

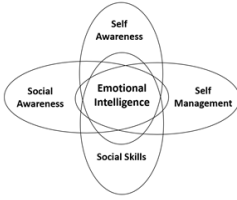
VALUES & CHARACTER DEVELOPMENT

020 SELF-MANAGEMENT

Facilitator/Mentor Materials

John T. Krochmalny
2020

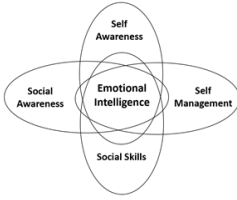




Facilitator Materials for Lesson 020: Self-Management

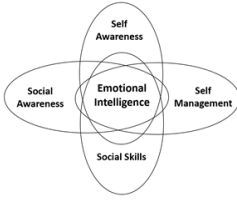
	<u>Page</u>
Instructor Checklist	3
Training Schedule.....	5
Lesson Guide	6
References	9
End of Module Review Questions and Answers.....	11
Check for Module Understanding	12

Notes

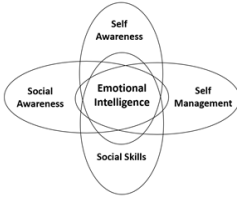


Facilitator Checklist

✓	Do the following tasks before course begins:	Materials Source
<input type="checkbox"/>	Have these materials duplicated for participants: Values / Character Development 020 SELF-MANAGEMENT	
<input type="checkbox"/>	Get these materials for participants: <ul style="list-style-type: none"> • Pencil or Pen • Spiral Bound Notebook for note taking 	
<input type="checkbox"/>	Distribute these materials to student stations: <ul style="list-style-type: none"> • 	
<input type="checkbox"/>	Have these materials on hand in the room: <ul style="list-style-type: none"> • Internet Connected Personal Computer <ul style="list-style-type: none"> • Monitor Display • Chrome, Google, Firefox Browser or equivalent • High-Speed Internet Connection • Speakers or Earphone Headset • Work Desk • Chair • Electrical outlet and / or power strip • Mentor Conference Location 	Training Room
<input type="checkbox"/>	Prepare the agenda and special notes, and make sure you have the Instructor Materials packet.	



✓	Do the following tasks before course begins:	Materials Source
<input type="checkbox"/>	Locate: <ul style="list-style-type: none"> • Rest rooms • Phones • Break areas • Special regulations: Smoking, Food, PPE 	
<input type="checkbox"/>	Review: Special regulations: Smoking, Food, PPE	



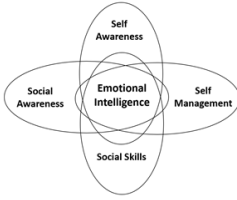
Training Schedule

Lesson Duration: 1.5 hour

1.5 hour Learner Material Engagement

0.5 hour Mentor/Learner Engagement

Topic	Time	Location
Introduction to the 020 SELF-MANAGEMENT Module	5 min.	Classroom / Mentor
SELF-MANAGEMENT Learning Materials Introduction	1 min.	Classroom / Computer
Read: Self Management Skills Definition and Examples	7 min.	Classroom / Computer
Watch: Top Skills for Your Resume	1.25 min.	Classroom / Computer
Read: Build Your Self-Management Skills	10 min.	Classroom / Computer
Read: Power to the People: Why Self Management is Important	5 min.	Classroom / Computer
Read: 5 Ways to Improve Your Self Management Skills	5 min.	Classroom / Computer
Read: 5 Essential Self Management Skills	5 min.	Classroom / Computer
Watch: Manage Yourself As a Resource	8 min.	Classroom / Computer
End of Module Questions	15 min.	Classroom / Computer
Check for and Apply Understanding	15 min.	Classroom / Mentor



Lesson Guide

Lesson Objective

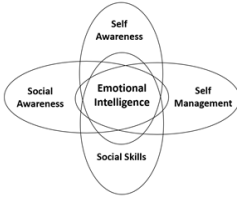
By the end of this session, learners should be able to:

1. Describe behaviors associated with Self-Management
2. Identify indicators associated with Self-Management
3. Describe Self-Management benefits to a successful life

Level Steps

B = Basic I = Intermediate A = Advanced

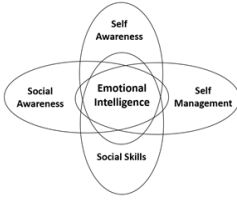
Level	Steps	What to Say	What to Do
B	Module Introduction and Lesson Overview SELF-MANAGEMENT	Overview why we will be covering these topics.	Explain why these lesson materials will benefit the learner(s). Explain the expectations and benefits of successfully completing the coursework.
B	Introduction to the Self-Management Module learning materials	Explain the module learning materials and layout. Explain the use of educational technology in the course delivery.	Show the module learning materials involved in the course: 020 SELF-MANAGEMENT Show the learner how to use the personal computer to access the on-line learning materials.



Level	Steps	What to Say	What to Do
B	Values & Character Development SELF-MANAGEMENT	Learners will start this module with reading the SELF-MANAGEMENT text and read the module related On-line articles: Read “ Self-Management Skills: Definition and Examples ” Read “ Build Your Self-Management Skills ”	Learners will read the SELF-MANAGEMENT Module text and access the On-line materials covering module materials. Read “ Self-Management Skills: Definition and Examples? ” Read “ Build Your Self-Management Skills ”
I	Values & Character Development SELF-MANAGEMENT	Read: “ Power to the People: Why Self-Management is Important. ”	Read: “ Power to the People: Why Self-Management is Important. ”
I	Values & Character Development SELF-MANAGEMENT	Read: “ 5 Ways to Improve Your Self-Management Skills ” Read: “ 5 Essential Self-Management Skills ”. Watch: “ Managing Yourself as a Resource: Self-Management in the Workplace ”	Read: “ 5 Ways to Improve Your Self-Management Skills ” Read: “ 5 Essential Self-Management Skills ”. Watch: “ Managing Yourself as a Resource: Self-Management in the Workplace ”



Level	Steps	What to Say	What to Do
A	Values & Character Development SELF-MANAGEMENT End of Module Questions	Learners will complete the SELF-MANAGEMENT End of Module Questions based upon module text and related on-line learning materials.	Learners will complete the SELF-MANAGEMENT End of Module Questions based upon module text and related on-line learning materials.
A	Values & Character Development SELF-MANAGEMENT Check for and Apply Understanding	On the SELF-MANAGEMENT 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 facilitator/mentor for appraisal and record.	On the SELF-MANAGEMENT module's last page, learners will fill out their name, date, and answer the questions listed. This questionnaire will be the record for what the learner will be doing to apply the lessons learned in this module. 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.

Self-Management Skills: Definition and Examples

<https://www.indeed.com/career-advice/career-development/self-management-skills>

Build Your Self-Management Skills

<https://www.youthemployment.org.uk/young-professional-training/self-management-skills-young-professional/>

Power to the People: Why Self-Management is Important

<https://er.educause.edu/blogs/2015/9/power-to-the-people-why-self-management-is-important>

5 Ways to Improve Your Self-Management Skills

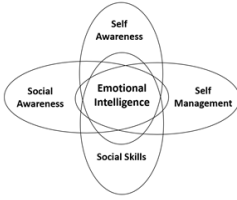
<https://blog.ace-up.com/5-ways-to-improve-your-self-management-skills>

5 Essential Self-Management Skills

<https://www.foundationeducation.edu.au/articles/2016/10/5-self-management-skills-you-need-to-win-at-life>

Managing Yourself As A Resource | Self-Management in the Workplace

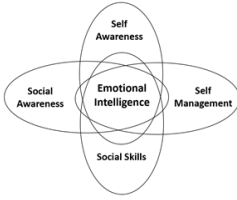
<https://youtu.be/a8jUKSQcnKw>



020 SELF-MANAGEMENT Module Questions and Answers

NOTE:

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 how Self-Management relates to a successful life and learn how to apply these to their own lives. Successful module completion by learners should be identified by the participant’s understanding what Self-Management is, how to identify applications of Self-Management, and how to apply Self-Management in the workplace.
3. The Check for Understanding Questions will be filled out by participants. This should be considered their Personal Commitment Plan (PCP) or goals for applying the lessons learned in the module. Facilitators/Mentors should use the PCP as an instrument to gage learner success in meeting their identified Self-Management goals.



End of Module Questions:

1. Why would you believe that Self-Management is an important skill that employers might be looking for in their staff?

2. Identify three specific skills associated with Self-Management and what you can do to develop these skills.

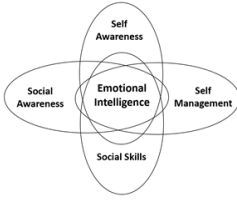
- a.

- b.

- c.

3. Why would you believe that skills of self-management would be important for you to develop?

4. In what specific ways will the ideas covered in this Self-Management module help you in your interpersonal relationships?



End of Module Check for Understanding:

NAME: _____ DATE: _____

FACILITATOR / MENTOR: _____ DATE: _____

Module Check for Understanding:

1. Name four things individuals could do to develop their self-management.

- a. _____

- b. _____

- c. _____

- d. _____

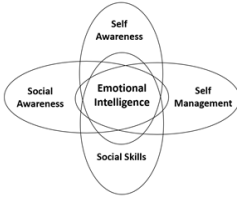
2. In reference to Question 1 above, select two things you will do to develop your own self-management and write exactly how you will achieve it.

- 1. _____

 - a. _____

- 2. _____

 - a. _____



3. In reference to Question 2 above and with the two things you will do to develop your own self-management, write exactly how you will intend to measure your success in applying it.

1. _____

a. _____

2. _____

a. _____

