

SOFT SKILLS

UG

SEM I

2018 ONWARDS

UNIT I

SELF AWARENESS

This chapter offers you opportunities to understand the following topics

- Knowing yourself
- Process of knowing yourself
- SWOT analysis
- Advantages of SWOT analysis
- Elements of SWOT analysis
- Exercise: Know yourself

UNIT-I

SELF AWARENESS

• KNOW YOURSELF

Does it not happen all the time that we happen to underestimate ourselves? Don't we just almost all the time give others the credit they deserve but not us? It is very important to know ourselves. We tend to neglect our own values, strengths each and every time we are judged. The true mantra for success is knowing yourself.

It's necessary to know yourself. But how do you go about it, right? You must be aware of your strengths, weaknesses, likes and dislikes. Observe and be aware of your moods, reactions and responses to what is happening around you because then you will be able to react in the right manner. Then, become aware of how these moods and emotions affect your state of mind. Also examine how you interact with others and observe how your environment affects you.

Why is knowing yourself so important? Well, it is so because the knowing and understanding yourself part would help you to make much better decisions, it will improve your decision making habits, in setting and reaching appropriate goals and altogether living more productively and more. You can play many interesting personality tests and evaluations for self-discovery that can help you become more in tune to yourself.

You must question yourself on aspects like how well do you really know yourself? What unique gifts, talents and skills do you bring to this world? What specific issues represent your life challenges? How much of your life is controlled by your personality? Are you really inspired by your soul? What underlying motives run your life? What gives you meaning and purpose? These questions will lead you to a beautiful understanding of your own self. You must be confident about your answers while answering these.

Interestingly there are many people who hardly know themselves. But how do you expect to grow in life and become better if you don't? It's perfectly ok to explore what the heart wants and to tune out the rest of the world long enough to build a relationship with your soul. In fact the moment you start interacting with yourself you will discover that you know so little about your own self. Knowing yourself will make you meet the world.

Knowing yourself is definitely beyond knowing your favourite colour or your ideal mate. It is about discovering yourself which will take you days, months or years. But once you do you will either love yourself or hate yourself, either ways it will be a cherishing experience.

- **PROCESS OF KNOWING YOURSELF**

You become a successful entrepreneur not because you know how to build a company, but because you have a superior understanding of the customers and their needs. You can simply hire people for everything else (very simplified). It's the same in your personal life. If you want to be really successful and happy in life, you have to know who you are and what you want very clearly and also understand your environment in order to build the superior strategy for achieving your life vision.

- **BETTER WAYS TO KNOW YOURSELF**

- 1. Realize that you do not have to justify your worth.**

I used to think: "If I do X, then I am worthy of Y." This thought is entirely wrong and destructive, as it presumes some hierarchy of people's worth exists. The truth is that everyone is worthy of love, respect, and kindness.

- 2. Take time to try different things to figure out what you enjoy.**

What struck me after leaving college was that I had no idea what I actually enjoyed doing. If someone had asked me this when I was at school, I would have mentioned things that would make me sound like a model student, like being part of the debate team or public speaking.

Of course, you can like doing these things, but in my case I was merely saying what I thought people wanted to hear.

Since realising this, I've tried art classes, different forms of exercise, cooking, a film club, volunteering abroad, creative writing, and I'm still trying new things out. This has provided me with a greater insight into what the real me actually enjoys, and I've had a lot of fun along the way.

3. Let go of expectations.

This was probably one of the most important things I did. It was hard to let go of the idealized image of what university and my life were going to be like, which had been instilled in my head for years. But once I was able to, it was easier to accept things for what they were, without feeling like my whole world was crumbling before me.

4. Look after yourself.

When you're finding things tough and questioning who you are and where you're going, it's important to take some time out to practice a bit of self-care. For me, this usually means getting lost in a great novel, having a warm shower, and getting at least eight hours of sleep.

After this, my thoughts become less erratic and I feel a lot calmer and more ready to face any challenges ahead.

5. Know that fitting in is overrated.

I have learned that you are very lucky if you have a few close friends.

At school particularly, it can sometimes seem that belonging to a group is the most important thing, but as I've gotten older, I've realized that true friends won't leave you

on a whim. And they should love you for your amazing unique qualities rather than your “role” to the group.

Be yourself and you’ll attract authentic friendships into your life.

6. Remember that your life is not set in stone.

I could berate myself for leaving college and the great opportunity it presented to me. However, I've come to realize that life is full of opportunities. Any time spent regretting missed ones allows less time to enjoy the opportunities that are presenting themselves right now!

• SWOT ANALYSIS

A SWOT analysis is a tried-and-true method businesses use to identify internal strengths and weaknesses and external opportunities and threats. The assessment is included in any business or marketing plan worth its salt because it provides critical information needed to create a strategic plan for growth.

This important exercise can also be helpful for individuals. Whether you're looking for a new job or trying to climb the corporate ladder, a personal SWOT analysis can help you achieve your goals. It's a creative method of self-assessment to help you assess where your career is and where it could go.

Elements of a SWOT analysis:

A SWOT can help you better understand how to play to your strengths and manage your weaknesses, as well as uncover opportunities for growth and eliminate threats that could keep you from moving forward.

To perform a personal SWOT, divide a paper into four quadrants (one each for strengths, weaknesses, threats, and opportunities).

To fill in each area, try answering the following questions:

Strengths (don't be modest):

- How do your education, skills, talents certifications, and connections set you apart from your peers?
- What would your boss or co workers say are your strengths?
- What values or ethics do you have that your peers often lack?
- What achievements are you most proud of?

Weaknesses (be honest):

- Where are your education, training, or skills lacking?
- What would your boss or coworkers say are your weaknesses?
- What are your negative work habits and personality traits?
- What do you avoid because you lack confidence?

Opportunities:

- What trends are affecting your industry?
- In what areas is your industry growing?

- How could new technology help you advance?
- How could your connections help you?

Threats:

- What obstacles do you currently face in your career?
- Who is your competition?
- Will new technology or certifications demands slow your progress?
- How is your job or industry changing in ways that could affect your advancement?

Consider asking people who know you well and whom you trust (a spouse, friend, or coworker) to review your completed matrix and provide honest feedback.

Advantages of SWOT analysis :

Use your SWOT analysis to match your strengths with opportunities and take aggressive action in those areas. Or, match weaknesses with threats to discover situations you should avoid. You can also use the information to convert weaknesses into strengths and threats into opportunities, when possible.

Want to really level up your professional game? Use this exercise each time you look for a new job, consider a career shift, or approach a new goal or project. You'll walk away with great insights, action steps, and laser focus—a recipe for success.

Personal SWOT Analysis

When completing your Personal SWOT analysis you may find the following prompts useful:

Strengths	Weaknesses
<ul style="list-style-type: none">* What skills or experience do you already possess?* What do you do well already?* What do other people see as being your strengths?* Don't be modest - be realistic.	<ul style="list-style-type: none">* What areas of your development could you improve on?* Do you lack experience that you may need for your long term career?* What do you do badly?* What should you avoid?* Do your friends/family/colleagues think you have weaknesses that you do not agree with?* If so, why do they think that?
Opportunities	Threats
<ul style="list-style-type: none">* What activities and opportunities are available to you in your learning and development?* Consider the networking opportunities that will be available to you. How will you make best use of these?* A useful approach to looking at opportunities is to look at your strengths and ask yourself whether these open up any opportunities. Alternatively, look at your weaknesses and ask whether you could find opportunities to eliminate them. * What activities and opportunities are available to you in your learning and development?* Consider the networking opportunities that will be available to you. How will you make best use of these?* A useful approach to looking at opportunities is to look at your strengths and ask yourself whether these open up any opportunities. Alternatively, look at your weaknesses and ask whether you could find opportunities to eliminate them.	<ul style="list-style-type: none">* What obstacles do you face to getting involved in other activities?* Could any of your weaknesses seriously threaten your opportunities? If so what are they?* Do you have past experience of trying and failing to achieve your goals? How could this affect you? What can you learn from this experience? * What obstacles do you face to getting involved in other activities?* Could any of your weaknesses seriously threaten your opportunities? If so what are they?* Do you have past experience of trying and failing to achieve your goals? How could this affect you? What can you learn from this experience?

EXCERCISE

KNOW YOURSELF

1. Which one of the following scenario will you feel most miserable? Choose any one from below
 - a) Two people trapped in a lift
 - b) Nobody in a deserted village expect yourself
 - c) Pollution of any kind (to the sea or land etc)
 - d) Buildings -collapse /fire disasters/ natural disasters.

Interpretations

A. Two people trapped in a lift

You feel a bit inferior about yourself. But you can actually differentiate between the "black" against the "white" very well. However, when it involves personal feelings, you are in a total mess.

Love life : You can manage a one to one relationship but when too many competitors or targets appear, you will tend to panic and ruin everything instead. Do not process the ability to flirt around. Try not to be a boring lover.

B. Nobody in a deserted village expect yourself

You are basically a person who enjoys looking back to the past "Reminisee". A very emotional person indeed. Easily influenced by the people or surroundings around you.
Eg. If the society is sad about the death of a leader, you will also share the same sentiments or when watching a sad movie... like Titanic, you will be so engrossed in the movie that you ended up being sadder than the main casts in the movie.

Love life : Very Messy! Are you a very confused person? Sometimes you like to be left alone, sometimes you want to be loved, sometimes you need her/him, and sometimes you don't. Does it sound familiar? You better sort out about yourself before you cause another party to be in pain for you.

C. Pollution of any kind (to the sea or land etc)

You are suitable to go into politics because you are able to differentiate between wrong from right pretty well and plus you are very decisive.

Love life : However when it comes to love, you are very indecisive and so you are not suitable to fall in love. Similar to (b) you sometimes need him/her, sometimes you don't... You go think it over and better not hurt another innocent party!

D. Buildings -collapse /fire disasters/ natural disasters.

You are a person who is full of ambitions and creativity. You are very concerned about changes in the issue around you. You are also a very temperamental person. Mood swing tends to be your cup of tea.

Love life: You are very easily attracted to the opposite sex. And the good thing is you are also a "hot target" among the opposite sex! You can easily attract the opposite sex. Basically a very popular lover. Sometimes you will just wonder why so many people like to chat with you. A very people Person!

UNIT II

ATTITUDE

This chapter offers you opportunities to understand the following topics

- Features of attitude
- Change of attitudes
- The power of positive attitude
- Obstacles in developing positive attitude
- Negative attitude
- Overcoming negative attitude
- Exercise –Measure your attitude

UNIT II

ATTITUDE

- **FEATURES OF ATTITUDE**

To put simply, attitude is a person's mental outlook, which defines the way we think or feel anything. It is a hypothetical construct, i.e. whose direct observation is not possible. It is a predisposition to respond in a settled way to a person, event, opinion, object, etc., which is reflected in our body language. It has a strong impact on our decisions, actions, stimuli, etc. Education, experience, and environment are the major factors that affect a person's attitude.

A person's attitude can be positive, negative or neutral views, which shows one's likes and dislikes for someone or something. So, the type of attitude we carry, speaks a lot about us, as we get into that mood and transmits a message to the people around us. There is no such thing like ideal attitude, for a particular situation as it is spontaneous and so we always have a choice to opt the right attitude for us.

- **CHANGE OF ATTITUDES**
- New information will help to change attitudes.
- Negative attitudes are mainly formed owing to insufficient information.
- Attitudes may change through direct experience.
- Another way in which attitudes can be changed is by resolving discrepancies between attitudes and behaviour.

- Change of attitude can come through the persuasion of friends or peers.
- Attitudes may change through legislation.
- Since person's attitudes are anchored in his membership group and reference groups, one way to change the attitude is to modify one or the other.
- Fear can change attitude. If low levels of fear are used, people often ignore them.
- Changing the attitude differs with reference to the situation also.

- **THE POWER OF POSITIVE ATTITUDE**

Why you need a positive attitude, and what benefits it will bring into your life?

Adopting a positive attitude as a way of life will help you cope more easily with your daily affairs of life, and would bring constructive changes into your life. A positive attitude will make you an optimist, and help you avoid worries and negative thoughts.

Developing this attitude, would make you a happier person, who sees the bright side of life and expects the best to happen. It is certainly a state of mind that is well worth developing.

1. It is a mental state that expects the best to happen. It is actually, positive thinking, the habit of believing that things would turn well and not allowing negative thoughts and doubts to disturb this belief.
2. It is constructive thinking - You think about solutions and believe that you can find them. It means being active about solving problems. It is not enough just to believe that things will turn out okay. You also need to be actively thinking about constructive solutions and carrying them out.
3. It is creative thinking - Looking at life and situations with a broader vision and finding creative solutions. With a positive attitude, you are not afraid to look for new ways of doing things. This makes you unique and can help you do things in a better way than others.
4. Optimism - This is one of its main characteristics. It means hope and expecting situations to improve and plans to turn out well.

5. Motivation - This is the energy and zest to do things and accomplish goals. When motivation is present you are keen on doing, spending energy and time on work, studies, or accomplishing a goal. When you are sure of yourself, believe in your abilities and do not allow anything to discourage you, you become motivated.
6. Happiness - A person with a positive attitude is usually happy, and content.

- **OBSTACLES IN DEVELOPING POSITIVE ATTITUDE**

An unfortunate aspect of life is that we often create obstacles, usually unconsciously, that may serve some sort of immediate purpose, but end up being long-term liabilities. These barriers are often driven by some of our most basic needs, for example, to feel competent, to be accepted, to feel in control. Regrettably, these obstacles become intractable and end up preventing people from changing (or even attempting to change) when they shift from being beneficial to being burdensome.

Baggage

Like all of us, you bring good things into adulthood from your childhood. And, as a human being, you probably also bring some not-so-good things, what is commonly called your "*baggage*." The most frequent types of baggage include low self-esteem, perfectionism, fear, need for control, anger, and need to please. This baggage causes you to think, feel, and behave based on who you were as a child rather than the very different person you are now as an adult. Most of this baggage causes you to react to the world in an unproductive way that can sabotage your efforts to achieve positive life change.

Habits

When you experience thoughts, emotions, and behavior that are driven by your baggage with enough frequency, they become deeply ingrained *habits* that dictate how you act on and react to the world. These habits are much like athletes who practice bad technique. This poor technique becomes wired into their "muscle memory" and comes

out in competition. Similarly, when your baggage becomes ingrained as habits, they produce seemingly reflexive response even when they are neither healthy or adaptive. The challenge is that, again like athletes, once habits are ingrained, it is difficult to retrain them.

Emotions

Negative *emotions*, such as fear, anger, sadness, frustration, and hopelessness, can act as a powerful deterrent to life change. For example, many people don't change out of the fear of failure. They might think, "What if I can't change, then I'll prove myself to be even more of a failure than I am now." They then say, "I've been this way for a long time and I'm getting by, so it's not worth the risk." These negative emotions become substantial barriers to change by being triggered whenever you feel uncomfortable, incompetence, or unsupported. And the only relief is to retreat back to the way you have been.

Environment

You create an *environment* that helps you best manage your baggage, habits, and emotions. You surround yourself with people who are supportive of the way you are and make you feel comfortable and safe. You engage in activities that play to your strengths and help you either mask or mitigate those obstacles. Unfortunately, this environment reinforces who you are, even when you don't want to be who you are, and can cause you to continue down a path that interferes with your happiness and achievement of your goals. This environment may, at a minimum, not support change and, at worst, discourage change.

- **NEGATIVE ATTITUDE**

Negative Thinking

Attitudes are organized collections of thoughts about a particular issue. To think positively, you need to eliminate certain negative thinking patterns that nearly everyone indulges in at least some of the time. These include the four major types of negative thinking identified by the Mayo Clinic: filtering, personalizing, catastrophizing and polarizing. Filtering refers to psychologically screening out the encouraging aspects

of complex scenarios. Personalizing means automatically blaming yourself every time something bad happens. Catastrophizing is expecting the worst possible outcome in any situation, and polarizing is a type of black-and-white thinking that defines failure as any result short of perfection.

- **OVERCOMING NEGATIVE ATTITUDE**

1. Work on your personal strength. Remember what F.R.E.S.H. stands for

F: Finances

R: Relationships

E: Environment

S: Spirituality

H: Health

Right now, write down one task for each of the Five letters (F.R.E.S.H) that you can make an immediate improvement in.

2. Stop listening to that little negative voice. Counter-punch the negative self talk with a substantial dose of positiveness.
3. Look for alternative explanation. In many cases there could be hundreds of them, unfortunately when you are frustrated you are unable to see the forest for the trees.
4. Moods are contagious, both positive and negative. Do something that will place you in a positive mood, such as a daily delicious habit or speaking with anyone who is known for having a positive attitude or mood.
5. Control your frustration. Speak slowly. Breathe deeply into your heart, choose to remain calm or excuse yourself from the discussion-take a time out. Stop drinking coffee/tea.
6. Stop looking at the rear view mirror. Your vision of each event or situation is totally up to you. You can either choose to be negative or positive –your choice. Or, you can either focus on your negative past or look forward into a positive future. Remember this quote: “ Past failures don’t equal current successes”.
7. Watch with great care who you hang out with. Jim Rohn says “YOU become the average sum of the five people with whom you associate with.” In regards to this powerful philosophy, ask yourself these questions:

- Who am I around with?
- What are they doing to me?
- What have they got me saying?
- Where do they have me going?
- What do they have me thinking?
- What do they have me becoming?
- Then ask yourself the big question: Is that okay?

EXCERCISE

MEASURE YOUR ATTITUDE

Healthy self esteem is an important factor in achieving your potential. Successful people are able to take measured risks and avoid allowing in self pity. They are ready to see the best in all people are willing to trust others with responsibility.

This short quiz will help you assess your self esteem. Rate each of the questions on this four point scale.

3- always 2- more than half the time 1- occasionally 0- never

1. I feel comfortable when I am set apart from the group.
2. I accept responsibilities when things go wrong
3. I share credit with others
4. I am comfortable accepting a compliment.
5. I set goals and visualise accomplishing them.
6. I am confident in myself and my abilities
7. I am willing to take necessary risks
8. I think positively in the face of challenges
9. I can say "no"
10. I understand my attitude towards people
11. I see the positive qualities in other people
12. I listen to others
13. People describe me as a positive person

14. I understand my attitude towards circumstances and how it controls and how i respond to challenges
15. I view each new situation as an opportunity or a challenge.

Add up the total points and check scoring after the jump:

- 38-45 High self esteem. You are confident about yourself and your abilities. You have a positive attitude.
- 30-37 Strong self esteem. You are generally confident about yourself and your abilities. You tend to remain positive and optimistic in your attitude.
- 23-29 Moderate self esteem. You have periods of self doubt, but tend to be more positive than negative.
- 15-22 Low self esteem. You have periods of self-doubt and tend to be more negative than positive.
- 0-14 Negative self esteem. You have little or no confidence in your abilities. You tend to demonstrate negative attitudes.

UNIT III

VALUES & STRESS MANAGEMENT

This chapter offers you opportunities to understand the following topics

- Stress management
- Stress management tips
- Civic responsibility
- Values
- Types of values
- Exercise

UNIT III

VALUES AND STRESS MANAGEMENT

STRESS MANAGEMENT

Coping with Stress

Stress is a normal part of everyday life -- there's no escaping it. However, there are some ways to deal with it that are more healthy and beneficial than others. For instance, drinking alcohol is actually not a good way to deal with stress over the long-term, while regularly exercising is.

Impact of stress

Stress often is accompanied by an array of physical reactions. These symptoms can be characteristic of other physical or mental disorders. A health care professional can rule out other causes after you have undergone a physical examination. Signs of stress can include the following:

- sleep disturbance (insomnia, sleeping fitfully)
- clenched jaw
- grinding teeth
- digestive upsets
- lump in your throat

- difficulty swallowing
- agitated behavior, like twiddling your fingers
- playing with your hair
- increased heart rate
- general restlessness
- sense of muscle tension in your body, or actual muscle twitching
- noncardiac chest pains
- dizziness, lightheartedness
- hyperventilating
- sweaty palms
- nervousness
- stumbling over words
- high blood pressure
- lack of energy
- fatigue

Cognitive signs of stress include:

- mental slowness
- confusion
- general negative attitudes or thoughts
- constant worry
- your mind races at times
- difficulty concentrating
- forgetfulness
- difficulty thinking in a logical sequence
- the sense that life is overwhelming; you can't problem-solve

Emotional signs of stress include:

- irritation
- no sense of humor
- frustration
- jumpiness, overexcitability

- feeling overworked
- feeling overwhelmed
- sense of helplessness
- apathy

Behavioural signs of stress include:

- decreased contact with family and friends
- poor work relations
- sense of loneliness

- **STRESS MANAGEMENT TIPS**

Completely banishing stress from your life may never be an attainable goal. Nor, some would argue, should it be. If you consistently try your hardest and seek new endeavors, you will naturally feel challenged and sometimes even stressed. This is all part of personal growth. But sometimes stress threatens to overwhelm you.

Fortunately, there are steps you can take to minimize its negative toll, and to prevent it from getting a grip on you in the first place. These strategies provide you with a sense of control over your life and/or the situation. They also boost your mood and your confidence in handling a stressful situation.

Usually there is no one right or wrong way to cope with a stressful situation. The idea is to have as much information—as many “tools in your toolbox”—as possible.

For stressors that are uncontrollable, the key is to adapt your response to the needs of the situation and/or manage your cognitive or emotional responses in order to minimize stress. For example:

- Remind yourself that you successfully have handled similar situations in the past.
- Reassure yourself that you will be fine regardless of what happens.
- Find some humor in the situation.
- Reward yourself afterward with something enjoyable.

- Find a trusted friend to talk with about the experience.
- Use relaxation exercises to control your physical response to the situation.
- Make a list of similar situations and how you successfully managed them in the past.
- Ask others what they have done in similar situations to prepare yourself.
- Expect surprises in your life and in these situations, and don't let being stressed add to your stress.

For stressors you have some control over, you can do things to actively respond to the situation. For example:

- Make a list of stressors, so that you can prioritize them and tackle them one at a time, in order to minimize feelings of being overwhelmed.
- Change aspects of a stressful situation that give you problems. Rearrange your schedule, have a problem-solving discussion with the bothersome person, organize your workspace, schedule some time for a break, take a brief walk or ask someone for help.
- Expect surprises in your life and in these situations, and don't let being stressed add to your stress.

Develop systematic problem-solving skills:

- Identify the stressful situation.
- Define it as an objective, solvable problem.
- Brainstorm solutions—don't evaluate them yet!
- Anticipate the possible outcomes of each solution.
- Choose a solution and act on it.
- Evaluate the results, and start over if necessary.
- Don't expect to be perfect. Give it your best shot and learn from the experiences.

Improve your coping skills. Practice assertive communication and problem-solving.

Find someone who successfully handles stress and imitate him. Surround yourself with confident and competent people. Take care of yourself physically; learn yoga, relaxation exercises and deep muscle relaxation skills.

Plan and prepare in advance for problematic situations. For example, anticipate problems and develop a game plan for how to respond, including reminding yourself that the situation has occurred before and that you have survived it before.

Make lifestyle changes that are conducive to healthy and less stressful living. Exercise regularly, drink plenty of water, maintain a well-balanced diet and eat regular meals, try to balance work and personal life, schedule time for personal recreation, stay involved with family and friends, and limit social contact with people who are chronically negative.

There also are some medications that can calm the physiological response to stressful events. They do not teach you new coping skills to help you get through them. In the long term, learning relaxation skills, coping strategies and how to think through problems, are what will help you with the next unexpected situation.

If you find yourself unable to function at the level you used to or at the level you wish to, stress may be interfering with your life. If you find yourself worrying, feeling physical (muscle) tension, have rapid heart rate or do a lot of "what-if-ing" or postponing work because you feel overwhelmed, talk to your family doctor or see a psychologist or psychiatrist to discuss your stress level and coping skills.

- **CIVIC RESPONSIBILITY**

Although it is crucial to know your civic responsibilities at any point in life, but this is even more important during the teenage years of your children's life. It's the age where they are standing at the crossroads of adolescence and adulthood and knowing what they owe to the society and what is expected of them is of paramount importance. Increasingly parents shy away from the responsibility of teaching their kids about their basic civic duties, expecting the schools to do it. In such a scenario, how can better governance and progressive governments be expected to form?

Not much can be achieved by people simply complaining about how bad the times are. Change can only be brought with action and the best and most responsible thing you can do to begin with is share your sense of civic responsibilities with the younger generation.

Here are the first three stepping stone towards bringing up a socially responsible and progressive citizen:

Speak Your Mind

The basis of all civic duties is loving your country. So before you start off with a long lecture on the importance of doing the right thing by your country, first introduce your child to the idea of patriotism. Nothing teaches better than example, so talking about and acting out your own love for your country is one of the best way of initiating your child to becoming a good citizen. Talk to your teens about all the ways in which their country is unique and special, go online and discover new things about it to increase the child's passion for their country. Also make sure that this patriotic attitude is being followed at school as well. Make politics and good governance a part of your routine conversations at home and what your teens develop into conscientious and progressive citizens of their country and the world

Lead By Example

Voting is one of the biggest and most crucial responsibilities of being a good and conscious citizen. The best way of teaching teenagers the responsibility of voting is to involve them in the whole process. Take them with you when you go voting and talk to them about how important it is to choose the right representative. Remind them that those who don't vote also have no right to complain about the ways of the government, so voting is a must.

Talk The Talk

Children develop interest in things which they have experienced; seen or heard throughout their childhood. So have lively and productive discussions about social issues, local, national or world politics and the importance of civic responsibilities. This will help your teen grow up aware of the social issues around them and what needs to be done to deal with them.

More is Less

There is so much more you can do to harbor a good citizen within your kids, apart from meeting all the responsibilities they owe to the state, here are a few things they can do for the society they live in as well.

- Encourage your kids to volunteer as much as they can in community services around libraries, food banks, hospitals and community centers.
- Taking lectures at community councils to get a better understanding of how the system works and making suggestions for its improvement.
- Help your kids develop a tax payers attitude by encouraging and helping them to do their taxes. Make them understand that without paying taxes we can not expect the government to function properly.
- Help your kid understand the legal system by sitting through a court proceeding
- Take your teen to local museums to help them understand the history of their country and the roots they come from.
- Encourage charitable work since most schools now offer a lot of services for their communities. Also let them take civics class so they get a theoretical grasp on the concepts of civic duties.

In the end, remember that Rome was not built in a day and your teens will not suddenly become conscientious citizens of the community one fine day. For a socially aware and

responsible generation, all parents and teachers need to play their part and educate children about the concepts and importance of living up to ones civic duties.

• **VALUES**

Meaning:

Generally, value has been taken to mean moral ideas, general conceptions or orientations towards the world or sometimes simply interests, attitudes, preferences, needs, sentiments and dispositions. But sociologists use this term in a more precise sense to mean "the generalised end which has the connotations of rightness, goodness or inherent desirability".

These ends are regarded legitimate and binding by society. They define what is important worthwhile and worth striving for. Sometimes, values have been interpreted to mean "such standards by means of which the ends of action are selected". Thus, values are collective conceptions of what is considered good, desirable, and proper or bad, undesirable, and improper in a culture.

According to M. Haralambos (2000), "a value is a belief that something is good and desirable". For R.K. Mukerjee (1949) (a pioneer Indian sociologist who initiated the study of social values), "values are socially approved desires and goals that are internalised through the process of conditioning, learning or socialisation and that become subjective preferences, standards and aspirations". A value is a shared idea about how something is ranked in terms of desirability, worth or goodness.

Familiar examples of values are wealth, loyalty, independence, equality, justice, fraternity and friendliness. These are generalised ends consciously pursued by or held up to individuals as being worthwhile in themselves. It is not easy to clarify the fundamental values of a given society because of their sheer breadth.

Characteristics:

Values may be specific, such as honouring one's parents or owning a home or they may be more general, such as health, love and democracy. "Truth prevails", "love thy neighbour as yourself, "learning is good as ends itself are a few examples of general values. Individual achievement, individual happiness and materialism are major values of modern industrial society.

Value systems can be different from culture to culture. One may value aggressiveness and deplores passivity, another the reverse, and a third gives little attention to this dimension altogether, emphasising instead the virtue of sobriety over emotionality, which may be quite unimportant in either of the other cultures. This point has very aptly been explored and explained by Florence Kluckhohn (1949) in her studies of five small communities (tribes) of the American south-west. One society may value individual achievement (as in USA), another may emphasise family unity and kin support (as in India). The values of hard work and individual achievement are often associated with industrial capitalist societies.

The values of a culture may change, but most remain stable during one person's lifetime. Socially shared, intensely felt values are a fundamental part of our lives. Values are often emotionally charged because they stand for things we believe to be worth defending. Often, this characteristic of values brings conflict between different communities or societies or sometimes between different persons.

Most of our basic values are learnt early in life from family, friends, neighbourhood, school, the mass print and visual media and other sources within society. These values become part of our personalities. They are generally shared and reinforced by those with whom we interact.

Types:

Values can be classified into two broad categories:

(1) Individual values:

These are the values which are related with the development of human personality or individual norms of recognition and protection of the human personality such as honesty, loyalty, veracity and honour.

(2) Collective values:

Values connected with the solidarity of the community or collective norms of equality, justice, solidarity and sociableness are known as collective values.

Values can also be' categorised from the point of view their hierarchical arrangement:

(1) Intrinsic values:

These are the values which are related with goals of life. They are sometimes known as ultimate and transcendent values. They determine the schemata of human rights and duties and of human virtues. In the hierarchy of values, they occupy the highest place and superior to all other values of life.

(2) Instrumental values:

These values come after the intrinsic values in the scheme of gradation of values. These values are means to achieve goals (intrinsic values) of life. They are also known as incidental or proximate values.

The main functions of values are as follows:

1. Values play an important role in the integration and fulfillment of man's basic impulses and desires in a stable and consistent manner appropriate for his living.
2. They are generic experiences in social action made up of both individual and social responses and attitudes.
3. They build up societies, integrate social relations.

4. They mould the ideal dimensions of personality and range and depth of culture.
5. They influence people's behaviour and serve as criteria for evaluating the actions of others.
6. They have a great role to play in the conduct of social life.
7. They help in creating norms to guide day-to-day behaviour.

Types of values

There are countless types of core values, as you can see, so you will need to choose the ones that are right for you or your organization. It's natural to want to choose a long list of core values in an effort to be the best you can be, but limiting your selection to two or three helps you focus on your mission in life without becoming distracted.

Here are some examples of core values from which you may wish to choose:

- Dependability
- Reliability
- Loyalty
- Commitment
- Open-mindedness
- Consistency
- Honesty
- Efficiency
- Innovation
- Creativity
- Good humor
- Compassion
- Spirit of adventure
- Motivation
- Positivity
- Optimism
- Passion

- Respect
- Fitness
- Courage
- Education
- Perseverance
- Patriotism
- Service to others
- Environmentalism

Identifying Core Values

While some people or organizations might expressly share their core values, often the best way to identify these values is to watch how they behave. For example, a tobacco company that emphasizes profits over public health acts in a way that is not consistent with a stated core value of caring for others. No company will advertise negative core values, of course, but you can judge what really lies at the heart of a business' mission by examining how they act when it counts. A core value is only true if it has an active influence and if the people or company manage to live by it, at least most of the time.

It's also important to remember that individuals don't necessarily choose their core values. Many people have these values instilled in them by the way their parents and community raise them. You may already live by strong core values without realizing it. To get a sense of what your core values are, ask yourself what activities bring you the most joy, or what you couldn't live without. What gives your life meaning or what do you want to achieve? If you can articulate those answers, you'll likely see a pattern that you can boil down into a single concept, such as a consistently positive attitude or using your creativity to make the world a better place.

EXERCISE

**RATE YOURSELF AS TO HOW YOU TYPICALLY REACT IN EACH OF
THE SITUATIONS LISTED BELOW. THERE IS NO RIGHT OR WRONG
ANSWERS. MARK YOUR ANSWERS.**

4- ALWAYS 3 - FREQUENTLY 2- SOMETIMES 1- NEVER

1. Do you try to do as much as possible in the least amount of time? ()
2. Do you become impatient with delays or interruptions? ()
3. Do you always have to win at games to enjoy yourself? ()
4. Do you find yourself speeding up the car to beat the red light? ()
5. Are you unlikely to ask for or indicate you need help with a problem ? ()
6. Do you constantly seek the respect and admiration of others? ()
7. Are you overtly critical of the ways others chose to do their work? ()
8. Do you have the habit of looking at your watch or clock often? ()
9. Do you constantly strive to better your position and achievements? ()
10. Do you spread yourself "too thin" in terms of your time? ()
11. Do you have the habit of doing more than one thing at a time ? ()
12. Do you frequently get angry or irritable? ()
13. Do you have little time for hobbies or time by yourself? ()
14. Do you have a tendency to talk quickly or hasten conversations ? ()
15. Do you consider yourself hard -driving? ()
16. Do your friends or relatives consider you hard-driving? ()
17. Do you have a tendency to get involved in multiple projects? ()
18. Do you have lots of deadlines in your work? ()
19. Do you feel vaguely guilty if you relax and do nothing during your leisure time ? ()
20. Do you take on too many responsibilities? ()

TOTAL INTERPRETATION

- 20-30 – Stress under load; life lacks stimulation
- 31-50 – Good balance in ability to handle and control stress
- 51-60 – Marginal stress level to being excessively tense
- 61-80 – Stress Prone