


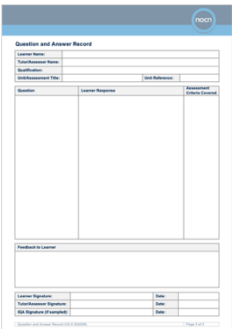
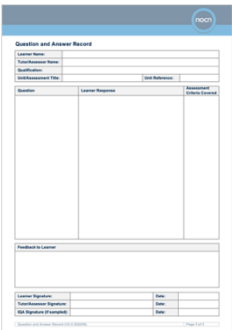




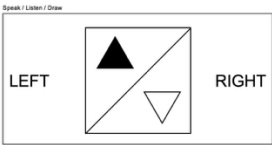
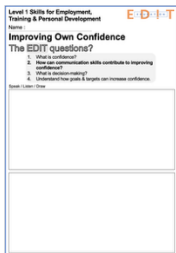








## Improving Own Confidence

### Learning Outcome 1: Know about confidence.

Assessment Criteria	Tasks	Resources	Assessment
1.1. - Identify the key characteristics of a confident person.	<ul style="list-style-type: none"><li>- The building blocks of confidence discussion and lesson</li><li>- Worksheet</li></ul>	<ul style="list-style-type: none"><li>- 1.1 building blocks worksheet</li><li>- PowerPoint presentation</li></ul> 	<ul style="list-style-type: none"><li>- 1.1 building blocks worksheet</li><li>- Group discussion</li></ul>
1.2. – State own characteristics, skills and qualities that make them feel confident.	<ul style="list-style-type: none"><li>- Characteristics discussion and lesson</li><li>- Worksheet</li></ul>	<ul style="list-style-type: none"><li>- 1.2 YOU worksheet</li><li>- PowerPoint presentation</li><li>- Various stationery</li></ul> 	<ul style="list-style-type: none"><li>- 1.2 YOU worksheet</li></ul>
1.3. - State things they have been successful in.	<ul style="list-style-type: none"><li>- Personal success discussion</li><li>- Worksheet</li></ul>	<ul style="list-style-type: none"><li>- YOU worksheet</li><li>- PowerPoint presentation</li><li>- Whiteboard</li></ul> 	<ul style="list-style-type: none"><li>- Question and Answer Record</li></ul> 
1.4. - Outline the reasons why they want to improve their confidence.	<ul style="list-style-type: none"><li>- Why improve confidence discussion</li></ul>	<ul style="list-style-type: none"><li>- PowerPoint presentation</li><li>- Whiteboard</li></ul> <div><div><h4>How can communication skills contribute to improving confidence?</h4><p>Confidence is feeling sure of yourself and your abilities.</p><ul style="list-style-type: none"><li>• When we can effectively express ourselves and connect with others, we feel more confident and in control.</li><li>• Listening to other people builds better relationships and boosts your self-confidence in interactions.</li><li>• When we feel confident in our communication abilities, we are less likely to fear rejection or negative feedback.</li></ul></div><div><h4>Why do good communication skills matter?</h4><p>Effective communication skills are far from being mere soft skills; they are the lifeblood of our personal and professional lives. According to our experts, here's why they matter:</p><p><b>Career Advancement:</b> In the workplace, the ability to communicate effectively can be a game-changer. Whether you're giving a presentation, collaborating on a project, or resolving conflicts with colleagues, strong interaction abilities are essential. They can lead to promotions, better job opportunities, and increased job satisfaction.</p><p><b>Building Relationships:</b> Communication is the cornerstone of any healthy relationship, be it with family, friends, or romantic partners. Good communication fosters trust, understanding, and empathy. It helps resolve conflicts and ensures that everyone's needs and feelings are heard and respected.</p><p><b>Conflict Resolution:</b> Disagreements and conflicts are inevitable in any human interaction. However, those with strong interaction skills can navigate these situations with grace and effectiveness. They can defuse tension, find common ground, and reach mutually beneficial solutions.</p><p><b>Personal Growth:</b> Mastering effective communication skills can lead to personal growth and self-awareness. When you can express your thoughts and feelings more clearly, you gain a deeper understanding of yourself and your needs. This self-awareness can lead to increased self-confidence and improved mental well-being.</p><p><b>Influence and Persuasion:</b> Whether you're a salesperson trying to close a deal or a leader inspiring your team, the power of persuasion is rooted in effective communication. The ability to articulate your ideas persuasively, backed through understanding how to improve your communication skills, can have a significant impact on your success in various aspects of life.</p></div></div>	<ul style="list-style-type: none"><li>- Question and Answer Record</li></ul> 

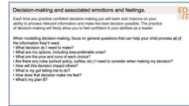

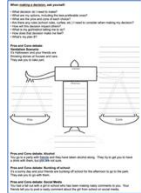





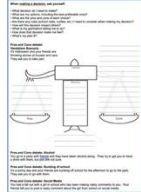


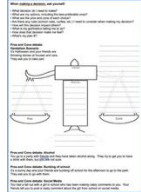



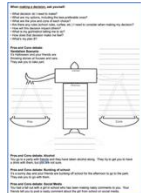

## Improving Own Confidence

**Learning Outcome 2:**  
**Understand how communication skills can contribute to improving confidence.**

Assessment Criteria	Tasks	Resources	Assessment
2.1. - Outline how they think improving their communication skills will improve their confidence.	<ul style="list-style-type: none"> <li>Speak / listen / draw activity</li> <li>Worksheet</li> <li>Symbols and shapes graphic</li> <li>Clipboards</li> </ul> 	<ul style="list-style-type: none"> <li>Worksheet</li> <li>PowerPoint presentation</li> <li>Whiteboard</li> </ul>  	<ul style="list-style-type: none"> <li>2.1 speak / listen/ draw worksheet</li> </ul>
2.2. - Outline why it is important to receive and respond to others with tolerance and support.	<ul style="list-style-type: none"> <li>Good communication skills worksheet and lesson</li> </ul>	<ul style="list-style-type: none"> <li>Worksheet</li> <li>PowerPoint presentation</li> <li>Whiteboard</li> </ul>  	<ul style="list-style-type: none"> <li>2.2 communication skills worksheet</li> </ul>
2.3. - Give benefits of being able to listen to ideas and opinions.	<ul style="list-style-type: none"> <li>Good communication skills worksheet and lesson</li> </ul>	<ul style="list-style-type: none"> <li>Worksheet</li> <li>PowerPoint presentation</li> <li>Whiteboard</li> </ul>  	<ul style="list-style-type: none"> <li>2.3 communication skills worksheet</li> </ul>
2.4. - Give benefits of being able to express own ideas and opinions.	<ul style="list-style-type: none"> <li>Good communication skills worksheet and lesson</li> <li>Communication discussion</li> </ul>	<ul style="list-style-type: none"> <li>Worksheet</li> <li>PowerPoint presentation</li> <li>Whiteboard</li> </ul>  	<ul style="list-style-type: none"> <li>Question and Answer Record</li> </ul> 












## Improving Own Confidence

### Learning Outcome 3: Know about decision-making and associated emotions and feelings.

Assessment Criteria	Tasks	Resources	Assessment
3.1. - Outline how making effective decisions can lead to increased confidence.	<ul style="list-style-type: none"> <li>Decision making worksheet and discussion</li> <li>Pros and cons debate</li> </ul>	<ul style="list-style-type: none"> <li>Decision making worksheet</li> <li>PowerPoint presentation</li> <li>Whiteboard</li> </ul>   	3.1 decision making worksheet
3.2. - Identify an occasion when they made an important: a) personal decision b) decision with another person(s).	<ul style="list-style-type: none"> <li>Decision making worksheet and discussion</li> <li>Pros and cons debate</li> </ul>	<ul style="list-style-type: none"> <li>Decision making worksheet</li> <li>PowerPoint presentation</li> <li>Whiteboard</li> </ul>   	3.2 decision making worksheet
3.3. - State things they considered when making the: a) personal decision b) decision with another person(s).	<ul style="list-style-type: none"> <li>Decision making worksheet and discussion</li> <li>Pros and cons debate</li> </ul>	<ul style="list-style-type: none"> <li>Decision making worksheet</li> <li>PowerPoint presentation</li> <li>Whiteboard</li> </ul>   	3.3 decision making worksheet
3.4. - Give an example of an emotion/feeling that someone might experience when: a) fully involved in the decision-making b) marginally involved or excluded from the decision-making.	<ul style="list-style-type: none"> <li>Decision making worksheet and discussion</li> <li>Pros and cons debate</li> </ul>	<ul style="list-style-type: none"> <li>Decision making worksheet</li> <li>PowerPoint presentation</li> <li>Whiteboard</li> </ul>   	Question and Answer Record 
3.5. - Indicate how these feelings might impact on confidence.	<ul style="list-style-type: none"> <li>Decision making worksheet and discussion</li> <li>Pros and cons debate</li> </ul>	<ul style="list-style-type: none"> <li>Decision making worksheet</li> <li>PowerPoint presentation</li> <li>Whiteboard</li> </ul>   	Question and Answer Record 

## Improving Own Confidence

### Learning Outcome 4: Know how having goals/goals targets can increase confidence.

Assessment Criteria	Tasks	Resources	Assessment
<b>4.1.</b> - Indicate how having: a) specific goals b) setting targets can increase confidence.	<ul style="list-style-type: none"> <li>- Setting goals to increase confidence worksheet (from Personal Confidence and Self-awareness)</li> <li>- Mind map discussion</li> </ul>	<ul style="list-style-type: none"> <li>- Setting goals to increase confidence worksheet</li> <li>- PowerPoint presentation</li> <li>- Whiteboard</li> </ul> 	<ul style="list-style-type: none"> <li>- 4.1 setting goals to increase confidence worksheet</li> </ul>
<b>4.2.</b> - State a short-term goal for the following: a) personal b) career/education.	<ul style="list-style-type: none"> <li>- Setting short-term goals worksheet and discussion</li> </ul>	<ul style="list-style-type: none"> <li>- Setting short-term goals worksheet</li> <li>- PowerPoint presentation</li> <li>- Whiteboard</li> </ul>   	<ul style="list-style-type: none"> <li>- 4.2 setting short-term goals worksheet</li> </ul>
<b>4.3.</b> - State a long-term goal for the following: a) personal b) career/education.	<ul style="list-style-type: none"> <li>- Setting long-term goals worksheet and discussion</li> </ul>	<ul style="list-style-type: none"> <li>- Setting long-term goals worksheet</li> <li>- PowerPoint presentation</li> <li>- Whiteboard</li> </ul>   	<ul style="list-style-type: none"> <li>- 4.3 setting long-term goals worksheet</li> </ul>
<b>4.4.</b> - Identify ways in which own personal, and career/education goals can be achieved.	<ul style="list-style-type: none"> <li>- Setting goals worksheet (from Personal Confidence and Self-awareness)</li> <li>- Setting goals discussion</li> </ul>	<ul style="list-style-type: none"> <li>- Setting goals worksheet</li> <li>- PowerPoint presentation</li> <li>- Whiteboard</li> </ul>  	<ul style="list-style-type: none"> <li>- Setting goals worksheet (from Personal Confidence and Self-awareness)</li> </ul>
<b>4.5.</b> - Outline the steps they will take to achieve one of the identified goals.	<ul style="list-style-type: none"> <li>- Setting goals worksheet (from Personal Confidence and Self-awareness)</li> <li>- Setting goals discussion</li> </ul>	<ul style="list-style-type: none"> <li>- Setting goals worksheet</li> <li>- PowerPoint presentation</li> <li>- Whiteboard</li> </ul>  	<ul style="list-style-type: none"> <li>- Setting goals worksheet (from Personal Confidence and Self-awareness)</li> </ul>