

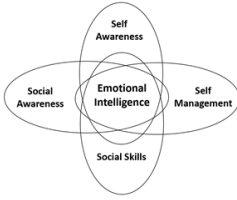
# **VALUES & CHARACTER DEVELOPMENT**

## **001 INTRODUCTION**

### **Facilitator/Mentor Materials**

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2020

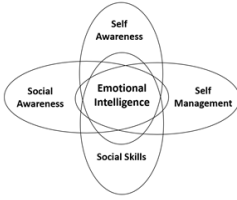




## Facilitator Materials for Lesson 001: Introduction

	<u>Page</u>
Instructor Checklist .....	3
Training Schedule.....	5
Lesson Objectives.....	6
Learning Guides .....	6
References .....	9
Module Question Notes .....	10
End of Module Review Questions.....	11
Check for Module Understanding .....	13

### Notes

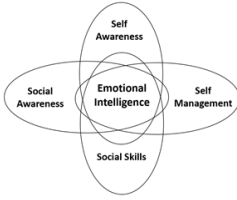


## Facilitator Checklist

✓	Do the following tasks before course begins:	Materials Source
<input type="checkbox"/>	Have these materials duplicated for participants:  Values / Character Development 001 INTRODUCTION 010 SELF-AWARENESS 020 SELF-MANAGEMENT 030 SOCIAL AWARENESS 040 SOCIAL SKILLS	
<input type="checkbox"/>	Get these materials for participants: <ul style="list-style-type: none"> <li>• Pencil or Pen</li> <li>• Spiral Bound Notebook for note taking</li> </ul>	
<input type="checkbox"/>	Have these materials on hand in the room: <ul style="list-style-type: none"> <li>• Internet Connected Personal Computer               <ul style="list-style-type: none"> <li>• Monitor Display</li> <li>• Chrome, Google, Firefox Browser or equivalent</li> <li>• High-Speed Internet Connection</li> <li>• Speakers or Earphone Headset</li> </ul> </li> <li>• Work Desk</li> <li>• Chair</li> <li>• Electrical outlet and / or power strip</li> <li>• Facilitator/Mentor Conference Location</li> </ul>	Training Room



✓	<b>Do the following tasks before course begins:</b>	<b>Materials Source</b>
<input type="checkbox"/>	Prepare the agenda and special notes, and make sure you have the Facilitator/Mentor Materials packet.	
<input type="checkbox"/>	Locate: <ul style="list-style-type: none"> <li>• Rest rooms</li> <li>• Phones</li> <li>• Break areas</li> <li>• Special regulations: Smoking, Food, PPE</li> </ul>	
<input type="checkbox"/>	Review:  Special regulations: Smoking, Food	



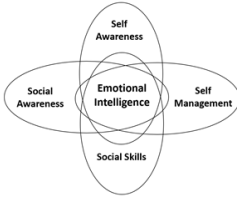
## Training Schedule

**Lesson Duration: 1 hour**

1.0 Learner Material Engagement

0.4 hour Mentor/Learner Engagement

Topic	Time	Location
Introduction to Coursework	15 min.	Classroom / Facilitator-Mentor
Introduction to Emotional Intelligence	7 min.	Classroom / Computer
Read: Self-Awareness, Self-Management, Social Awareness, Social Skills, and Core Values	5 min.	Classroom / Computer
Watch: Conflict Management	10 min.	Classroom / Computer
Read: Core Values	7 min.	Classroom / Computer
End of Module Questions	10 min.	Classroom / Computer
Check for Module Understanding & Application	10 min.	Classroom / Facilitator-Mentor



## Lesson Guide

### Lesson Objective

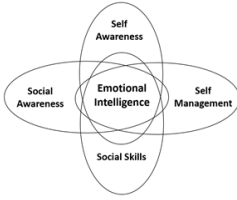
By the end of this session, learners should be able to:

1. Identify four topic areas associated with Emotional Intelligence
2. Relate importance of Emotional Intelligence to all areas of social life
3. Describe why Core Values are essential in life

### Level Steps

B = Basic    I = Intermediate    A = Advanced

Level	Steps	What to Say	What to Do
B	Introduction and Lesson Overview	Overview why we will be covering these topics.	<p>Explain why these lesson materials will benefit the learner(s).</p> <p>Explain the expectations and benefits of successfully completing the coursework.</p>

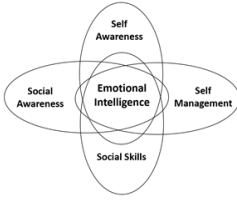


Level	Steps	What to Say	What to Do
B	Introduction to the class structure & technology used to deliver the materials.	<p>Explain the course materials and layout.</p> <p>Explain the use of educational technology in the course delivery.</p>	<p>Show the learning materials involved in the course:</p> <p>001 INTRODUCTION</p> <p>010 SELF-AWARENESS</p> <p>020 SELF-MANAGEMENT</p> <p>030 SOCIAL AWARENESS</p> <p>040 SOCIAL SKILLS</p> <p>Show the learner how to use the personal computer to access the on-line learning materials.</p>
B	Values & Character Development Introduction	Learners will start this module with reading the INTRODUCTION text and read the On-line article: What is 'Emotional Intelligence'. Learners will also watch the embedded video "How To Build Relationships That Make A Difference To Your Career".	<p>Learners will read the INTRODUCTION Module text and access the On-line materials covering What Is 'Emotional Intelligence.'</p> <p>Learners will watch the On-line embedded video "How To Build Relationships That Make A Difference To Your Career."</p>

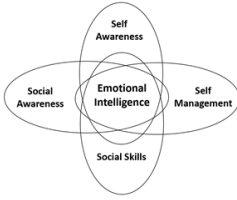


Level	Steps	What to Say	What to Do
I	Values & Character Development Introduction	Learners will start this module exploration with reading the text covering Self-Awareness, Self-Management, Social Awareness, Social Skills, & Core Values.	Learners will read the text covering Self-Awareness, Self-Management, Social Awareness, Social Skills, & Core Values.
I	Values & Character Development Introduction  Conflict Management	Learners will watch the On-line video "Conflict Management."	Learners will watch the On-line video "Conflict Management."
A	Values & Character Development Introduction  End of Module Questions	Learners will complete the end of module questions based upon module text and related On-line learning materials.	Learners will complete the end of module questions based upon module text and related On-line learning materials.  Learners will watch the On-line material "What Are Your Core Values? Deciding What's Most Important In Life."  Learners will identify four Core Values important to them.





Level	Steps	What to Say	What to Do
A	Values & Character Development Introduction  Check for and Apply Understanding	On the module's last page, learners will fill out their name, date, and answer the questions listed. After completion, learners will give this page to their mentor for appraisal and record.	On the module's last page, learners will fill out their name, date, and answer the questions listed. After completion, learners will give this page to their mentor for appraisal and record.



## References

The sources below were used in preparation of this lesson and may be consulted for additional background information.

**Manning-Schaffel, V. (2018, November 12). What is ‘emotional intelligence?’ How do you improve your EQ? *NBC News Better*.**

<https://www.nbcnews.com/better/health/what-emotional-intelligence-how-improve-your-eq-ncna934231>

What is ‘Emotional Intelligence?’ How do you improve your EQ by By Vivian Manning-Schaffel

**Mind Tools Content Team. (n.d.). What are your core values? Deciding what’s most important in life.**

[https://www.mindtools.com/pages/article/newTED\\_85.htm](https://www.mindtools.com/pages/article/newTED_85.htm)

Mind Tools. 2014, March 5. What are your core values? Deciding what’s most important in life.

**What Are Your Values?**

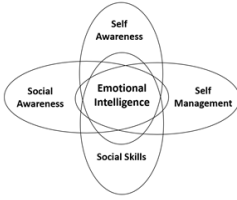
[https://youtu.be/Kz\\_qGJmTMY](https://youtu.be/Kz_qGJmTMY)

Mind Tools. 2014, March, 5. What Are Your Values?. Retrieved from URL

**Virtareal Sdn.Bhd. (2018, May 19). Conflict management. [Video] YouTube**

<https://youtu.be/f3NmLUINP80>

Virtareal Sdn.Bhd. 2018, May, 19. Conflict Management. Retrieved from URL



## 001 Introduction Module Questions and Answers

### NOTES:

1. Learners are expected to engage with the module learning materials and apply critical thinking skills to determine how to apply the lessons to their own lives and situations. The role of the course facilitator/mentor is to become a guide and coach for learners and not to be “the expert” authority telling participants the correct answers. For successful module completion, learners will explore acceptable solutions, learn how to apply those solutions, and measure their progress in solutions application.
2. The module objective is to have participants explore relationships between individual behavior choices and their effects on other individuals and social groups. Learners will identify various Core Values that are foundational to behavior choices. Successful module completion by learners should be identified by the participant’s understanding what Emotional Intelligence is, how to identify applications of Emotional Intelligence, and how to apply Emotional Intelligence in the workplace. Learners should also identify the link among Core Values, Emotional Intelligence, and behaviors.
3. The End of Module Review Questions are intended to demonstrate the reading and understanding of the module material by participants.
4. The Check for Understanding Questions will be filled out by participants. The answers provided by learners should demonstrate personal understanding, application, and the consequences of the module topics.



**End of Module Review Questions:**

1. What specifically was the source of the conflict?

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2. Identify which of the four areas for Emotional Intelligence was impacting the elements of the story and identify the associated behaviors.

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3. In terms of the story's outcome, explain in detail the solutions being applied by all the characters.

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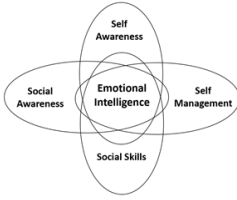
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4. What are the four topic areas involving Emotional Intelligence?

a. \_\_\_\_\_



b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

Read What Are Your Core Values? Deciding What's Most Important In Life

[https://www.mindtools.com/pages/article/newTED\\_85.htm](https://www.mindtools.com/pages/article/newTED_85.htm)

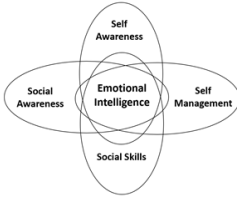
5. What are four Core Values you believe are important to you?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_



## VALUES & CHARACTER DEVELOPMENT 001 INTRODUCTION

### Check for and Apply Understanding

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

FACILITATOR / MENTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

1. In your opinion and after reading the unit Introduction, why would organizations be interested in having a staff member that demonstrates a high amount of emotional intelligence?

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2. What exactly are some of your needs that you cannot supply yourself and need to get from someone else?

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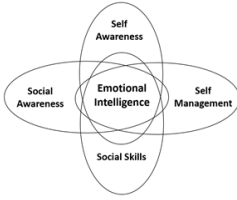
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3. Personal and Organizational Core Values are those values which form a foundation for the work we perform or how we conduct ourselves. Core Values determine what is right and what is wrong. What are a few of your Core Values and why are they important to you?



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4. What core values do you have that have direct benefit to your class, school, organization, or workplace?

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