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TOPICS

- 1. **LEADING OTHERS**
- 2. VALUES AND ETHICS
- 3. ECONOMIC COMMON SENSE
- 4. <u>TEAMWORK</u>
- 5. <u>EMPATHY</u>
- 6. <u>EFFECTIVE COMMUNICATION (Enfluence)</u>
- 7. RESEARCH AND ANALYTICAL THINKING
- 8. SOCIAL MEDIA
- 9. ENVIRONMENT AND SUSTAINABILITY
- 10. SMART CONSUMER LITERACY
- 11. DECISION MAKING
- 12. GOAL SETTING
- 13. CRITICAL THINKING AND PROBLEM SOLVING
- 14. NEGOTIATION

LEADING OTHERS

- Identify and discuss effective leadership qualities
- Qualities of a leader
- Types of leadership
- Analyze the effectiveness of leaders according to the traits they demonstrate
- Discuss the loyalties of followers and where they place their support
- When and how to question leadership respectfully
- Followership for the good of the group
- Changing role as follower or leader
- The effects of changing situations upon leadership roles
- Identify situations in which assuming a leadership role is appropriate
- Discuss the concept of civil disobedience
- Evaluate the roles of leaders in the family, school, community, state, and nation; and in distinct ethnic groups and different world cultures
- Use effective written, verbal, and non-verbal skills to present information

VALUES AND ETHICS

- Ethics and their impact on our lives
- Relevance of ethics
- How to use ethics in day to day life
- Good and bad actions in society
- Difference between what seems right and what is ethically justified
- Actions affect people around us
- Dealing with the pressure of decision making times
- Introduction to professional ethics
- Choices and their practicalities.
- Reacting in ethical dilemmas
- How to deal with dilemmas and religious ethics

- Learn how to flourish as an ethical individual
- Religious ethics around us
- Ethical responsibilities associated with religion
- All religions demand equal respect

ECONOMIC COMMON SENSE

- Needs and Wants
- What are Goods and Services
- Scarcity
- Choices and Opportunity Cost
- Money and its types
- Define goods and services and their types
- Describe trade and its types
- Money, its importance and its types
- Describe demand and Supply and how they are related
- Resources and their types
- Consumer and its duties
- Bank and its roles
- Inflation, Recession and their effects

TEAMWORK

- Reasons and impact of Conflict
- Dealing with disagreements and fights
- Respecting others
- Gestures of caring
- To understand the importance of individuality and accepting others for who they are
- Empathy
- Decision making in a team

- Characteristics of leadership in a team
- Role of leadership within a team

EMPATHY

- Name calling
- Mutual trust and friendship
- Qualities of empathic listening
- Linking empathy with compassion
- Self-esteem and confidence of self and others
- Explore the expectations parents and teens have of one another
- Identify and express feelings
- Strategies and skills of support for purposes of helping a peer
- Peer pressure: a challenge and strategies for saying "No"

EFFECTIVE COMMUNICATION (Enfluence)

- Introduction to Communication Skills and its importance
- Different channels of communication
- Characteristics of Good and Bad Communication Skills
- Barriers of Effective Communication
- Benefits of Good Communication
- Communication pattern
- Non-verbal communication
- Introduction to Listening skills
- To know the difference between hearing and listening
- Learners will know the difference between hearing and listening
- Learners will become more aware of themselves while listening to others
- To know communication Rights and Responsibilities
- Knowing the types of Communications
- Instructions and directions

Assertive communication

RESEARCH AND ANALYTICAL THINKING

- Thinking about research: What is research? Why research? What is original?
- Truth, power and values
- Getting started: Choosing a topic, What to do if you can't think of a topic, Focusing, Individual and group research, Keeping your research diary

SOCIAL MEDIA

- The bug of social media
- The impact of social media in society
- Different types of social media skills: Express, Impress, Engage, Influence
- Ways to express in social media
- Creating a social media reputation
- Managing your social media reputation
- Engage in sensible conversation
- Grow and foster engaged social media communities

ENVIRONMENT AND SUSTAINABILITY

- Environmental ethics
- Identify the toxic substances
- Understand the health hazards due to such substances
- The hazards of global climate change
- The life cycle of a product from its manufacture to its disposal
- Define carrying capacity of earth
- The need to control human population growth
- New techniques of eco-friendly agriculture
- Vegetable seed preservation
- Genetic engineering

- Identify the amount of resources that can be used without damaging the environment
- Evaluation and optimization of the industrial impact over environment
- Protection of the native species and their habitat
- Production of sustainable resources

SMART CONSUMER LITERACY

- Customer safety policies and bylaws
- Five guidelines of refund policy
- Understand fraud prevention
- Learn 10 quick tips of smart consuming
- Pre shopping
- Post shopping
- Online shopping
- Where to seek help, information, and advice
- How most companies market and sell their products and services
- Consumer rights
- Responsible and informed choices and purchase decisions
- Researching, comparing and analyzing product information
- How to manage finances and avoid debt
- Economic and social impact of every consumer decision
- Societal and environmental impact of living in a consumer society
- Negotiating, offering constructive complaints and resolving problems

DECISION MAKING

- Introduction to Decision Making and its importance
- Decision Making: Consensus, Voting, Negotiation
- Types of decision making
- Snap decisions and its effects

- Relating personal needs, interests, and skills to the process of making decisions
- Steps in Decision Making
- Recognize the problem or opportunity and Analyze the situation
- Goals and Alternatives
- Consequences and the best alternative
- Decision in action, Responsibility and Evaluation

GOAL SETTING

- Knowing what is a Goal
- The importance and benefits of setting Goals
- Setting Goals and Motivation
- To know what to DO and what NOT to do when setting Goals
- Understanding the goals: Immediate Goals, Short Term Goals, and Long Term Goals
- How to set Goals

CRITICAL THINKING AND PROBLEM SOLVING

- Critical Thinking and its importance
- Highlighting reasons for any action
- Curiosity and Asking questions
- Biases and Conclusions
- Analyze, Categorize and Synthesize information
- Judgment, Fact, Opinion, Premises

NEGOTIATION

- What is Negotiation?
- The Difference between Selling and Negotiation
- The nature of Negotiation
- The stages of Negotiation

- Building relationships
- Communication
- Persuasion and Influence
- Ethics in Negotiation
- Cross Cultural Negotiation
- Conflict resolution in Negotiation
- Disputes and third party help
- Applying the tips and tricks of Negotiation

