**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SOFT SKILLS TRAINING – HANDOUT#1A**

**TOPIC 1A:** **Self-Concept & Self-Awareness**

The self-concept is a general term for how someone thinks about, evaluates, or perceives him/herself.

The self-concept can be described as our most fundamental possession – without it, we cannot relate effectively to the world

**Exercise #1**:

**Think about how you see yourself and how others have described you**.

Look at the table below. Draw this table on a clean sheet of paper. In each column, write the responses as indicated.

|  |  |  |
| --- | --- | --- |
| **Column A**:  I describe myself as  1.  2.  3. | **Column B**:  Others describe me as  1.  2.  3. | **Column C**:  Three (3) habits I wish to develop that will help me in my career:  1.  2.  3. |

**Individual Assignment**

1. Look at what you wrote in Column C. Choose one habit you wish to develop, starting now
2. State how this new behaviour is beneficial for you
3. State how this new behaviour will be useful on your job

**COMMITMENT**: In practicing the new behaviour, how will you interact with others in your home, workplace, or community?

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**TOPIC 1B:** **Self-Development – How the Self-Concept Develops**

1. Your self-concept is developed and influenced by the messages you have accepted as true about yourself.
2. Self-talk consists of those thoughts you believe to be true about who you are.
3. Self-awareness is the ability to evaluate how your actions, thoughts, or emotions do or don't align with your beliefs and values.

**Exercise**:

Think about persons who are close to you over the years and their negative statements about you. On a clean sheet of paper, write your responses as indicated.

**Person #1**

Two (2) negative things said about you

1.

2.

**Person #2**

Two (2) negative things said about you

1.

2.

**Individual Assignment**

1. Look at the negative statements from Person #1 and Person #2. What is the new thought you will use to replace these negative statements
2. What impact will this thought have on you?
3. What impact will this new thought have on your relations with others?

**COMMITMENT**: In embracing the new thought, how will you interact with others in your home, workplace, or community?