

**Learning Enrichment Seminar:
Managing Life - Steps for Success: A Basic Skills Primer**

**Developers:
Edgewood Support Services**

Managing Life: The Steps for Success

A Basic Skills Primer

Managing Life: A Basic Skills Primer is designed to introduce participants to key concepts and fundamental processes that must be mastered to experience success in life. A three-part seminar, *Managing Life*, is intended to build skill and promote awareness of core competencies for life success.

Objective: Each seminar in the suite of classes is designed to provide participants with an awareness of the essentials for managing life - considering the core skills and competencies needed for productive outcomes.

Further, *Managing Life* inspires participants to move from dependent management (parent driven) to independent life readiness (self).

The principles of success (in life) are tied to three areas of focus:

1. Survival (cognitive development - attitude and thinking about life readiness)
 2. Relationships (effective communication and value-oriented alignment)
 3. Success (goals mapping and awareness)
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Discussions and group activities will focus on individual and personal change - allowing participants to associate actual life events to acquire the knowledge needed to manage the essentials of life.

Development Tools (*in addition to the Training Guide*) include referenced readings to support the topic:

- The Four Agreements: A Practical Guide to Personal Freedom (Ruiz, Don Miguel)
- The Total Money Makeover: A Proven Plan for Financial Fitness (Ramsey, Dave)
- Getting Things Done: The Art of Stress-Free Productivity (Allen, David)

Online tools to support knowledge transfer include:

- Google Classroom - <https://edu.google.com/k-12-solutions/classroom>
 - Apple Classroom 2.1 - <https://support.apple.com/en-us/HT206151>
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Audience: this seminar series is suitable for college bound (prep) learners, students in transition, junior/senior level high school students, social service agencies / activities to promote adult development and persons seeking experienced insight towards life management and goal-oriented success.

Key Terms:

- Life Conscious -ness (Wan. J) - the ability to define your view and tailor your life around your goals and dreams.

Workshop Outline: Managing Life Skills Developing Core Competencies

Seminar Outline

Several approaches, when understood and used, allow practitioners to become better managers of time and resources. This approach results in a process of enrichment / development; yielding outcomes where personal goals are identified and achievements are targeted and realized.

Development is specific to both personal and professional enrichment in and, in particular, serves to promote knowledge (education) and readiness for life success and employment.

Focus Areas: Survival, Relationships, Success

1. Survival - self-identification, employment, financial management, ethics, environmental alliances, cultural affiliations, mobility, and self-respect.
 2. Relationships - self-awareness, interpersonal skill mastery, effective communication, trust and leader capability.
 3. Success - personal and professional readiness, employment, personal appearance, time management, brand management and principle-centered focus as a means of establishing the right attitude.
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Principle Concepts (Quotations)

“Sometimes people do not know what they need to know,
so you teach them” - William Hunt

Seminar Topics:

- Self-Awareness (Perception) - where are you today (assessment)
 - Visioning - (Projections) where you want to be (goals)
 - Basic Needs (Maslow, 1943) - what drives your activities
 - Effective Communication (Promotion)
 - Proactive vs. Reactive Positioning (Planning)
 - Deductive Reasoning - Cognitive Development (Doing)
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