

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: LIFE SKILLS

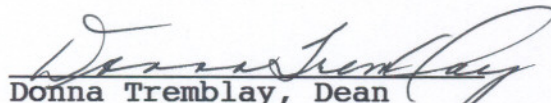
CODE NO.: ENG 012 SEMESTER: I

PROGRAM: COMBINED WORKER PROGRAM

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DATE: JANUARY, 1995 PREVIOUS OUTLINE DATED: NOVEMBER, 1993

APPROVED:


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School of Health Sciences


Date

COURSE NAME:

Life Skills

CODE NO. ENG 012

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

1.0 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.

2.0 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	
3.0 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
4.0 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	
5.0 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

6.0 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

7.0 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

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

8.1 define abuse and common causes of abuse

child abuse

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| 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 | |
| 9.0 | 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 | |

LEARNING ACTIVITIES

10.0 Reactions to Illness and/or Dependence

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

11.0 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

11.2 assess their own level of leadership and identify ways in which he/she can demonstrate initiative.

11.3 identify factors that indicate a person is likely to be successful in reaching company/work goals

11.4 determine common causes of failure and suggest how each might be minimized or eliminated.

11.5 compare conflict, competition and cooperation describing a work related situation involving each

11.6 recognize problems, identify problem solutions -

Skill Application - Group

Exercise - Group
Brainstorm Discussion

Exercise
Discussion & Feedback

Exercise in identifying goals reached

Exercise

Group Discussion

Group Discussion
Skill Application