

# Lynn Page & Associates

We develop people, processes, programmes & learning solutions

Apply Knowledge of self in order to make a personal decision

## Life Skills

Aligned to USID 120308| Credits 2 | NQF Level 2

Duration: 4 days

Free To Grow Lifeskills was developed to create the climate and provide the tools for proactive self-development and accelerated growth. It helps people accept ownership of their lives and take positive action to improve the quality of their personal and work lives. The programme goes beyond traditional EQ to also address the underlying values, beliefs and attitudes that shape choices and behaviour. It inspires people to be and give their best.

### Programme Overview:

#### Module 1: Self-development

- ◆ Self-esteem: Your brake or your petrol pedal.
- ◆ Healing the pain of the past
- ◆ Personality:
  - Assessing own strengths and development areas
- ◆ How to use feedback to grow
- ◆ Setting and achieving meaningful personal goals
- ◆ Developing a positive attitude

#### Module 2: Communication

- ◆ Communication: The glue of good relationships
- ◆ How to express your opinions, feelings and needs in an open and honest way
- ◆ Breaking down barriers to communication
- ◆ Listening: An activity for the heart

#### Module 3: Conflict handling

- ◆ The causes of conflict and eliminating unnecessary conflict
- ◆ Different ways of handling conflict: Constructive and destructive
- ◆ Identifying your own way of handling conflict
- ◆ Exploring strategies to handle conflict in a constructive way

#### Module 4: Relationships

- ◆ The role of relationships in emotional health and career success
- ◆ Characteristics of healthy relationships
- ◆ Assessing important networks in own life
- ◆ Making trust, openness, respect and empathy part of all your work relationships

#### Module 5: Assertiveness

- ◆ Rights and responsibilities
- ◆ Barriers to being assertive versus benefits of asserting yourself
- ◆ The difference between aggressive, passive aggressive, submissive and assertive behaviour
- ◆ Your own behaviour in difficult situations
- ◆ The role of body language and tone of voice
- ◆ Asserting yourself positively



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