LIFESKILLS DELIVERY

(TOT )

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“employers often hire on the basis of technical skills but fire for lack of life skills”

“employers are looking for honesty, punctuality, communication skills, ability to follow instructions, teamwork, ability to take initiatives

But how many of you were actually taught to communicate effectively? Think about it. Did you ever have a class between kindergarten and high school graduation that taught you how to work through conflict? Or be a good listener? Or how to express empathy? I’m sure you didn’t. Me neither.
Meaning of Life Skills:

- These are abilities for positive behavior that enable individuals to deal effectively with the demands of everyday life. (according to WHO)

- These are physical, social and personal skills required for adolescents to function confidently, competently and effectively with themselves and other community members.

- These are practical skills which help an individual to handle problems socially, physically, mentally, culturally, etc in life.
LIFESKILLS MODULE

The Features:

- Identity and Background
- Communication skills
- Decision making
- Gender roles and responsibilities
- Values and perceptions
- Conflict resolution
- Goal setting
- Attitude and positive thinking
- Self esteem
- SWOT analysis
- Money management
- Time Management
- Balancing relationships
TRAINING METHODOLOGIES

Facilitator

Delivery methods

Trainee

simulations  Role plays
Case study  lecture
Story telling  portfolio
skits  FGDs
1. Identity and Background

- Who am I?
- Where am I coming from
- Where am I?
- Where am I headed to?
Name Game
Identity and Background

Person with Identity

➢ Definition of Identity

(your identity is who you are) and what an identity consists of (opinions, beliefs, values, likes, dislikes, religion, etc.)

➢ Our identity can be characterised by:

a. Elements
b. Objects
Elements and Institutions that Identify us

**Elements**
- Age
- race or ethnicity
- Tribe
- Gender
- geographic location

**Institutions**
- Family
- School
- Community
- Religion
- work
Bottom line

- Our Identity need not come from the institutions/elements mentioned.
- Having your own/separate identity is good although often difficult.
  
a. People will not remember faces or names
b. They will not remember where you met
  
c. However they will always remember your character.

✓ Therefore live a life of legacy. (Don’t be identified as “yule james latecomer” but be identified as “yule James time manager”
Identity with an object/ Animal

- ACTIVITY
2. Goal Setting

- Do we have dreams? E.g siku moja mama nitakununulia gari ya kifahari or siku moja nitakuwa rubani/mwimbaji.
- How do we make this happen?
- Now that we know who we are and where we are, goal setting helps us to get where we want to be.
STORY TIME

Building a Temple
Points for discussion:

• What was the difference between the mason and the other workers? (or) What made the mason so happy?
• How did knowing his contribution help?
• What did you (the students) learn from the story?
• What is the need to have a vision?
• Is being able to see the vision enough to achieve the goal? What else is required?
3. COMMUNICATION SKILLS

- Communication is the relaying of information from a sender to a receiver through a channel.

Ways of Communicating
- Verbal (face to face)
- Non verbal (body language)

- Importance of having good Communication skills
Concept of Communication

- Telephone game

Points for discussion:

- Why did the tale change so much from the original?
- What does this teach you about communication? (Listen, speak clearly, ask questions if you don’t understand)
Are you listening?

What is the role of listening in Communication?

Points for discussion:
- Did you feel that the listeners were listening?
- How does it make you feel when someone doesn't listen to what you are saying?
Video: Are you listening?

https://www.youtube.com/watch?v=hKW_W-NRL78c
Body Language

**Importance of Body Language in Communication**

- Body language can instantly help to evaluate the interest of people.
- It is a personal way of expressing emotions when words don’t help.
- It can communication interesting and non monotonous.
- Positive body gestures are a sign of confidence and security. They are a sign of active participation and leave a good impression.
- Negative gestures are a sign of insecurity and restlessness. Such gestures show a lack of confidence.
Body Language

Positive Body Language

- Eye contact
- Firm handshake
- Open hand movements
- Attentive & calm posture
- Having a pleasant face.
- Nodding head
- Walking upright

Bad Body Language

- No eye contact
- Openly showing indifference(yawning)/ anger before the opposite party finishes their side of the conversation
- Show support or lack of it by body angle, nodding head,
- Being up tied
- Biting nails
- Getting distracted
- Faking a smile
- Looking at something else while talking instead of the speaker
4. Decision making
Process of decision making

- **Step 1**: Defining the problem. What is the real issue?

- **Step 2**: Identify possible solutions. What are all of the ways I could react?

- **Step 3**: Evaluate and compare each possible solution. What are the good and bad outcomes for each one? Think about your personal and family values and the impact that the solution would have on your life.

- **Step 4**: Choose a solution. Which solution has the most positive outcomes?
Creating Solutions

- **Group Work**

In groups of 8 come up with solutions of the following scenarios using the decision making process.

a. Someone in the family gets sick and you are expected to take care of them which means that you have to miss work.

b. After you get married your husband insists that you stop working.

c. Family members are continuously asking you for money, leaving you with no savings.

d. Your friends want you to loan them money.

e. Your friend is getting married, but an important meeting for which you must be present is scheduled on the same day.
Objective of the session

Objective: To understand the different roles that the two sexes play in the household and society and recognize these as roles „assigned” by society rather than by limitations of the gender.

Gender Roles

- Definition of Gender roles
Gender roles

Male

Female
If I were……

Objective: To develop insight on gender differences and understand the values associated with each.

- a woman, I would . . .
- I am happy I am a man because . .
- The man I admire or look up to the most . . . (because)
- I am a man because . .
- I am happy I am a woman because . . .
- The woman I admire or look up to the most . . . (because)
Bottom line

- The society is changing with some roles primarily considered as manly roles are no longer exclusively for men. Women are playing these roles equally as well. The vice versa is also true.
- Men are making very good cooks while women are making very good drivers.
- At the end of the day, the question is not about what the society dictates but what can you do best.
6. Conflict Resolution
## Personality types

<table>
<thead>
<tr>
<th></th>
<th>Analysing</th>
<th>Distressed and Sad</th>
<th>Avoiding</th>
<th>Aggressive</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strengths</strong></td>
<td>Tries to resolve conflicts calmly by looking at the situation closely and asking a lot of questions.</td>
<td>Sensitive to the feelings of everyone involved in the conflict.</td>
<td>Doesn”’t create conflicts unnecessarily</td>
<td>Deals with conflict immediately and is very open to expressing feelings.</td>
</tr>
<tr>
<td><strong>Weakness</strong></td>
<td>Feels that they are the only one who is capable of resolving the conflict and insists on being in control.</td>
<td>Interprets the conflict as a sign that they are a bad person</td>
<td>When there is a conflict, they try to ignore it. As a result, the conflict only gets worse because they are not dealing with the issue.</td>
<td>Let”’s anger take over, doesn”’t listen to other people”’s perspectives, and may become physically aggressive (violent).</td>
</tr>
<tr>
<td><strong>Efforts</strong></td>
<td>Would try to be open to other people”’s interpretations of the conflict.</td>
<td>Would try not to take the conflict too personally</td>
<td>Would try to be honest when something is bothering them.</td>
<td>Would try to take a few minutes to calm down before confronting someone about conflict</td>
</tr>
</tbody>
</table>
Conflicts should never make us question who we are and whether we are good people.

Sometimes it is good for two people to butt heads, as it can allow for open and honest discussion, which could make the situation between the two even better than it was before the conflict arose.

We all have a little bit of each of these characteristics in us, but to varying degrees. Yet there is no type better than the other.

It is important to be aware of the differences within your team and what personal effort you can make to compensate for the limitations of your personality type.

**Bottom line**
7. Positive Attitude and thinking

- Attitude = 100
- Hardwork = 98
- Knowledge = 96
POSITIVE THINKING

STORY TIME
(Blind donkey)
8. SELF ESTEEM
(Love for oneself)
How well do I know myself?
Feel like a star
Points for discussion:

- Why does it make us feel nice to get compliments?
- Do you give compliments to yourself? Why/why not?
- Give an example of a compliment you would give to yourself.
- Discuss the difference between having self-esteem and being vain.
Video on self worth

https://www.youtube.com/watch?v=XOefJFb0_T8
“Sometimes we might hear criticism from others, or we might be the one to say negative things about ourselves. The truth is no one is smart, or good, or trustworthy, or any other quality all the time. Each of us has times we are all these things, both good and bad, but we also strive to become better people. Unfortunately, that’s difficult to do when we repeat to ourselves the same critical comments that others are telling us. This makes it even harder to be successful at what we do because we are thinking we aren’t good enough or smart enough.”

Remember, you can always stop to consider whether what someone says about you is really true. If it’s not true, you don’t have to repeat it in your own mind to yourself. Instead, work on ways to build your own self-confidence.
9.0 VALUES AND PERCEPTIONS
Bomb Shelter

- **Problem**
- A war has just broken out, and your group is safe in a bomb shelter, which means that you will survive. There is still room for three people. Please make a choice of three individuals from the following list, who you would invite into the shelter, so that they may survive also.

- **The Waiting List**
  - A religious leader
  - A politician
  - A policewoman
  - A sorcerer
  - A sex worker
Value clarification
10.0 SWOT ANALYSIS
Realizing one's potential

Time waits for no one
Points for discussion:

- Why do you think the old woman was crying?
- What did you (the students) learn from the story?
- Is it important for one to know what their strengths are? Why?
- What about the importance of knowing one’s weaknesses? Why?
- How can one use the knowledge of strengths and weaknesses to help achieve one’s goals?
VIDEO ON SWOT ANALYSIS
11.0 TIME MANAGEMENT
A typical day
## PRIORITY MATRIX

<table>
<thead>
<tr>
<th>Urgent</th>
<th>Not Urgent</th>
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<tbody>
<tr>
<td><strong>I</strong></td>
<td></td>
</tr>
<tr>
<td>Important</td>
<td></td>
</tr>
<tr>
<td>Crises</td>
<td></td>
</tr>
<tr>
<td>Pressing problems</td>
<td></td>
</tr>
<tr>
<td>Deadline-driven projects, meetings, reports</td>
<td></td>
</tr>
<tr>
<td><strong>II</strong></td>
<td></td>
</tr>
<tr>
<td>Important</td>
<td></td>
</tr>
<tr>
<td>Preparation</td>
<td></td>
</tr>
<tr>
<td>Prevention</td>
<td></td>
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<tr>
<td>Planning</td>
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<tr>
<td>Relationship building</td>
<td></td>
</tr>
<tr>
<td>Re-creation</td>
<td></td>
</tr>
<tr>
<td>Values clarification</td>
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</tr>
<tr>
<td><strong>III</strong></td>
<td></td>
</tr>
<tr>
<td>Not Important</td>
<td></td>
</tr>
<tr>
<td>Needless interruptions</td>
<td></td>
</tr>
<tr>
<td>Unnecessary reports</td>
<td></td>
</tr>
<tr>
<td>Unimportant meetings, phone calls, mail, e-mail</td>
<td></td>
</tr>
<tr>
<td>Other people’s minor issues</td>
<td></td>
</tr>
<tr>
<td><strong>IV</strong></td>
<td></td>
</tr>
<tr>
<td>Not Important</td>
<td></td>
</tr>
<tr>
<td>Trivia, busywork</td>
<td></td>
</tr>
<tr>
<td>Irrelevant phone calls, mail, e-mail</td>
<td></td>
</tr>
<tr>
<td>Time wasters</td>
<td></td>
</tr>
<tr>
<td>Excessive TV, Internet, relaxation</td>
<td></td>
</tr>
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</table>
Video on Time Management

https://www.youtube.com/watch?v=SqGRnIXpIx0

https://www.youtube.com/watch?v=6_Nuvq41Pq
12.0 MONEY MANAGEMENT
Where should the profits go? (Importance of savings)

- **STORY ON JABULANIS SECRET**

  Points for discussion:

  - How do you feel about the money you will be earning from your placement?
  - Do you have concerns about being able to manage that money responsibly?
  - What do you think would be a responsible way of managing your money?
## Needs and wants

<table>
<thead>
<tr>
<th>food</th>
<th>water</th>
<th>toys</th>
<th>candy</th>
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<td><img src="image3" alt="toys" /></td>
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<th>clothes</th>
<th>phone</th>
<th>Jesus</th>
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<td><img src="image11" alt="phone" /></td>
<td><img src="image12" alt="Jesus" /></td>
</tr>
</tbody>
</table>
Points for discussion:

- Why did the number of wants increase from the first to the third flip chart?
- Is it responsible to spend your money on wants just because you have it to spend?
- Do wants change? If so, then wouldn't it be a waste to always spend your money on them, if there will always be something else you want, or think is better?
- There may be times when our income changes, and it is best to have savings for these times, to ensure that you can always buy things that you need. Savings are also good to have when you want to buy something that is a big investment (scooter, flat)
Bottom line

- For one to be a better money manager:
  - Make a budget—and stick to it
  - Be a conscious consumer
  - Record everything you purchase
  - Have a plan and a vision.
  - Think like an investor
  - Commit to saving money
BALANCING RELATIONSHIPS
Demonstrating Respect and Sensitivity
Videos: a wise lesson in empathy
an expected lesson in respect
THANK YOU