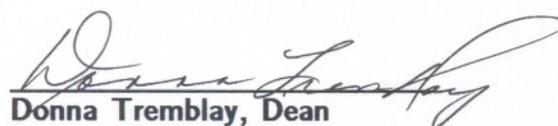CODE NO.: **ENG 012**   SEMESTER: _____

PROGRAM: **COMBINED WORKER PROGRAM**

_____

AUTHOR: **G. CHATEAU**

_____

DATE: **SEPT., 1995**   PREVIOUS OUTLINE DATED: **JAN/95** _____

APPROVED: _____   _Sept 25/95_

Donna Tremblay, Dean   Date
School of Health Sciences
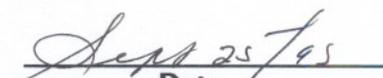
LIFE SKILLS	ENG 012
COURSE NAME	**CODE NO.**

TOTAL CREDIT HOURS: 90

PREREQUISITE(S):

I. PHILOSOPHY/GOALS:

This course will provide the individual with the skills, attitudes and behaviours needed to meet the demands of the health care workplace.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

1. Understand and apply the concepts of goal setting and effective use of time.

2. Identify levels of stress as well as learn to adapt and cope effectively with challenge and change.

3. Understand his/her self–concept/personality and gain awareness of preferred attitudes/values.

4. Recognize and apply techniques for improving interpersonal communication.

5. Assume responsibilities and identify the components of teamwork and how his/her choices can either contribute to or interfere with his/her success in life and work.

III. TOPICS TO BE COVERED:

The following topics will be covered. They reflect a progressive sequence of learning. As the learners become more comfortable, more difficult issues are addressed. Finally, teamwork issues are addressed when the learners are more familiar with other group members.

1. Life Management
2. Coping with Stress
3. Understanding Self
4. Interpersonal Communications
5. Successful Teamwork in Life and Work
6. Learning Needs of Clients

IV. LEARNING ACTIVITIES:

LEARNING OBJECTIVES	REQUIRED RESOURCES
1. Life Management	
Upon successful completion of this module the individual will be able to:	
1.1 Distinguish between personal and employment goals and long term and short term goals.	Exercise–Five Year Plan Theory Presentation – Step Process for Goal Setting
1.2 Set goals and establish methods for achievement.	Exercise Goal Setting Tasks
1.3 Identify techniques to assist effective time usage.	Time Study Exercise Video – Time Management Theory of Prioritizing
1.4 Demonstrate understanding of time management theories.	
2. Coping Skills	
Upon successful completion of this module the individual will be able to:	
2.1 Give an example of ways a person might adapt to experiences in life that usually require major adjustments.	
2.2 Define stress – Discuss why stress is a fact of life.	Video Stress Management Group Discussion
2.3 Determine his/her current level of stress	Exercise Stress Identification
2.4 Identify and apply stress management techniques	Exercise – Coping mechanisms
2.5 Identify the coping mechanism employed in each given incident	Group discussion
2.6 Identify ways to help clients handle stress	Group discussion
2.7 Define Health Promotion	Group discussion

LEARNING ACTIVITIES	
2.8 Identify qualities of a healthy lifestyle	Group exercise
2.9 Identify factors which affect lifestyle	
2.10 Assist clients to identify areas of potential change	
2.11 State why a company would be interested in wellness of their employees.	
2.12 Define Substance Abuse	
2.13 Explain the difference between drug abuse and drug addiction	

3. **Understand Self**

Upon successful completion of this module the individual will be able to:

3.1 Give an example of how male/ female roles have changed and evaluate the effect.	Group Discussion
3.2 Consider how he/she might personally participate in meeting the challenges of today in preparation for the future.	Group Discussion Goal Setting
3.3 Compare self–concept and personality in respect to both their similarity and difference.	Handouts Self Esteem Exercises & Test
3.4 Clarify personal values, understand how values are formed.	Exercise-Value Clarification Handouts
3.5 Describe him/her self in each category given and decide, if change is possible and desirable.	Exercises –Self Evaluation

	LEARNING ACTIVITIES	
3.6	Describe a strategy for improving self–concept and gaining in self confidence.	Handout Exercise
3.7	Appreciate the value of being genuine, trustful and confident.	
3.8	Recognize the importance of a positive attitude.	Handouts
3.9	State the main influences on the development of his/her attitude(s)	Exercise Group Discussion
3.10	State desirable work–related values/attitudes and explain why these are important to develop.	Exercise Group Discussion
3.11	Understand that an individual may be uncomfortable unless attitudes and behaviours are in harmony and explain whether the individual should change the attitude or the behaviour and why.	Group discussion Group Feedback

4. Interpersonal Communications

Upon successful completion of this module the individual will be able to:

4.1	Propose methods by which fears might be overcome.	Exercise–Identify Fears Video – Pack Your Own Chute Group Discussion
4.2	Explain what would be a constructive reaction to justifiable anger.	Exercise – Identify Feeling Handout – Dealing with Anger Constructively
4.3	Compare discrimination and prejudice with respect to definition and effect.	Group Discussion
4.4	Suggest a way a person might deal with his/her shyness.	Group Discussion

	LEARNING ACTIVITIES	
4.5	Describe the characteristics of assertive, aggressive and passive people.	Role playing & presentation Handouts
4.6	Identify effective communication techniques that improve listening and understanding.	Role playing Handouts
4.7	Recognize and define non–verbal cues.	Role playing
4.8	Demonstrate effective communication (ie giving information, receiving information). Understanding the message and respond to the message.	Role playing
4.9	Describe mature and immature reactions to given problem situations.	Group discussion Group & self evaluation
4.10	identify blocks to communication	
4.11	assess personal communication skills	
4.12	describe reactions to clients expression of anger, hostility and withdrawal	

5. Growth and Development

Upon successful completion of this module the individual will be able to:

5.1	describe the process of growth and development	Handouts Discussion
5.2	identify factors which influence growth and development	Handouts
5.3	identify the affect of growth and development on behavior	Group Discussion

LEARNING ACTIVITIES	
5.4 identify the basic needs of all humans	

6. The Family

Upon successful completion of this module the individual will be able to:

6.1 describe how families influence behaviour	Role playing Group exercises & discussion
6.2 identify the reasons for conflict between family members	Role playing Group exercises & discussion

7. Stress

Upon successful completion of this module the individual will be able to:

7.1   define the term "stress'

7.2   describe why stress is a fact of life

7.3   identify the effects of stress on children and adults

7.4   describe ways to deal with stress personally

7.5   describe ways to help a client handle stress

7.6   describe negative and positive aspects of stress

8. Family Violence

Upon successful completion of this module the individual will be able to:

8.1   define abuse and common causes of abuse

LEARNING ACTIVITIES	
8.2 describe what is meant by child abuse	
8.3 identify the symptoms of child abuse	Video – Child Abuse Series – OPP Handout
8.4 state the reason why a man may abuse his wife	Video – Wife Assault Group Discussion
8.5 describe what is meant by abuse of the elderly	Group Discussion Video – Elderly Abuse
8.6 identify elderly people who may be especially at risk of being abused and identify the symptoms of abuse	Group Discussion Video
8.7 discuss the influence of attitudes on ability to recognize and cope with a situation	
8.8 describe the legal responsibilities in reporting suspected abuse	

9. Substance Abuse

Upon successful completion of this module the individual will be able to:

9.1 describe the effect of substance abuse	Video – Handouts
9.2 identify the possible effect of long term substance abuse	
9.3 define the term "alcoholic" and name organizations which assist alcoholics and their families	Discussion – Guest Speaker
9.4 explain why the elderly are at risk of abusing alcohol and drugs	
9.5 describe the behaviors of those misusing alcohol and/or drugs	

Upon successful completion of this module the individual will be able to:

10.1 describe depression and its symptoms

10.2 describe reactions to depression

10.3 identify methods of coping with depression

11. **Successful Teamwork in Life & Work**

Upon successful completion of this module the individual will be able to:

11.1	identify behaviours that are helpful and harmful when working with others	Exercise – Group Brainstorm Discussion
11.2	assess their own level of leadership and identify ways in which he/she can demonstrate initiative.	Exercise Discussion & Feedback
11.3	identify factors that indicate a person is likely to be successful in reaching company/work goals	Exercise in identifying goals reached
11.4	determine common causes of failure and suggest how each might be minimized or eliminated.	Exercise
11.5	compare conflict, competition and cooperation describing a work related situation involving each	Group Discussion
11.6	recognize problems, identify problem solutions –	Group Discussion Skill Application

LEARNING ACTIVITIES	
11.7 Utilize the decision making process to devise solutions for the given case studies	Skill Application – Group
11.8 demonstate the method of reaching a team consensus	
11.9 describe three ways in which he/she could continue to learn and advance after his/her education is complete and he/she has begun working full time.	

12. Learning Needs

Upon successful completion of this module the individual will be able to:

12.1 describe role of H.S.W. when client requires assistance in learning	Group Exercise
12.2 discuss factors which contribute to and interfere with learning	Handout
12.3 assist in implementation of methods to meet individual learning needs	Group Exercise
12.4 demonstrate diversional approaches for use of leisure time	Small & large group work Group discussion
12.5 evaluate client's learning	
12.6 report observations utilizing procedures of the agency	

IV.   **EVALUATION METHODS**: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS ETC.)

The students will be provided with ongoing feedback from the instructor and from fellow students. Students are expected to attend all of the sessions in order to be evaluated fairly and accurately. Full attendance is essential for maximum benefit to the students.

Evaluation will be based upon attendance, participation, willingness to demonstrate skills and to contribute to the overall effort of all the students. Evaluation will be discussed with each student.

There will not be any written exams.

V.   **LEARNING RESOURCES**:

Any reading material will be provided by the instructor, if deemed relevant by the instructor.