

Talking Cues

The following talking cues will help with active listening.

“I learned that...”

“I agree because...”

“I feel...”

“Did you mean...?”

“I don’t understand...”













“It sounds like you’re saying...”

“In other words,...”







Nonverbal Communication Cues









FACIAL EXPRESSIONS

	Happy
	Sad
	Neutral
	Angry
	Surprised
	Embarrassed
	Thinking
	Confused
	Scared
	Annoyed
	Frustrated
	Excited

GESTURES

	Agree
	Disagree
	Peace
	Stop
	Hello
	Nice to Meet You

BODY LANGUAGE

	Uncomfortable
	Dominant
	Focused
	Anxious
	Impatient
	Nervous

Know Your Rights

HUMAN RIGHTS

Free and equal.
Freedom from discrimination.
Life and liberty.
Free from slavery.
Free from inhumane treatment.
Be recognized as a person.
Equal protection of the law.
Fair trial.
Privacy.
Travel.
Citizenship and nationality.
Marriage equality.
Property ownership.
Religion.
Opinions and speech.
Vote.
Work.
Education.

Workplace Adaptations Chart



Job Success

Handle Criticism

- don't take it personally
- process the information
 - stay calm
- ask for clarification
- offer a solution

Solve Problems

- identify the problem
- describe the problem
- think of solutions
 - pick the best solution
 - try out your solution
- evaluate your solution

Collaborate

- communicate
 - listen to everyone's ideas
- work together
 - look at a challenge from all angles
- share ideas

Metacognition: Developmental Stages of Self-Awareness

Metacognition is when you think about how you think and learn. **Self-awareness** is knowing yourself inside and out. There are different stages that lead to self-awareness. These are the **developmental stages**.

Level 0: Confusion	 <p>You have no self-awareness. You don't understand that a mirror reflects. Example: getting scared of your own reflection for a second.</p>
Level 1: Differentiation	<p>You know that the mirror reflects things. You know the difference between movement in a mirror and in the environment.</p>
Level 2: Situation	<p>You recognize movement in the mirror is your own body.</p> 
Level 3: Identification	<p>You know that what's in the mirror is yourself and not another person.</p>
Level 4: Permanence	<p>You recognize yourself in pictures where you look different or younger.</p>
Level 5: Self-Awareness	 <p>You know how you are seen by others.</p> 

5 Steps to Managing Emotions



1. Don't hurt others.

If someone hurts you, don't hurt them back. Treat others like you want to be treated.

3. Identify feelings.

Talk about your own feelings. Talk about the feeling someone else is having. Tell what you want to happen.

2. Relax.

Deep breathing. Practice yoga. Count to 10. Close your eyes and imagine someplace calm.

4. Get help.

Talk through your problem. Ask someone for help to solve it.

5. Take time.

Take the time you need to calm down. Leave the room. Go somewhere private. Work through emotions. Understand why you feel a certain way.

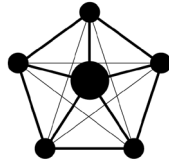


Stages of Meditation



- 1. Sit still and cross legs.**
- 2. Breathe in and out slowly. Count to five as you inhale. Count to five as you exhale.**
- 3. Close your eyes. Focus your attention on your breath.**
- 4. Check in with your body. Reflect on anything you might be feeling. Start from the bottom up. Breathe into any part of your body that feels tense.**
- 5. Clear your mind. Think of one thing, like a fire or waterfall. Focus on your breath.**
- 6. Do this for 5-10 minutes. Open your eyes when you're ready to finish the practice.**

Collaboration vs Cooperation vs Compromise

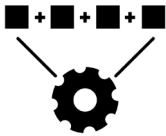


Collaboration

Trust
All needs are met.
Shared goals.

Collaboration & Cooperation

End result is better than if done alone.



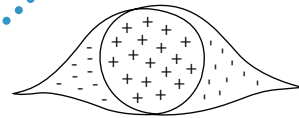
Cooperation

Short-Term
Respect
Helping someone meet their goals.

Collaboration & Compromise

Long-Term

ALL 3
Agreement



Compromise

Gives up what they want.
Both parties are equally happy and unhappy about the result.

Cooperation & Compromise

Negotiate



Risk Pyramid



SUMMIT

High Risk

Risk only what you're comfortable losing. You take risks that carry a lot of bad outcomes. The rewards are big.

PLATEAU

Medium Risk

Relatively safe risks with stable rewards. You take risks that carry some bad outcomes. The rewards are equal.

BASE

Low Risk

Foundation that supports medium and high-level risks. You take risks that don't carry a lot of bad outcomes. The rewards are small.

Tips to Improve Decision-Making



Plan:

make a plan when faced with a decision; find resources to help gather relevant data



Advice:

get advice from an expert; help with confidence

Perspective:

know which are small and big decisions; devote more time on the bigger decisions; helps with flexibility and compromise



Time Management:

set time limits and deadlines



Limitations:

limit the number of choices; it's easier to decide between chocolate or vanilla ice cream than it is to decide between 25 different flavors

Judgment:

pros and cons of each choice



Rest:

sleep on it; take a break; come back to it with fresh eyes



Coping Skills: Self-Talk

Self-talk is a coping skill that allows you to listen to your inner voice. This inner voice can be positive or negative. It's important to maintain a positive inner voice. Below are steps to help understand and steer your self-talk into a positive direction.

1. Listen to your inner voice.

**"You are a nice person."
"You're not a very nice person."**

2. Is your inner voice helping you?

**"I feel good about being nice."
"Not being nice makes me sad."**

3. How can you change your inner voice to make you feel better?

**"I can do one nice thing for someone every day."
"I do nice things for people; therefore, I must be a nice person."**

Bloom's Digital Taxonomy



Activities with Digital Tools



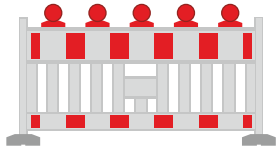
Source: Arizona State University (Infographic by Ron Carranza)

Link: teachonline.asu.edu/2016/05/integrating-technology-blooms-taxonomy/

Steps to Eliminating Roadblocks



1. Find the root cause.



What is causing this roadblock?

Finish this sentence:

The roadblock is being created by _____.

That will be your root cause.

2. Brainstorm solutions.

Think of all the possible solutions to your roadblock. Use the root cause as a reference when considering these solutions. When you think of a solution, write it down. Use the note or memo app on your smartphone to keep track of your ideas. They will come at any moment, and chances are you'll have your smartphone nearby to write them down.

3. Prioritize solutions.

Sort all your solutions in order of greatest impact. You might consider putting the quickest and easiest solutions at the top of your list. Create a plan based on your top solutions. This should include timeframes of when you can start and when it will be finished, and any resources you may need to accomplish your plan.



4. Share your plan.

Share your plan with others. Maybe you need help eliminating the roadblock. Maybe you just need help staying accountable.

Sharing your plan will accomplish this.



5. Take action. Start your plan!



Keep track of your progress. If you're not seeing the results you were hoping for, go back to your list of solutions. See where you can make a change for the better.

Inspiring Life Vision Quotes



"A vision is not just a picture of what could be; it is an appeal to our better selves, a call to become something more."

– Rosabeth Moss Kanter

"Live the Life of Your Dreams: Be brave enough to live the life of your dreams according to your vision and purpose instead of the expectations and opinions of others."

– Roy T. Bennett

"The most pathetic person in the world is someone who has sight but no vision."

– Helen Keller

"We can only see a short distance ahead, but we can see plenty there that needs to be done."

– Alan Turing

"Your vision will become clear only when you can look into your own heart. Who looks outside, dreams; who looks inside, awakes."

– Carl Jung

"Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world."

– Joel A. Barker

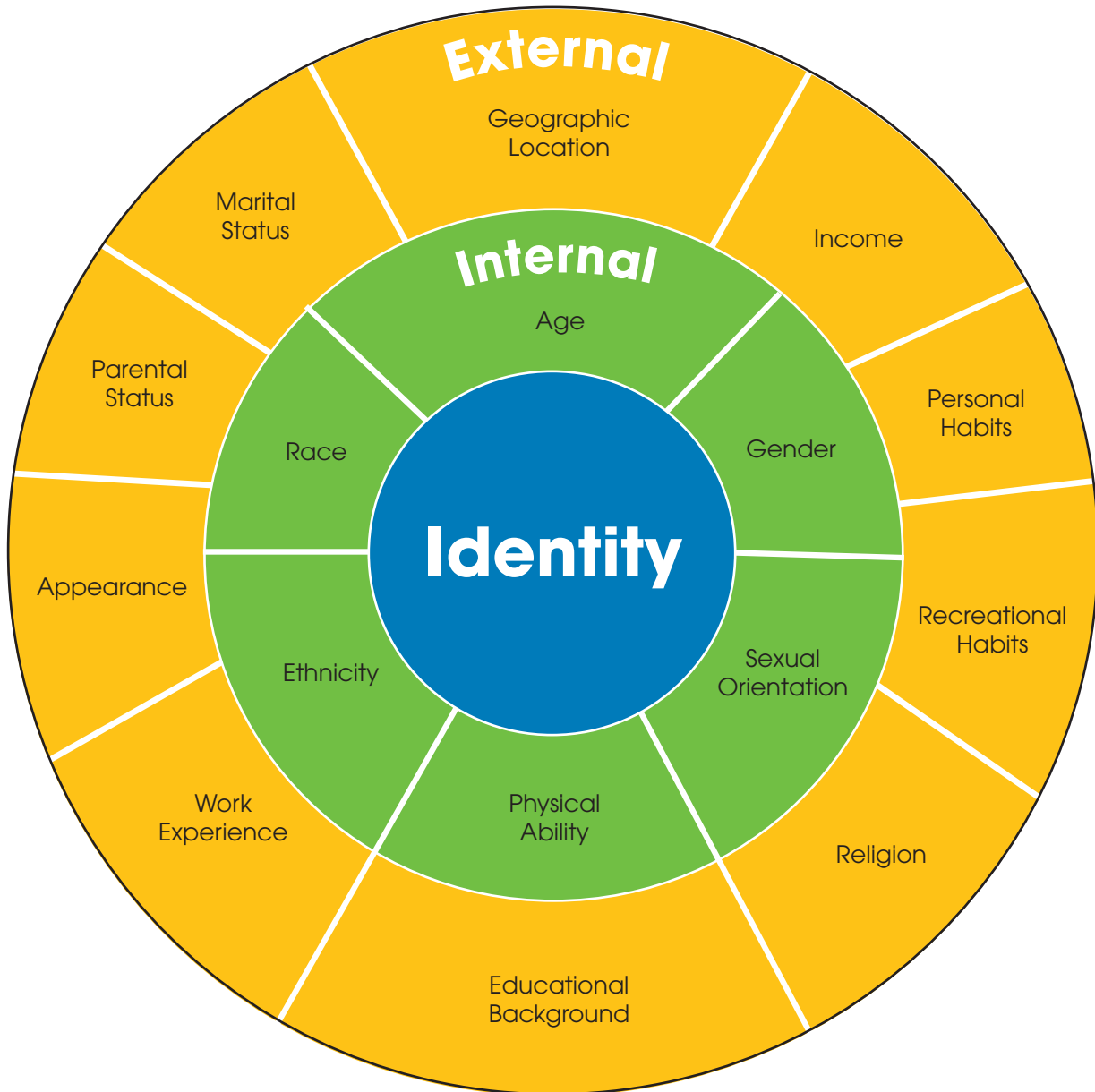
"The one thing that you have that nobody else has is you. Your voice, your mind, your story, your vision. So write and draw and build and play and dance and live as only you can."

– Neil Gaiman

"The path from dreams to success does exist. May you have the vision to find it, the courage to get on to it, and the perseverance to follow it."

– Kalpana Chawla

Identity Wheel



Personal Values Checklist



- Adaptability
- Assertiveness
- Cleanliness
- Collaboration
- Commitment
- Courage
- Creativity
- Dependability
- Determination
- Discipline
- Efficiency
- Endurance
- Equality
- Equanimity
- Fairness
- Family
- Flexibility
- Frugality
- Generosity
- Gratitude

- Hard work
- Honesty
- Humanity
- Improvement
- Integrity
- Loyalty
- Open-mindedness
- Perseverance
- Personal growth
- Punctuality
- Resourcefulness
- Selflessness
- Self-reliance
- Self-respect
- Support
- Sustainability
- Teamwork
- Trust
- Uniqueness
- Well-being

SMART Goals

S

Specific

Clear statement of your goal.



M

Measureable

Use smaller goals to follow progress.



A

Attainable

Reasonable goals that can be achieved.



R

Realistic

Goals that are relevant and relate to your life.



T

Time bound

Set deadlines for all goals.



Steps to Creating a Life Plan

1. Make a Vision:



Imagine your perfect life: where you work, where you live, hobbies, etc. Imagine how you want others to see you.



2. Do a Self-Assessment:

What role do you have in life? How happy are you in different areas of your life? What are your strengths and weaknesses?

3. Prioritize Your Life:

Put roles, area, strengths, and weaknesses in order of what's most important to you.



4. Identify Your Values:

Your values help measure your decisions. Making decisions becomes easier when you compare them to your values.

5. Set Goals:

Things you want to finish or reach in a set period of time.



6. Outline an Action Plan:

Steps needed to achieve goals while following values for the end result of reaching your ideal life.