



## **UG-ARTWORKS:**

# **LIFE AND MANAGERIAL SKILLS COURSEHACK**

## **A. LIFE SKILLS**

- Abilities that help individuals deal effectively with daily challenges and responsibilities *e.g students managing time and stress before exams*

## **B. IMPORTANCE OF LIFE SKILLS**

- promotes confidence, decision making, communication and productive *e.g a youth farmer deciding how to use limited resources wisely*

## **C. CATEGORIES OF LIFE SKILLS**

### **i. COGNITIVE SKILLS**

- this is thinking skills in dealing with every day obstacles *e.g problem solving*

### **ii. EMOTIONAL SKILLS**

- these are feeling skills *e.g self control*

### **iii. SOCIAL SKILLS**

- these are skills for connecting or relating with people *e.g teamwork*

**NB:** *it's all about using knowledge+values+action*

## **2. PERSONAL DEVELOPMENT**

### **a) SELF AWARENESS**

- understanding your strength, weakness, values *e.g knowing you study best in morning hours*

### **b) SELF ESTEEM**

- believing in your worth and abilities *e.g presenting confidently in class*

### **c) GOAL SETTING**

- identifying what you want to achieve *e.g I want to graduate with credit*

### **d) TIME MANAGEMENT**

- Organising time to achieve goals *e.g balancing coursework and assignments*

### **e) DECISION MAKING**

- choosing between alternatives based on values and logic *e.g choosing between two job offers*

**NB:** *effective personal development = plan + discipline + reflection*

## **3. COMMUNICATION SKILLS**

### **a) COMMUNICATION**

- exchange of ideas, feelings and information *e.g students giving presentation in class*

### **b) VERBAL COMMUNICATION**

- spoken or written words *e.g speeches, reports*

**c) NON-VERBAL COMMUNICATION**

- body language, tone, gestures *e.g smiling when greeting*

**d) LISTENING SKILLS**

- Paying attention and giving feedback *e.g listening carefully to your lectures*

**e) BARRIERS**

- Noise, emotions, culture, lack of feedback *e.g misunderstanding due to language difference*

**NB:** *good communication = clarity + empathy + feedback*

**4. INTERPERSONAL RELATIONSHIP**

**a) INTERPERSONAL SKILLS**

- ability to interact and work with others effectively *e.g group project, cooperation.*

**b) TEAMWORK**

- working together toward a shared goal *e.g students planning a community streak*

**c) CONFLICT MANAGEMENT**

- handling disagreement peacefully *e.g resolving group disputes through discussion*

**d) EMPATHY**

- understanding others feelings *e.g supporting a stressed classmate*

**NB:** *effective relationships = respect + communication + compromise*

## 5. LEADERSHIP SKILLS

### a) LEADERSHIP

- influencing people toward achieving goals *e.g club chairperson guiding members*

### b) AUTOCRATIC LEADER

- make decisions alone *e.g quick decisions in crisis*

### c) DEMOCRATIC LEADER

- encourages participation *e.g discussing ideas before deciding*

### d) LAISSEZ-FAIRE LEADER

- gives freedom to members *e.g Research teams in creative projects*

### e) QUALITIES OF A GOOD LEADER

- integrity, confidence, vision, empathy *e.g university student union leaders*

**NB:** *leadership is about influence not position*

## 6. DECISION MAKING AND PROBLEM SOLVING

### ❖ Step 1: *identifying problem*

- recognise what is wrong *e.g poor academic performance*

### ❖ Step 2: *analyse causes*

- find why it happened *e.g poor time management*

### ❖ Step 3: *generate solutions*

- think of options *e.g study schedule or group discussion*

### ❖ Step 4: *choose best option*

- pick most practical one *e.g study schedule*

❖ **Step 5: *implement and review***

- apply and evaluate results *e.g check if grades improve*

**NB:** *good decisions balance logic, emotions and ethics*

## **7. STRESS AND COPING STRATEGIES**

### **a) STRESS**

- physical or emotional response to pressure *e.g exam pressure at LUANAR*

### **b) CAUSES OF STRESS**

- academic load, money problems, family issues

### **c) EFFECTS OF STRESS**

- headache, loss of focus, irritability

### **d) COPING STRATEGIES**

- relaxation, exercise, prayer, talking to friends, time management

**NB:** *Healthy coping = positive actions (no avoidance or substance abuse)*

## **8. VALUES, ETHICS AND INTEGRITY**

### **a) VALUES**

- deep beliefs guiding behaviour *e.g hard work, honesty*

### **b) ETHICS**

- moral principles governing behaviour *e.g No cheating or plagiarism*

### **c) INTEGRITY**

- Doing right even when no one is watching e.g *reporting errors honestly*

**d) ACCOUNTABILITY**

- being responsible to your action e.g *submitting assignments on time*

**NB:** *Values guide your choices; ethics protect your reputation*

**9. ENTREPRENEURSHIP AND MANAGERIAL SKILLS**

**a) ENTREPRENEURSHIP**

- Ability to identify and pursued business opportunities e.g *students starting a poultry business*

**b) MANAGEMENT**

- planning, organising, leading and controlling resources e.g *running a campus club efficiently*

**c) PLANNING**

- setting objectives and deciding how to achieve them e.g *study timetable or budget*

**d) ORGANISING**

- arranging resources e.g *assigning group roles*

**e) LEADING**

- Motivating and guiding others e.g *group leader inspiring teammates*

**f) CONTROLLING**

- monitoring progress and making corrections e.g *checking if goals are achieved*

**NB:** *Good manager = planner + motivator + communicator*

## **10. SOCIAL RESPONSIBILITY AND COMMUNITY PARTICIPATION**

### **a) SOCIAL RESPONSIBILITY**

- acting for the good of society *e.g students cleaning hostels*

### **b) VOLUNTEERISM**

- giving time or service freely *e.g youth tree planting campaign*

### **c) CIVIC RESPONSIBILITY**

- participating in community and national issues *e.g voting, public awareness programs*

**NB:** *being a good citizen strengthens your leadership image*

## **11. EXAM TIPS**

**1. always define the concept first**

**2. add one local example**

**3. give one effect or importance**

**4. mention one solution or application**

**5. Use short, clear sentences - avoid copying textbook definitions**