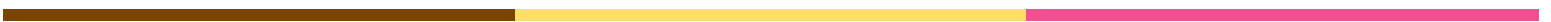




*a Christ-centered sanctuary for those touched by an unplanned pregnancy*

# Life Skills



## Level 1 Skills

### Accepting Complements

1. Look at the Person (eye contact)
2. Thank the Person
3. Speak Clearly
4. Accept the complement as true

### Accepting Consequences

1. Look at the person (eye contact)
2. Acknowledge (say okay)
3. Maintain body posture
4. Maintain facial expression
5. Comply

### Accepting Criticism

1. Look at the person (eye contact)
2. Acknowledge (say okay)
3. Maintain body posture
4. Maintain facial expressions
5. Use criticism to improve self
6. Waits until neutral time to discuss concern

### Accepting No

1. Look at the person (eye contact)
2. Acknowledge (say okay)
3. Comply
4. Wait until neutral time to discuss

### Asking Permission

1. Decide exactly what it is that you want to do
2. Go to the person in charge
3. State your request in the form of a question
4. Comply with the answer

### Conversation Skills

1. Look at the Person (eye contact)
2. Use pleasant facial expressions
3. Use calm voice tone
4. Answers direct questions
5. Use complete sentences
6. Shows interest in others
7. Ask questions of others
8. Initiates appropriate topics
9. Changes topics appropriately
10. Makes positive statements about self, others and the situation

### **Disagreeing Appropriately**

1. Wait until neutral time
2. Look at the person
3. Use a pleasant tone
4. Empathize/ Sympathize with the other party
5. Tell why you feel differently
6. Give a reason
7. Listen to other person's side

### **Emotional/ Impulse Control**

1. Uses calm voice tone
2. Keeps hand and feet to self
3. Cries to release emotions
4. Thinks before acting (talking)
5. Responds to prompts
6. Stops behavior
7. Calms down

### **Following Instructions**

1. Look at the person (eye contact)
2. Acknowledge (say okay)
3. Do the task immediately
4. Check back (if appropriate)


### **Grade Improvement**

1. Brings home Assignments
2. Works on assignments
3. Asks for help if needed
4. Read/watches educational materials
5. Turns in assignments on time
6. Maintains grade point average
7. Stays on task

### **Greeting / Departure Skills**

1. Stand up
2. Look at the person
3. Smile
4. Initiate handshake
5. Use clear, pleasant voice tone
6. Say hello or good-bye

### **Honesty**

1. Asks to use
  2. Admits mistakes
  3. Gives complete facts
  4. Gives accurate facts
  5. talks openly among others, refrain from whispering
  6. Relates only true stories
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### **Problem Solving**

1. Waits until a neutral time (30min. or until HP is no longer busy)
2. Looks at the person (eye contact)
3. Use calm voice tone
4. Asks to discuss concerns
5. States problems in positive terms
6. Acknowledges involvement
7. Listens to others
8. Offers a solution and a reason
9. Weighs pros and cons
10. Negotiates or compromises
11. Thanks the other person for their time

### **Showing Respect in Public**

1. Do not damage or vandalize public property or litter
2. Refrain from persuading others to break the rules or something that is uncomfortable for them
3. Avoid acting hyper or disrespectful
4. Dresses modestly


### **Showing Respect**

1. Obey request to stop behavior
2. Refrain from teasing, threatening or making fun of others
3. Allows others to have their privacy
4. Obtain permission before using another's property
5. Excuses self whenever interrupting a conversation or activity

### **Showing Concern to Others**

1. Express interest and concern for others, especially when they are having troubles.
2. Recognize and show respect for disabled persons and elderly
3. Apologize for hurting someone's feeling or causing harm
4. Recognize different backgrounds and treat equally

### **Staying on Task**

1. Begins task when asked
  2. Asks for help if needed
  3. Works quietly
  4. Stays in seat or in room
  5. Stays out of conversations
  6. Completes task
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### **Table Manners**

1. Arrives to meal on time
2. Washes face and hands before sitting at table
3. Puts napkin in lap before eating
4. Takes small first helping
5. Uses proper utensils
6. Sample each dish
7. Take reasonable size bites
8. Chews with mouth closed
9. Swallows food before talking
10. Covers mouth, excuses self
11. Sits up straight
12. Refrain from putting elbows on table
13. Remains seated until everyone is done eating
14. Asks to be excused
15. Keeps food on plate

### **Taking/ Accepts Responsibility**

1. Initiates a task with out being told
2. Completes task accurately
3. Admits mistakes
4. Acknowledges being a part of the problem
5. Accepts consequences of tries to fix a situation
6. Makes "I" Statements


### **Telephone Skills**

1. Answers the phone before 3 rings
2. Answers with a pleasant voice tone
3. Identify residence and self
4. Speaks Clearly
5. Offers to take a message (if necessary)
6. Thanks caller and say good-bye

### **Time Management**

1. Begins task on time
2. Complete task in a reasonable amount of time
3. Arrives on time

### **Volunteering/ Offering to Help**

1. Notice something needs to be done
  2. Offers to do the task or help complete it
  3. Either do the task, or help complete it
  4. Check back and see if there is anything else to be done
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## Level 2 Skills

### Doing Quality Work

1. Get exact instructions
2. Gather Needed Tools
3. Begin Carefully.
4. Focus on the work
5. Work until completed
6. Double-check your work
7. Check back
8. Fix any Mistakes

### Making an Apology

1. Eye Contact
2. Be Sincere (Don't Pout)
3. Begin by saying "I wanted to apologize for..." or "I'm sorry for...."
4. No Excuses or Rationales
5. Say you will try not to repeat your mistake
6. Offer to fix or pay back
7. Thank the other person for listening


### Participating in Activities

1. Ask to Join
2. Follow the Rules (Play Fair)
3. Take Turns
4. Talk Nicely
5. Keep a Good attitude (Win or Lose)

### Giving Criticism

1. Eye Contact
2. Speak Calmly
3. Speak Pleasantly
4. Begin with Praise and "I understand...."
5. Be specific with criticism
6. Give a rationale
7. Listen to the other person
8. Avoid sarcasm, name-calling, or "put-down's"

### Giving Compliments

1. Eye Contact
  2. Speak Clearly
  3. Speak Pleasantly
  4. Praise Specifics
  5. Say: "That's great," "Wonderful," or "That was awesome."
  6. Give time for response
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### **Resisting Peer Pressure**

1. Eye Contact
2. Use a calm, assertive voice tone.
3. State that you do not want to be involved
4. Suggest another activity and reason
5. Stand Your Ground
6. Continue to Say, "no"
7. If needed: walk away or ask them to leave

## **Level 3 Skills**

### **Contributing to Group Activities**

1. Ask to Join
2. Ask to find your place
3. Do your best
4. Listen and accept feedback
5. Praise others
6. Share Credit

### **Organizing tasks and activities**

1. List all tasks required
2. Prioritize tasks (based on importance and your abilities and time)
3. Complete tasks in order
4. Complete in reasonable time frame
5. Complete tasks correctly

### **Preparing for a stressful conversation**

1. Practice relaxation strategies
2. Breath Deeply
3. Eye Contact
4. Speak Calmly & Pleasantly
5. Review skills such as Accepting Criticism, Disagreeing Appropriately, and Solving Problems.

### **Problem-solving a Disagreement**

1. Eye Contact
2. Remain calm
3. Use a pleasant voice
4. Decide how to solve the issue
5. Weigh Consequences
6. Choose the best solution
7. Be open their opinions and views

### **Using study skills**

1. Gather books and tools.
  2. Focus on your tasks
  3. Make notes of important facts
  4. Repeat important points to yourself
  5. Remain on task, free from distractions (no radio or TV on).
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### **Being an appropriate role model**

1. Identify the situation
2. Engage in positive interactions with adults
3. Use appropriate conversation topics.
4. Refrain from inappropriate language, sexual behavior, delinquency, bullying, etc.
5. Correct peer behavior in a positive, constructive manner.
6. Remind yourself you are an example setter for others

### **Being patient**

1. Sit or stand quietly
2. Be Calm
3. Wait until your turn
4. Do not complain or be angry
5. Wait until neutral time

### **Planning ahead**

1. Set goals or outcome
2. Set steps to accomplish your goal
3. Make Plans for time demanding tasks
4. Be flexible if plans change

### **Budgeting and managing money**

1. List weekly or monthly total income
2. For that period, list expenses and bills
3. Set aside for fun expenses
4. Set aside 10% for savings or emergencies
5. Stay within your budget
6. Do not impulse buy

## **Other Skills**

### **Interviewing for a job**

1. Dress Neat and Appropriate
2. Introduce yourself enthusiastically
3. Answer Questions
4. Be Honest
5. Discuss your strengths
6. Discuss areas you need to grow in
7. Ask questions at the end of the interview
8. Thank them for their time

### **Using strategies to find a job**

1. Decide on the types of jobs you are qualified
2. Research the newspaper or go online for employment ads
3. Check the phone book for businesses
4. Check with others for suggestions
5. Check with the local employment office