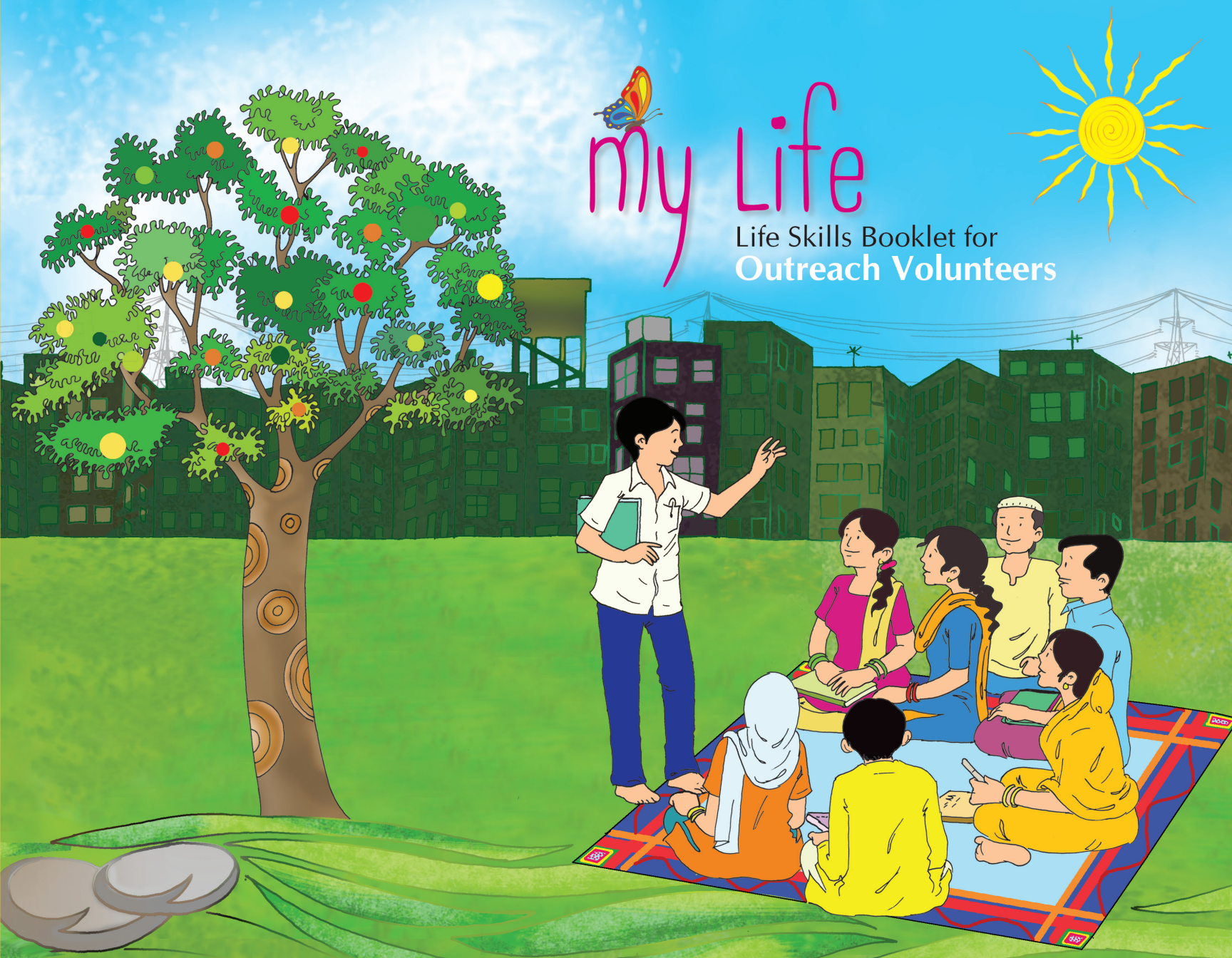


Life Skills Education aims at building skills and abilities amongst project stakeholders through an experiential learning process. This first series of modules has been developed for facilitators working with school children, adolescents and youth to support life skills amongst young people.

Life Skills Education is an integral component of various socio economic programmes being implemented in Hazrat Nizamuddin Basti as a part of the Aga Khan Development Network urban renewal initiative, through co-funding from Sir Ratan Tata Trust.

## AGA KHAN DEVELOPMENT NETWORK

HUMAYUN'S TOMB : urban renewal initiative  
HAZRAT NIZAMUDDIN BASTI : A PUBLIC-PRIVATE PARTNERSHIP INITIATIVE OF ARCHAEOLOGICAL SURVEY OF INDIA  
SUNDER NURSERY : MUNICIPAL CORPORATION OF DELHI – CENTRAL PUBLIC WORKS DEPARTMENT  
AGA KHAN FOUNDATION- AGA KHAN TRUST FOR CULTURE



# my Life

Life Skills Booklet for  
Outreach Volunteers





*Dear friend,*

This booklet is a collection of pointers, which will help you work on your training programmes for life skills. It can be used as a handbook for easy reference while planning or taking a session on any of the life skill. Going through this booklet at regular intervals will help you revise your ideas of different life skills and your promise of implementing them in your life.

On the last page, you can write your learning during different sessions you take, so that they can be implemented during next sessions.

We hope you enjoy going through this booklet and are able to get the best out of it.

Aga Khan Development Network

# Content

1. Pointers for Life Skills	1
2. Inter-Personal Relationships	2
3. Effective Communication Skills	3
4. Problem-Solving	4
5. Critical Thinking	5
6. Creative Thinking	6
7. Decision-Making	7
8. Dealing with Emotions	8
9. Coping with Stress	9
10. Dealing with Sexuality	10
11. Prevention of Substance Abuse	11
12. Designing Life skills Training Session	12

# 1. *Painters for Life Skills*

Life skills are essential skills that are required to live a better life

They help improve the quality of life

They need to be defined according to the needs of an individual's age, socio-cultural background, class, gender

They help in preparing an individual for changes in society

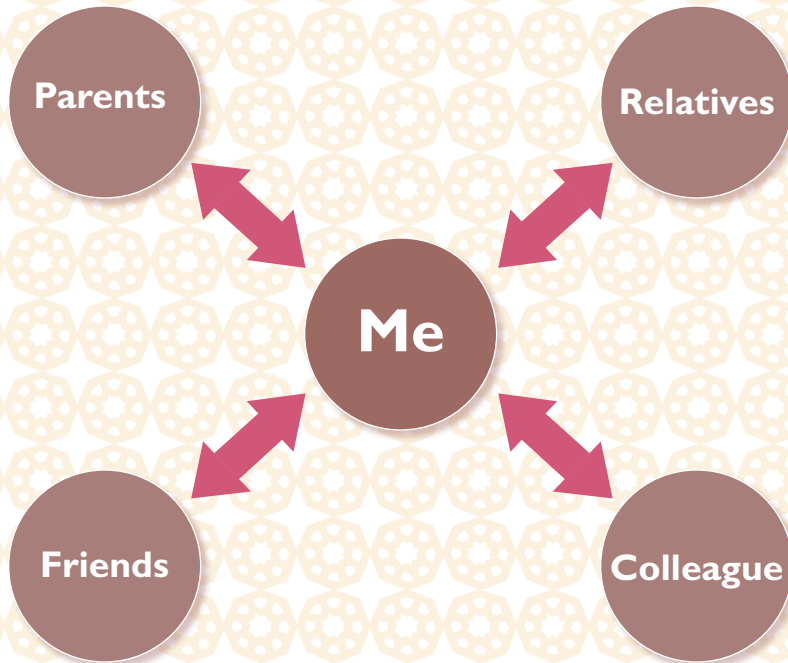
Help in developing a positive outlook

Help in making healthy choices

Help develop a broader perspective



## 2. *Inter-Personal Relationships*



- Try to increase your circle of influence.
- Value people around you but not to the extent of losing your identity
- Be empathetic towards others
- Never breach anyone's trust
- Look for the positives in other individuals
- Be genuinely concerned about other person's problems
- Try to find out the expectations of the other individual
- Respect everyone's 'personal space'. Always be generous and genuine with compliments
- Be an active listener

### 3. *Effective Communication Skills*

- Greet everyone with a smile
- Form a warm rapport with other individual
- Communication is dynamic and irreversible
- There is no one way communication
- Be prepared for all kinds of responses
- Be sensitive to the receiver's mood and emotional state
- Actively listen to the speaker with empathy
- Avoid stereotypes and presumptions
- Learning techniques like paraphrasing, reflection of content and feelings
- Genuine feedback is important
- Be assertive





## 4. Problem-Solving

- Take every problem as a challenge and an opportunity to learn
- Every challenge can be overcome
- Most of the learning happens when we have dealt with problems in our lives
- If there is no solution, there is no problem
- Identify the right problem
- Define the problem clearly and objectively
- Think creatively and critically for the solution
- Think about how this problem will affect you ten years from now
- Solution may be simpler than it looks
- Deal with your emotions and problems separately



## 5. *Critical Thinking*



- Think beyond the given
- Critical thinking does not mean criticizing
- Always remember – there is more than meets the eye
- Critical thinking involves accepting or rejecting an idea, information, data, or observation based on your analysis
- Developing the ability to ask questions related to any topic helps in developing critical thinking
- Accepting weaknesses and the lack of knowledge in any area is the first step towards fostering critical thinking
- Gathering information from all possible sources helps
- Be open to change
- Everyone can be a critical thinker
- Focused practice is what helps you develop it

## 6. *Creative Thinking*

- Divergent thinking
- Thinking out of the box practically
- Challenging the norms
- It can be used in all areas of your life
- Creativity may lead to a new product or process
- The first thought is not necessarily the most creative thought
- Creative thinking is a result of all the knowledge that you have gained.
- You have the potential to be a creative thinker.
- Do not let past experiences rule your thoughts.
- Brainstorming in a group develops creative thinking.



# 7. *Decision-Making*

- Decision-making involves choosing the best possible alternative.
- Aim at the larger goal.
- Define the desired result clearly
- Desired result may be broken into smaller targets, which are easily attainable
- Prioritising results
- Collecting information from all possible credible sources before making the decision
- Decision should be made after considering all possible consequences
- Being ready with Plan B
- Reviewing decisions, helps improve their quality
- Work for the best, however, be prepared for the worst

## 8. Dealing with Emotions

- Emotions are of two types: positive and negative
- Both are important in our lives
- The balance between the two and control over emotions is crucial for our development
- Be aware of your emotions
- Feelings do not arise out of vacuum or due to any outsider
- Feelings are a result of our interpretation of the event
- You can control the interpretation and thus, in turn the feeling
- Think before expressing any strong emotions, such as anger
- Use both, task-oriented and emotion-oriented, coping mechanism to deal with emotions
- People who can control their emotions are more successful in life



## 9. Coping with Stress

- We get stressed when situations go beyond our coping ability
- Optimal level of stress is crucial for us to do well in our lives
- Stress can be caused by doing nothing also
- The effects of stress are dependent on the way we think about the stress causing factor or our potential to deal with it
- Chronic, unpredictable stress would have a strong negative effect
- Use healthy ways of coping with stress
- Use both task-oriented and emotion-oriented coping mechanisms
- Believing in your self is the strongest tool to deal with stress
- Take short breaks everyday to relax yourself and replenish your resources
- Keep counting your positives



# 10. *Dealing with Sexuality*

- Personal hygiene is crucial for a healthy body
- Don't get caught up with stereotypes related to gender
- The best way to deal with them is to be conscious of them
- Be aware of your body parts and their functions
- Clarify the myths around sex and sexuality
- Give complete and correct information regarding sexuality
- Be non-judgmental about opinions related to sexuality
- Do not hide any problems, discuss them with the doctor
- Discuss different sexually transmitted diseases and how they may affect an individual
- Sexuality is an important part of our life. Do not hesitate to discuss it

# 11. *Prevention of Substance Abuse*

Discuss the different substances a person may abuse or get addicted to

The most important step is not to start

Discuss the effects that these substances may have on your physical, psychological and social health

There are other exciting things in life, which can give you a kick

Do magnify the effects and make them scary but to certain limit

It is not cool to have drugs or have alcohol

Be assertive in refusing

Friends who base their friendship on whether you drink/smoke/take drugs or not are not your friends

Do not sermonise, base your information on facts

Showing pictures of people, suffering helps in preventing substance abuse

## 12. *Designing Life skills Training Session*

- Identify the beneficiary group
- Need analysis of the beneficiary group –While doing a need analysis, it is important to know about various issues and challenges the beneficiary groups face and analyse them according to various life skills. The needs can be gauged through surveys or focused group discussions
- Analyse the needs keeping the age, socio-economic background and culture of the group in mind
- Identify and define various life skills according to the needs analysed for the group
- Define the objectives of the session
- While working on the training content, include a list of activities that are apt for the sessions. Plan how you are going to review your session. It is important to remember that all the activities are experiential and participatory in nature.
- Make sure your presentation is ready beforehand according to various objectives.
- It is also important to assess the activities in terms of time and material required, along with evaluating whether it meets the objectives.
- Evaluate the session by taking feedback from the participants and reviewing yourself.







Keep Smiling



