



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. ENTERPRENUERSHIP AND MANAGERIAL SKILLS

a) ENTERPRENUERSHIP

- Ability to identify and pursue 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**