

GLOSSARY

analyze: to separate into parts so as to determine the nature of the whole; to examine in detail.

brainstorm: 1. to consider or investigate (an issue, for example) by engaging in shared problem solving. 2. to produce a solution by this method.

confidentiality: condition or state of communicating in confidence; trusted.

cooperate: 1. to work or act together toward a common end or purpose. 2. to form an association for common benefit.

curriculum: a group of related courses, often in a special field of study.

drawback: 1. anything that holds back progress, success, or enjoyment. 2. a disadvantage or inconvenience.

edge: to outdo or beat by a small margin; advantage.

expectation: 1. the act of looking confidently for something; eager anticipation. 2. something considered likely or certain to happen.

fictional: nonfactual, imaginative, or invented in a person's mind.

fundamentals: 1. of or relating to the foundation or base; basics. 2. forming or serving as essential elements of a system or structure.

group dynamics: the forces producing or governing the activity or movement of a group.

obstacle: something that stands in the way or blocks progress.

relevance: having precise application to the matter at hand; connection.

rights: privileges that are due to a person or governmental body by law, tradition, or nature.

A DAY IN A LIFE

Camilla Juarez is a high school senior. The following are the activities she has planned for today.

Where	Time	Activity	Related Overcoming Obstacles Lessons
Home	6:15 AM	1. Wake up.	
	6:25 AM	2. Take a shower and get dressed.	
	6:45 AM	3. Eat breakfast.	
	6:55 AM	4. Get books and papers together for school.	
	7:00 AM	5. Leave for school.	
	7:00 PM	6. Complete homework.	
	8:00 PM	7. Decide how to spend or save my paycheck.	
	8:30 PM	8. Try to find a different job.	
School	7:45 AM	1. Meet with Mr. Jones to ask if I can retake the test.	
	9:00 AM	2. Take notes in history class.	
	11:30 AM	3. Talk to Jack at lunch about the argument we had yesterday.	
	1:00 PM	4. Complete science project with my group.	
Work	2:45 PM	1. Catch a bus to work.	
	3:00 PM	2. Check supplies inventory before my shift starts.	
	5:30 PM	3. Speak to my boss about the raise that was promised.	

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PROGRAM OVERVIEW

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2. Setting Expectations

CONFIDENCE BUILDING

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2. Identifying Strengths
3. Establishing What's Important
4. Improving Well-Being
5. Developing Personal Power

PART II: ACQUIRING CORE SKILLS

MODULE ONE: COMMUNICATION SKILLS

1. Understanding Nonverbal Communication
2. Listening
3. Listening Critically (two-session lesson)
4. Speaking Responsibly
5. Communicating Constructively

MODULE TWO: DECISION MAKING SKILLS

1. Starting the Decision Making Process
2. Gathering Information
3. Exploring Alternatives and Considering Consequences
4. Making and Evaluating Decisions

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4. Creating a Win-Win Situation
5. Resolving Conflict

MODULE FIVE: PROBLEM SOLVING.....

1. Problem Solving Techniques
2. Problem Solving in School
3. Problem Solving on the Job
4. Problem Solving at Home

MODULE SIX: SKILLS FOR SCHOOL AND BEYOND

1. Identifying Your Learning Style
2. Managing Your Time
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4. Writing Reports and Presenting to an Audience (two-session lesson)
5. Preparing for Tests and Exams
6. Managing Stress

MODULE SEVEN: A GAME PLAN FOR COLLEGE/HIGHER EDUCATION

1. Assessing Your Talents and Interests
2. Determining the Training and Education You'll Need (two-session lesson)
3. Choosing the Right Place: Colleges, Universities, and Technical Schools
4. Applying to Colleges, Universities, and Technical Schools (two-session lesson)
5. Discovering Money: Scholarships, Grants, and Loans

MODULE EIGHT: A GAME PLAN FOR WORK.....

1. Working toward Your Goals (two-session lesson)
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PART IV: DEMONSTRATING THE SKILLS

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