

14.2.0 LIFE SKILLS

14.2.01 INTRODUCTION TO LIFE SKILLS

This module unit is intended to equip the trainee with knowledge, skills, attitudes and values that empower him/her to face challenges posed by their physiological, psychological, social and economic circumstances. It will enable them to take responsibility for their individual actions.

14.2.02 GENERAL OBJECTIVES

- By the end of the module unit, the trainee should be able to:
- a) develop an awareness and understanding of every day demands and challenges through critical thinking
 - b) understand and deal with their health problems, fears and anxieties about growing up, sexuality and relationships
 - c) enhance self-esteem and assertiveness in their relationships with peers and adults
 - d) develop an appreciation of females and males as equal partners in society
 - e) make optimum use of time and available resources in order to improve the quality of life
 - f) develop attitudes, values and skills that promote co-existence, positive, responsible and healthy life styles
 - g) develop an understanding support and a sense of care and responsibility for disadvantaged groups in the community

14.2.03 MODULE UNIT SUMMARY AND TIME

ALLOCATION

LIFE SKILLS

Code	Sub module unit	Content	Time hrs
14.2.1	Introduction to Life skills	<ul style="list-style-type: none"> • Define the term life skills • Categories • Benefits • Living values and our lives • Relationship between life skills and living values 	2

14.2.2	Knowing and Living With Oneself: - Self Awareness	<ul style="list-style-type: none"> • Self description • Self assessment • Challenges that hinder the attainment of life goals • Strategies of overcoming challenges • Values associated with self awareness skill 	4
14.2.3	Self Esteem	<ul style="list-style-type: none"> • Definition of self esteem • Signs of high and low self esteem in an individual • Signs of low self esteem • Effects of low self esteem • Factors that enhance high and low esteem • Importance of high self esteem • Values associated with high self esteem • How to boost self esteem 	2
14.2.4	Stress Management	<ul style="list-style-type: none"> • Definition of emotion • Definition of stress • Causes of stress • Effects of stress • Coping with stress • Forms of positive stress • Values associated to positive stress management 	2
14.2.5	Coping With Emotion	<ul style="list-style-type: none"> • Definition of emotion • Good and bad feelings • Causes of good and bad feelings • Meaning of emotional intelligence • Feelings which can lead to risky behaviour • Ways of coping with negative emotions • Values associated with emotional intelligence 	2

14.2.6	Empathy	<ul style="list-style-type: none"> • Definition of empathy • Importance • Difference between empathy and sympathy • Situations requiring empathy • Values associated with empathy 	4
14.2.7	Assertiveness	<ul style="list-style-type: none"> • Definition of assertiveness • Characteristics of an assertive person • Steps to being assertive • Difference between assertiveness and aggression • Difference between peer pressure and influence • Values associated with assertiveness 	4
14.2.8	Negotiation	<ul style="list-style-type: none"> • Definition of negotiation • Importance • Situations that require negotiating • Negotiating techniques • Values associated with negotiations 	4
14.2.9	Non-Violent Conflict Resolution	<ul style="list-style-type: none"> • Definition of conflict • Causes of conflict • Consequences • Types of conflict • Ways of dealing with conflict • Skills for conflict management • Institutions that resolve conflict in community • Values related to conflict resolution 	2
14.2.10	Effective Decision Making	<ul style="list-style-type: none"> • Situations that require decision making • Challenges facing youth in decision making • Factors influencing decisions making 	4

		<ul style="list-style-type: none"> • Steps to effective decision making • Consequences • Decision making institutions within community • Steps to effective decision making • Values associated with effective decision making 	
14.2.11	Critical Thinking	<ul style="list-style-type: none"> • Meaning of critical thinking • Risky situations • Evaluating ideas or issues objectively • Consequences of making decisions before critical thinking • Values associated with critical thinking 	4
14.2.12	Creative Thinking	<ul style="list-style-type: none"> • Definition • Situations that require creative thinking • Importance • Consequences • Associated values 	4
14.2.13	Problem Solving	<ul style="list-style-type: none"> • Problem areas • Causes of problems • Tools • Problem solving process • Values necessary for solving problems 	3
14.2.14	Leisure	<ul style="list-style-type: none"> • Definition of leisure • Effects of misuse of leisure • Activities for positive leisure • Life skills for positive use of leisure • Values 	3
14.2.15	Time Management	<ul style="list-style-type: none"> • Definition • Work schedule • Time management chart • Importance 	2

		<ul style="list-style-type: none"> • Time robbers • Values and associated life skills 	
14.2.16	Gender Education	<ul style="list-style-type: none"> • Definition • Agents perpetuating gender • Gender stereotyping • Effects of gender • Strategies to eliminate gender discrimination • Associated values 	2
14.2.17	Drug and Substance Abuse	<ul style="list-style-type: none"> • Definition of terms • Commonly abused drugs • Causes • Symptoms • Effects • Relationship between drug abuse and HIV and AIDS • Prevention • Management • Life skills and values necessary 	4
14.2.18	HIV and AIDS	<ul style="list-style-type: none"> • Definition of terms • Transmission • Signs and symptoms • Catalysts • Prevention • Interventions • Misconceptions • Care and support 	3
14.2.19	Child Labour	<ul style="list-style-type: none"> • Definition of terms • Difference between child labour and work • Forms of child labour • Factors leading to child labour • Awareness on child labour • Interventions • Appropriate life skills 	4
14.2.20	Child Rights	<ul style="list-style-type: none"> • Definition of terms • Types of human needs 	3

		<ul style="list-style-type: none"> • UN Conventions • Categories of child rights • Importance of child rights • Responsibilities • Principles in right of child • Life skills and values 	
14.2.21	Relationships	<ul style="list-style-type: none"> • Types of relationships • Developing healthy relationships • Factors that influence healthy relationships • Maintaining healthy relationships • Influence of relationships on behaviour • Values associated with relationship • Life skills 	4
Total Time			66

14.2.1 INTRODUCTION TO LIFE SKILLS

Theory

- 14.2.1T0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:
- a) define the term life skills
 - b) outline the categories of life skills
 - c) explain the benefits of life skills education to the society
 - d) explain living values and how they relate to our lives
 - e) explain the relationship between life skills and living values.

Content

- 14.2.1 T1 Definition of term life skills
- 14.2.1 T2 Categories of life skills
- i) Skills of knowing and living with oneself
 - ii) Skills of knowing and living with others
 - iii) Skills of making effective decisions

- 14.2.1 T3 Benefits of life skills education to the society in the following sectors
- i) Education
 - ii) Social
 - iii) Health.

14.2.1T4 Living values and our lives

14.2.1 T5 Relationship between life skills and living values

Suggested Teaching/Learning Activities

- Discussions
- Note taking

Suggested Teaching/Learning Resources

- Life skills manuals
- Charts
- Journals and magazine feature articles

Suggested Evaluation Methods

- Continuous assessment tests
- Timed written tests

14.2.2 KNOWING AND LIVING WITH ONESELF: SELF AWARENESS

Theory

- 14.2.2T0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:

- a) outline ways of describing him/herself
- b) outline ways of assessing themselves

- 14.2.2P1 Drafting of a self analysis table describing personal values, beliefs, goals and ambitions
- 14.2.2P2 Drafting of a life vision and mission

Content

- 14.2.2T1 **Self Description**
 - i) Who Am I?
 - ii) Physical attributes
 - iii) Life vision and mission
 - iv) Personal values, beliefs, goals and ambitions.
- 14.2.2T2 Self Assessment
 - i) Strengths and weaknesses
- 14.2.2T3 Challenges that Hinder the Attainment of Life Goals
- 14.2.2T4 Strategies of Overcoming Challenges
- 14.2.2T5 Values Associated With the Self Awareness Skill

Suggested Teaching/Learning Activities

- Discussions
- Note taking

Suggested Teaching/Learning Resources

- Life skills manuals
- Charts
- Journals and magazine feature articles

Suggested Evaluation Methods

- Continuous assessment tests
- Timed written tests

14.2.3 SELF ESTEEM

Theory

- Practice**
- 14.2.2P0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:
draft a self analysis table beliefs, goals and ambitions
draft a life vision and mission

- 14.2.3T0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:
a) define the term self esteem
b) outline signs of high self esteem in an individual
c) outline signs of low self esteem in an individual

Content

- d) explain factors that enhance high and low self esteem
- e) state the importance of having high self esteem
- f) describe the effects of low self esteem
- g) highlight values associated with high self esteem
- h) explain ways of boosting self esteem.

Competence

The trainee should have the ability to:

- i) Have a feeling of self worth
- ii) Relate well with others
- iii) Be confident
- iv) Have positive self pride
- v) Feel good about oneself

Content

- 14.2.3T1 Definition of self esteem
- 14.2.3T2 Signs of high self esteem
 - i) self confidence
 - ii) self discipline
 - iii) relating well with others
 - iv) self care

- 14.2.3T3 Signs of low esteem
 - i) isolation
 - ii) self doubt
 - iii) self neglect
 - iv) vulnerability
 - v) aggressiveness
 - vi) low performance of tasks

- 14.2.3T4 Effects of low self esteem
 - i) unhappiness
 - ii) vulnerability to HIV infection
 - iii) drug abuse
 - iv) physical and emotional abuse

- 14.2.3T5 Factors that enhance high self esteem
 - i) good health habitsgoal setting
 - ii) good grooming

- 14.2.3T6 Importance of high self esteem

- 14.2.3T7 Values associated with high self esteem
 - i) humility
 - ii) self respect
 - iii) happiness

- 14.2.3T8 Ways of boosting self esteem
 - i) Praise/acknowledging effort

Practice

14.2.3P0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to:

- a) express feelings of self hate and self acceptance in group or one-on-one counselling session
- b) demonstrate self pride and confidence.

Content

14.2.3P1 Expressing one's feelings of self hate and self acceptance in group or one-on-one counselling session

14.2.3P2 Role play a situation of self pride and confidence

Suggested Teaching/Learning Activities

- Discussions
- Note taking

Suggested

Teaching/Learning

Resources

- Guest speaker
- Charts
- Journals and magazine feature articles
- Educational audio-visual media

Suggested

Evaluation Methods

- Continuous assessment tests
- Timed written tests

14.2.4 STRESS MANAGEMENT

Theory

14.2.4T0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to:

- a) define stress
- b) describe situations that lead to stress
- c) discuss effects of stress
- d) suggest ways of coping with stress
- e) identify forms of positive stress
- f) give values associated to positive stress management.

Competence

The trainee should have the ability to:

- i) Identify stressors
- ii) Avoid stressors
- iii) Manage stress

Content

14.2.4T1 Definition of stress

14.2.4T2 Causes of stress

- i) growth and development (biological,

- physical and mental)
- ii) peer pressure
- iii) communication within families
- iv) need to belong
- v) lack of positive time management
- vi) Displacement
- vii) Conflicts
- 14.2.4T3 Effects of stress
 - i) displacement
 - ii) aggression
 - iii) social maladjustment
 - iv) drug and substance abuse
 - v) immorality
 - vi) diseases such as HIV and Aids
 - vii) Post traumatic stress disorders
- 14.2.4T4 Coping with stress
 - i) organize work in order of priority/work within possible working schedules
 - ii) take a break/relax/exercise
 - iii) share feelings with others
- 14.2.4T5 Forms of positive stress
- 14.2.4T6 Values associated to positive stress management
 - i) peace
 - ii) tolerance

- iii) co-operation
- iv) unity
- v) avoid stressors
- vi) cope / manage stress
- vii) apply values to manage stress

Practice

- 14.2.4P 0 *Specific Objective*
By the end of the sub-module unit, the trainee should be able to identify positive ways of stress management.
- 14.2.4P1 *Content*
Role Play a stressful situation and identify positive ways of stress management

14.2.6 COPING WITH EMOTIONS

Theory

- 14.2.6T0 *Specific Objectives*
By the end of this sub module unit, the trainee should be able to:
 - a) define the term ‘emotion’
 - b) identify good and bad feelings
 - c) explain causes of each feeling

- d) explain the meaning of emotional intelligence
- e) discuss feelings which can lead to risky behaviour
- f) suggest ways of coping with emotions
- g) state values associated with emotional intelligence

Competence

The trainee should have the ability to:

- i) be calm
- ii) be patient
- iii) take time before acting.

Content

- 14.2.6T1 Definition of the term ‘emotion’
- 14.2.6T2 Good and bad feelings
- 14.2.6T3 Causes of good/bad feelings
- 14.2.6T4 Feelings which can lead to risky behaviour
 - i) bitterness
 - ii) sadness
 - iii) excitement
 - iv) hurt
- 14.2.6T5 Meaning of emotional intelligence

- 14.2.6T6 How to control negative emotions
 - i) talk to somebody
 - ii) take a break/sleep/rest/walk
 - iii) do exercises

- 14.2.6T7 Values associated with emotional intelligence
 - i) peace
 - ii) humility
 - iii) tolerance
 - iv) respect

Practice

- 14.2.6P0 *Specific Objective*
By the end of the sub-module unit, the trainee should be able to identify different kinds of emotions

Content

- 14.2.6P1 Identification of different kinds of emotions from photographs and video clips

14.2.8 EMPATHY

Theory

14.2.8T0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to:

- a) define empathy
- b) explain the importance of empathizing
- c) explain the difference between empathy and sympathy
- d) explain situations that require empathy
- e) outline values associated with empathy.

Competence

The trainee should have the ability to:

- i) Empathise with people in need
- ii) Demonstrate positive values in situations that require empathy.

Content

14.2.8T1 Definition of empathy

14.2.8T2 Importance of empathizing e.g. in times of
i) death

ii) HIV/AIDS infected or affected

iii) joblessness

iv) sickness

14.2.8T3 Difference between empathy and sympathy

14.2.8T4 Values associated with empathy

i) responsibility

ii) respect

iii) love

iv) kindness

v) co-operation

vi) tolerance

Practice

14.2.8P0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to differentiate empathy from sympathy.

Content

14.2.8P1 Role Play situation and differentiate empathy form sympathy

14.2.9

ASSERTIVENESS

Theory

14.2.9T0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to:

- a) define assertiveness
- b) explain characteristics of assertive behaviour
- c) describe steps to being assertive
- d) explain the importance of being assertive
- e) differentiate being assertiveness from being aggressive and passive
- f) explain the difference between peer pressure and peer influence
- g) outline values associated with assertiveness.

Competence

The trainee should have the ability to:

- i) Be firm without being influenced by others
- ii) Say NO to negative influence or YES to positive behaviour

Content

- 14.2.9T1 Definition of assertiveness
- 14.2.9T2 Identify characteristics of an assertive person
- 14.2.9T3 Steps to being assertive

- 14.2.9T4 Importance of being assertive
 - i) achieving ones goals
 - ii) avoiding getting into trouble
- 14.2.9T5 Differentiate between aggressiveness and passiveness
- 14.2.9T6 Differentiate peer pressure from peer influence
- 14.2.9T7 Values associated with assertiveness
 - i) honesty
 - ii) love
 - iii) cooperation
 - iv) simplicity

Practice

- 14.2.9P0 *Specific Objective*
By the end of the sub-module unit, the trainee should be able to illustrate assertiveness, passiveness and aggression

- 14.2.9P1 *Content*
Role- play situations and illustrate assertiveness, passiveness and aggression

14.2.10

NEGOTIATION

Theory

14.2.10T0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to:

- a) define the term negotiation
- b) explain the importance of negotiation
- c) highlight situations that require negotiation
- d) discuss possible negotiating techniques
- e) outline values that are associated with negotiations

Competence

The trainee should have the ability to:

- i) Get out of difficult situations
- ii) Come up with alternatives

Content

- 14.2.10T1 Definition of negotiation
- 14.2.10T2 Importance of negotiation
- 14.2.10T3 Situations that require negotiations
- 14.2.10T4 Negotiating techniques
- 14.2.10T5 Values related to negotiation tolerance
 - i) responsibility

- ii) co-operation
- iii) honesty
- iv) respect

Practice

14.2.10P0

Specific Objective
By the end of the sub-module unit, the trainee should be able to identify negotiation techniques.

14.2.10P1

Content
Watch a video on peace negotiation and identify negotiation techniques

14.2.11 NON-VIOLENT CONFLICT RESOLUTION

Theory

14.2.11T0 *Specific Objectives*

By the end of the module sub-unit the trainee should be able to:

- a) define the term conflict
- b) explain causes of conflicts
- c) explain consequences of conflicts
- d) state the different types of conflicts
- e) explain constructive ways of dealing with conflicts

- f) state skills for peaceful conflicts
- g) highlight institutions that resolve conflicts in the community
- h) outline values in resolving conflicts.

Content

- 14.2.11T1 Meaning of conflicts
- 14.2.11T2 Causes of conflicts
- 14.2.11T3 Consequences of conflicts
- 14.2.11T4 Types of conflicts (siblings, parents, relatives, communities or clans (etc))
- 14.2.11T5 Ways of dealing with conflicts
- 14.2.11T6 Conflict resolution skills
 - i) empathy
 - ii) seeking assistance
 - iii) respect others
 - iv) assertiveness
 - v) negotiation
- 14.2.11T7 Institutions that resolve conflicts in the community
 - i) courts
 - ii) religious institutions
 - iii) committees
 - iv) council of elders
- 14.2.11T8 Values related to conflict resolution
 - i) co-operation
 - ii) humility
 - iii) tolerance
 - iv) responsibility

- v) peace as a core value in conflict resolution

Practice

- 14.2.11P0 *Specific Objective*
By the end of the sub-module unit, the trainee should be able to identify ways of preventing conflicts.

Content

- 14.2.11P1 Watch video clips on conflict and suggest ways of preventing conflicts

14.2.12 EFFECTIVE DECISION MAKING

Theory

- 14.2.12T0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:
 - a) discuss situations that require decision making
 - b) state everyday challenges facing the youth that would require effective decision making
 - c) outline factors that influence decision making

- d) discuss the steps to effective decision making
- e) discuss consequences of not making effective decisions
- f) highlight decision making institutions within community
- g) outline values associated with effective decision making .

Competence

The trainee should have the ability to resolve conflicts peacefully

Content

- 14.2.12T1 Situations that require decision making
- 14.2.12T2 Challenges facing the youth such as:
 - i) unplanned pregnancies
 - ii) peer pressure/peer influence
 - iii) drug abuse
 - iv) HIV and other Sexually Transmitted Infections
 - v) orphaned
 - vi) relationships
 - vii) career choices

14.2.12T3 Factors that influence decision making

- i) experiences
- ii) uniqueness

14.2.12T4 Steps to effective decision making

14.2.12T5 Consequences of not making effective decisions

14.2.12T6 Decision making institutions within the community

- i) family
- ii) schools /colleges
- iii) courts
- iv) peer arbitrators
- v) religious bodies

14.2.12T7

Values associated with effective decision making

- i) honesty
- ii) integrity
- iii) peace
- iv) kindness

Practice

14.2.12P0

Specific Objectives
By the end of the sub-module unit, the trainee should be able to identify challenges facing the youth and suggest ways in which youth can make effective decisions in life

- 14.2.12P1** *Content*
 Dramatize challenges facing the youth and suggest ways in which youth can make effective decisions in life
- making decisions before thinking critically
- f) outline values associated with critical thinking.

Competence

- The trainee should have the ability to:
- i) Make effective decisions
 - ii) Weigh options before making decisions.

14.2.13 CRITICAL THINKING

Theory

- 14.2.13T0 *Specific Objectives*
 By the end of the sub-module unit, the trainee should be able to:
- a) explain the meaning of critical thinking
 - b) explain the meaning of critical thinking
 - c) describe risky situations
 - d) discuss possible ways of evaluating ideas or issues objectively
 - e) discuss the consequences of

Content

- 14.2.13T1 Meaning of critical thinking
- 14.2.13T1 Risky situations
- i) what constitutes the risk
 - ii) pleasurable activities without risks
- 14.2.13T1 Evaluating ideas/issues objectively
- i) weighing options
 - ii) making rational choices
- 14.2.13T1 Consequences of making decisions before thinking critically
- i) Possibility of falling victim to
 - ii) HIV infection
 - iii) drug and substance abuse
 - iv) unplanned pregnancy
 - v) early marriage
 - vi) physical and psychological abuse
- 14.2.13T1 Values associated with critical thinking

Practice

14.2.13P0 *Specific Objective*
By the end of the sub-module unit, the trainee should be able to identify ways of evaluating issues in risky situations.

Competence

The trainee should have the ability to:

- i) Think fast and analyse situations before acting
- ii) Anticipate consequences.

Content

14.2.13P1 Drama a risky situation and identify ways of evaluating issues objectively

14.2.14 CREATIVE THINKING

Theory

14.2.14 T0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:

- a) define the term creative thinking
- b) discuss situations that require creative thinking

- c) discuss the importance of being creative
- d) highlight the consequences of not being creative
- e) state values required in creative thinking.

Competence

The trainee should have the ability to make alternative choices

Content

- 14.2.14T1 Definition of the term creative thinking
- 14.2.14T2 Situations/issues that require creative thinking
- 14.2.14T3 Importance of being creative
- 14.2.14T4 Consequences of not being creative
- 14.2.14T5 Associated values

Practice

14.2.14P0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to differentiate between creative thinking and non-creative thinking.

Content

14.2.14P1	Watch video clips with situations on creative thinking and non-creative thinking and differentiate between the two.	i) in school ii) at home iii) with peers iv) in relationships
		14.2.15T2 Causes of the problem
		14.2.15T3 Tools available for solving problems

14.2.15 PROBLEM SOLVING

Theory

14.2.15T0	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to: a) explain problem areas that require solutions b) state causes of problems c) name tools used in problem solving d) explain the problem solving process e) state values necessary solving problems.
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14.2.15T4	Problem solving process i) identify alternative choices ii) weighing options iii) action
14.2.15T5	Values required in the problem solving process i) responsibility ii) honesty iii) kindness iv) love

Practice

14.2.15P0	<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to identify and analyze problems.
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Competence

The trainee should have the ability to effectively solve problems

14.2.15P1	<i>Content</i> Dramatize problem situations and identify and analyze problems
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14.2.15T1	<i>Content</i> Problem areas
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14.2.16 LEISURE

Theory

14.2.16T0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to:

- a) define leisure and related concepts
- b) explain the effects of misuse of leisure time
- c) list activities for positive leisure
- d) highlight life skills for positive use of leisure
- e) outline values associated with leisure.

Competence

The trainee should have the ability to use leisure time positively and constructively

Content

14.2.16T1 Definition of terms:

- i) leisure
- ii) leisure time
- iii) active leisure
- iv) passive leisure

14.2.16T1 Effects of misuse of leisure time

- i) drug and substance abuse
- ii) HIV and AIDS infection
- iii) STDs
- iv) criminal activities

14.2.16T1 Activities for positive leisure

- i) ball games
- ii) athletics
- iii) swimming
- iv) reading
- v) singing

14.2.16T1 Life skills for positive use of leisure time

- i) empathy
- ii) problem solving
- iii) creative thinking
- iv) critical thinking
- v) assertiveness
- vi) negotiation

14.2.16T1 Values associated with leisure

- i) freedom
- ii) tolerance
- iii) humility
- iv) honesty

Practice

14.2.16P0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to identify and organize personal leisure time.

Content

14.2.16P1 Critique personal leisure and leisure time and make adjustments

14.2.17 TIME MANAGEMENT

Theory

14.2.17T0 Specific Objectives

By the end of the sub-module unit, the trainee should be able to:

- a) define the concepts of time management
- b) explain how to make a work schedule
- c) explain the components of a time management chart
- d) explain the importance of managing time
- e) highlight aspects of time robbers
- f) state associated values and life skills.

Competence

The trainee should have the ability to:

- i) Manage time effectively
- ii) Be organized and focused
- iii) Achieve set goals
- iv) Meet others / clientele's satisfaction

Content

- 14.2.17T1 Definition of the concepts 'Time Management'
- 14.2.17T2 Work schedule

- 14.2.17T3 Components of time management
 - i) chart to include
 - ii) leisure time
 - iii) working time
 - iv) exercise and games
 - v) helping the needy
 - vi) meal times
 - vii) cleaning time rest

- 14.2.17T4 Importance of managing time
 - i) focus on priorities
 - ii) sense of direction
 - iii) attain goals
 - iv) reduce/avoid stress
 - v) satisfy others/clients

- 14.2.17T5 Time robbers
 - i) procrastination
 - ii) talking too long
 - iii) lack of priorities
 - iv) day dreaming
 - v) excessive playing
 - vi) Indecisiveness
 - vii) disorganization
 - viii) uncontrolled media influence

- 14.2.17T6 Associated Values and life skills
 - i) Effective decision making

- ii) honesty
- simplicity
- iii) responsibility
- iv) Associated Life Skills
- v) assertiveness
- vi) self awareness
- vii) self esteem
- viii) communication
- ix) decision making

Practice

- 14.2.17P0 *Specific Objective*
By the end of the sub-module unit, the trainee should be able to:
- a) identify time robbers
 - b) draft a time management chart.

Content

- 14.2.17P1 Watch video clip and identify time robbers
- 14.2.17P1 Drafting of a time management chart

14.2.18 GENDER EDUCATION

Theory

- 14.2.18T0 *Specific Objectives*
By the end of the sub-module unit the trainee should be able to:

- a) define the term gender
- b) describe various agents that perpetuate gender
- c) highlight types of gender stereotypes
- d) describe the effect of gender on an individual's life
- e) explain possible ways of eliminating gender discrimination
- f) outline values associated to gender.

Competence

The trainee should have the ability to eliminate gender discrimination

Content

- 14.2.18T1 Definition of gender
- 14.2.18T2 Agents perpetuating gender
- 14.2.18T3 Gender stereotyping
- 14.2.18T4 Effects of gender on an individual's life
- 14.2.18T5 Strategies to eliminate gender discrimination
- 14.2.18T6 Associated values

Practice

14.2.18P0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to:

- a) identify how culture views men/women/boys/girls
- b) list the roles assigned to men and women, boys and girls

14.2.18P1 *Content*
Watch video clip and identify cultural views on men/women/boys and girls

14.2.18P2 Critique own community and identify roles assigned to men and women, boys and girls

14.2.19 DRUG AND SUBSTANCE ABUSE

Theory

14.2.19T0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to:

- a) definition of terms: drug, substance

abuse and drug misuse

- b) state commonly abused drugs
- c) explain the causes of drug and substance abuse
- d) highlight signs and symptoms of drug and substance abuse
- e) explain the effects of drugs and substance abuse
- f) explain the relationship between drug and substance abuse and HIV and AIDS explain ways of preventing drug and substance abuse
- g) explain ways of managing drug and substance abuse cases
- h) explain ways of preventing drug and substance abuse
- i) outline life skills and values necessary in the prevention and management of drug and substance abuse.

Competence

The trainee should have the ability to:

- i) Live a drug free life
- ii) Advocate for a drug free society
- iii) Assist in rehabilitating drug and substance abusers
- iv) Be a role model

Content

- 14.2.19T1 Definition of terms: drug and substance abuse and drug misuse
- 14.2.19T2 Commonly abused drugs and substances alcohol
 - i) tobacco
 - ii) bhang
 - iii) miraa
 - iv) glue
- 14.2.19T3 Causes of drug and substance abuse
- 14.2.19T4 Signs and symptoms of drug and substance abuse.
- 14.2.19T5 Effects of drug and substance abuse
- 14.2.19T6 Relationship between drug abuse and HIV and AIDS
- 14.2.19T7 Management of drug and substance abuse
 - i) treatment
 - ii) rehabilitation
 - iii) re-integration
- 14.2.19T8 Preventive measures to drug and substance abuse
- 14.2.19T9 Life skills and values necessary in the

prevention of drug and substance abuse

- i) life skills
- ii) assertiveness
- iii) self awareness
- iv) self esteem
- v) communication
- vi) decision making
- vii) values
- viii) integrity
- ix) love
- x) freedom
- xi) responsibility

Practice

- 14.2.19P0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:
 - a) identify commonly abused drugs and their street names
 - b) draft a speech on drug and substance abuse.

Content

- 14.2.19P1 Identify commonly abused drugs and their street names within community
- 14.2.19P2 Draft speech on drug and substance abuse and deliver it at a community baraza

14.2.20 HIV AND AIDS

Theory

- 14.2.20T0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:
- a) define the terms HIV and AIDS
 - b) state ways through which HIV is transmitted
 - c) describe signs and symptoms of AIDS
 - d) outline the catalysts of HIV and AIDS
 - e) explain ways of preventing HIV infection
 - f) explain the interventions for HIV and AIDS
 - g) outline life skills and values that help in the prevention of HIV and AIDS
 - h) explain the misconceptions about AIDS
 - i) explain ways of taking care and supporting the affected and infected
 - j) discuss factors that facilitate the spread of HIV and AIDS.

Content

- 14.2.20T1 Definition of terms: HIV and AIDS
- 14.2.20T2 Ways in which HIV is transmitted

- 14.2.20T3 Signs and symptoms of AIDS
- 14.2.20T4 Catalysts of the spread of HIV and AIDS
- 14.2.20T5 Ways of preventing spread of HIV and AIDS
- i) life skills education
 - ii) values
 - iii) counselling
- 14.2.20T6 Interventions of HIV and AIDS
- 14.2.20T7 Myths and misconception about HIV and AIDS
- 14.2.20T8 Care and support of the infected and affected

Practice

- 14.2.20P0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:
- a) identify HIV catalysts
 - b) care for and support infected and affected

Competence

The trainee should have the ability to:

- i) live a HIV free life
- ii) care for an infected person

- iii) protect him / herself from infection
- iv) advocate for HIV and Aids free society

14.2.20P1 *Content*
Identifying HIV catalysts within the community and suggest possible interventions

14.2.20P2 Visit a children’s home for children infected with HIV and offer psycho-social support

- f) explain interventions possible to eliminate child labour
- g) discuss appropriate life skills in saying “NO” to child labour.

14.2.21 CHILD LABOUR

Theory

14.2.21T0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:

- a) define terms relating to child labour
- b) explain the difference between child labour and child work
- c) outline forms of child labour
- d) explain factors that lead children to labour
- e) outline how to assess the

Competence

The trainee should have the ability to:

- i) differentiate child work from child labour
- ii) put appropriate interventions to worst forms of child labour
- iii) work responsibly

Content

14.2.21T1 Definition of terms

- i) Child
- ii) Child labour
- iii) Child work

14.2.21T2 Difference between child labour and child work

14.2.21T3 Forms of child labour

- i) herding
- ii) selling/peddling drugs
- iii) farm hand
- iv) hawking
- v) transport operators

14.2.21T4 Factors leading to child labour

- i) poverty
 - ii) negligence of parents
 - iii) ignorance of child rights
 - iv) orphaned
- 14.2.21T5 Community level of awareness on child labour
- i) are they many or few?
 - ii) how many are aware?
 - iii) what are their views in child labour
 - iv) what are their views about children being engaged in work
- 14.2.21T6 Possible interventions to eliminate child labour
- i) enforcing laws on child rights
 - ii) rents, children, teachers, employers and communities
 - iii) educating children through curriculum
 - iv) empowering community leaders and local administration
 - v) organizing lobby groups at community levels
 - vi) setting help/reporting desks at community levels

- 14.2.21T7 Associated life skills include:
- i) negotiation
 - ii) assertive
 - iii) communication
 - iv) decision making
 - v) empathy

Practice

14.2.21P0 *Specific Objective*
By the end of the sub-module unit, the trainee should be able to examine levels of awareness of child labour in community.

Content

14.2.21P1 Examine through field trips the levels of community awareness of child labour

14.2.22 CHILD RIGHTS

Theory

14.2.22T0 *Specific Objectives*
By the end of the sub-module unit, the trainee should be able to:

- a) define terms: human rights, abuse, neglect, labour, needs, ratification
- b) discuss types of human needs

- c) describe UN conventions on rights of the child
- d) describe the categories of child rights
- e) explain the importance of child protection and rights
- f) explain the responsibilities relating to child rights
- g) highlight principles in the right of a child
- h) state related values and life skills.

Competence

The trainee should have the ability to:

- i) advocate for human rights and protection
- ii) intervene in a case of child abuse or child neglect
- iii) defend own self in a case of abuse

Content

- 14.2.22T1 Definition of terms:
 - i) human rights
 - ii) abuse
 - iii) neglect
 - iv) labour
 - v) needs
 - vi) ratification
- 14.2.22T2 Types of human needs
 - i) physical

- ii) psychological
- 14.2.22T3 UN Convention on the Rights of the Child (1989)
 - i) Articles
- 14.2.22T4 Categories of child rights
- 14.2.22T5 Importance of child rights and child protection
- 14.2.22T6 Responsibilities relating to child's rights
- 14.2.22T7 Principles of child rights
 - i) best interests of the child
 - ii) rights apply to every child without discrimination on basis of gender race, age, ability, religion
- 14.2.22T8 Life skills and values associated with child rights

Practice

- 14.2.22P0 *Specific Objective*
By the end of the sub-module unit the trainee should be able to. identify child rights.

Content

- 14.2.22P1 Examine through a field trip the responsibilities related to child's

rights in the community

each other in relationships.

14.2.23 RELATIONSHIPS

Theory

14.2.23T0 *Specific Objectives*

By the end of the sub-module unit, the trainee should be able to:

- a) discuss different types of relationships
- b) explain ways of developing healthy relationships
- c) state factors that influence the maintenance of healthy relationships
- d) explain how to maintain a healthy relationship
- e) explain how relationships influence behaviour
- f) outline values associated with relationships
- g) outline life skills associated with relationships.

Competence

The trainee should have the ability to maintain healthy relationship respect

Content

- 14.2.23T1 Types of relationships
 - i) peer/peer
 - ii) boy/girl; man/woman
 - iii) siblings relationships
 - iv) parent/child
 - v) employee/ employer
 - vi) client/service provider
 - vii) husband/wife
- 14.2.23T2 Developing healthy relationships
- 14.2.23T3 Factors that influence healthy relationships
 - i) personality
 - ii) generation gap
 - iii) experiences in life
- 14.2.23T4 Maintaining healthy relationships like waiting until marriage
 - i) upholding associated values and life skills
 - ii) self sacrifice
- 14.2.23T5 Influence of relationship on behaviour
 - i) negative influence
 - ii) positive influence
- 14.2.23T6 Values associated with relationships
 - i) love
 - ii) kindness

- iii) understanding
 - iv) responsibility
 - v) freedom
 - vi) tolerance
- 14.2.23T7 Life skills associated with relationships
- i) assertiveness
 - ii) awareness
 - iii) communication
 - iv) negotiation
 - v) peer resistance
 - vi) friendship formation
 - vii) coping with stress
 - viii) coping with emotions
 - ix) decision making

Practice

- 14.2.23P0 *Specific Objective*
By the end of the sub-module unit, the trainee should be able to identify different types of relationships
- Content*
- 14.2.23P1 Watch video clips and identify healthy relationships

Suggested Learning Resources for the unit

- i) Boards
- ii) Charts
- iii) The computer
- iv) Internet
- v) Overhead projector
- vi) Video tapes
- vii) Library
- viii) Textbooks
- ix) The media
- x) Guest speakers

Suggested Learning Activities for the unit

- i) Group work presentation
- ii) Individual presentation
- iii) Drama/role playing
- iv) Excursion
- v) Observation

Suggested Evaluation Methods for the unit

- i) Continuous Assessment Tests (CATs)
- ii) Term papers
- iii) Questions and answers
- iv) Examinations