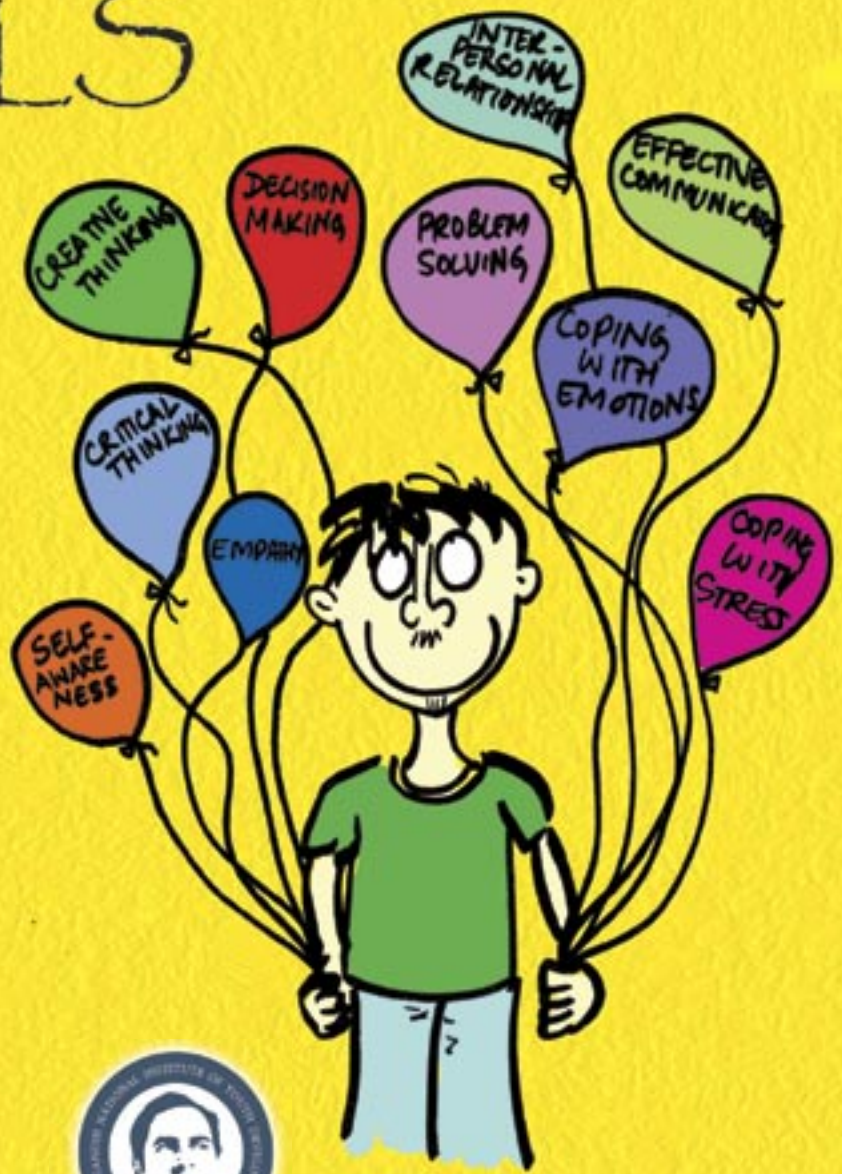


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# WORKBOOK ON LIFE SKILLS

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Adolescent Health and Development Project  
Rajiv Gandhi National Institute of Youth Development

Workbook on Life Skills  
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Conceived by  
Ms. Divya Santhanam, Career Counselor, AHDP, RGNIYD

# Preface

Adolescent Health and Development Project of RGNIYD works towards understanding issues related to Adolescents. As part of the project, we have formed teens clubs for the active participation of adolescents in their development. During interaction with adolescents in schools and communities, it was realised that there is a need for Life Skills Education in a simple way so that these children can explore themselves towards evolution of a better self.

Thus, RGNIYD planned to develop a workbook on Life Skills which would help adolescents to both understand the concepts of the ten core Life Skills and practice them. The workbook has been carefully designed so that adolescents learn and internalise the concepts through an interactive methodology. Each life skill has been explained using everyday examples which will enable adolescents to identify the skill in themselves.

The workbook has been pre-tested with adolescents of different socio-economic backgrounds and has been refined according to the valuable suggestions given by the adolescents, their teachers and parents.

I hope this interesting workbook will be of immense help to understand and promote the concept of life skills. Suggestions and inputs to further improve the workbook are welcome.

Shri G. Rajasekaran, IAS  
Director, RGNIYD

# Acknowledgements




How can I practice Life Skills? Is it possible through a class by a teacher? This is the question the project staff of Adolescent Health and Development Project of RGNIYD faced while interacting with the students of the schools and teens club. Life Skills can be internalised only if they are practiced continuously. For sustaining the interest of the adolescents in Life Skills, a mechanism had to be devised and the present workbook is the result.

The workbook was conceived and developed by Ms. Divya Santhanam, Career Counselor and her enthusiasm and interest in the subject has enabled us to produce it. We are thankful to Ms. Sanjali, Ms. Radhika and Ms. Sneha Mohan who have provided useful inputs. We are also thankful to Mr. Gaurav, Satyendra, Arif, Rohit, Ms. Saritha, Puja, Sagufa, Israt, Rajni and Rakhi of Future Hope School, Kolkata who were part of the pre-test.

Interesting illustrations for the workbook have been done by Ms. Niveditha Subramaniam, for which we are grateful to her. We are also thankful to New Concept Information Systems Pvt. Ltd. for designing, layout and printing of the workbook on time.

We hope that the workbook will address the queries of adolescents about Life Skills.

Dr. A. Radhakrishnan Nair  
Project Head, AHDP, RGNIYD



Hello young friends,

I hope you have browsed through the website and have gained a fair idea of what career is and what are the career options available today? Now in the following sections and sub-sections, you will get a chance to explore the self within you and understand oneself and your environment better.

You must be wondering what is Life Skills and how would it help you? To answer this we should first understand the term SKILLS.

Write the word SKILLS on a piece of paper and brainstorm what the word 'skills' means to you. You can discuss it with your parents, friends, elders and write yours, and all these people's ideas, down.

So let's see: What have you come up with? May be reading, writing, dancing, singing, playing cricket etc. Yes you are on the right track! Let me tell you now what skills are.



To begin with, let me introduce myself. I am Life Skills that are present in you and all of us. Well well!!!! You must be wondering what that is and how one can know when I am present in you. The following activities would give you a chance to explore me and the IO core friends in yourself. So get ready to know oneself.....

Skills are abilities acquired through practice and patience i.e. they are the ability to use know-how to complete tasks.

You will gain your skills in a variety of ways: Through school/college, experience through work or part-time work, your hobbies, from other interests.

An important thing is to recognise and nurture your skills, to strengthen them in new contexts and seek opportunities to add new skills to your collection.

Whenever you gain skills, you should be able to identify, analyse and apply your skills to perform better.

Browse through Box 1, which identifies the kinds of skills you can look for in yourself. These examples of skills will help you better understand what skills you might have..

Why are some people better at something than others? That is because they have identified the skills they are good at. To be skillful means to be capable of adapting to things to do something well.

An international organisation called World Health Organisation (WHO) has defined me i.e. Life Skills, as abilities to adjust to changing situations in a positive manner which in turn will help you face challenges in your day-to-day life.

Tell me: Don't we require to solve our problems? Settle our differences? Resolve our conflicts? Be understood? Understand oneself? How to deal with changes? etc. For all this we need to understand the life skills that are present in us already.

Once you know about me in detail it will influence the way you feel about yourself and the way you perceive others. I will improve your productivity, self esteem, self confidence and interpersonal relationship, negotiating skills for personal and social interests. In short, I will help you deal with the demands and challenges of everyday life by developing your abilities.



Now that you have understood the term skills, let's talk about Life Skills, which is the last skill that you see in the list in Box 1.

## Box 1

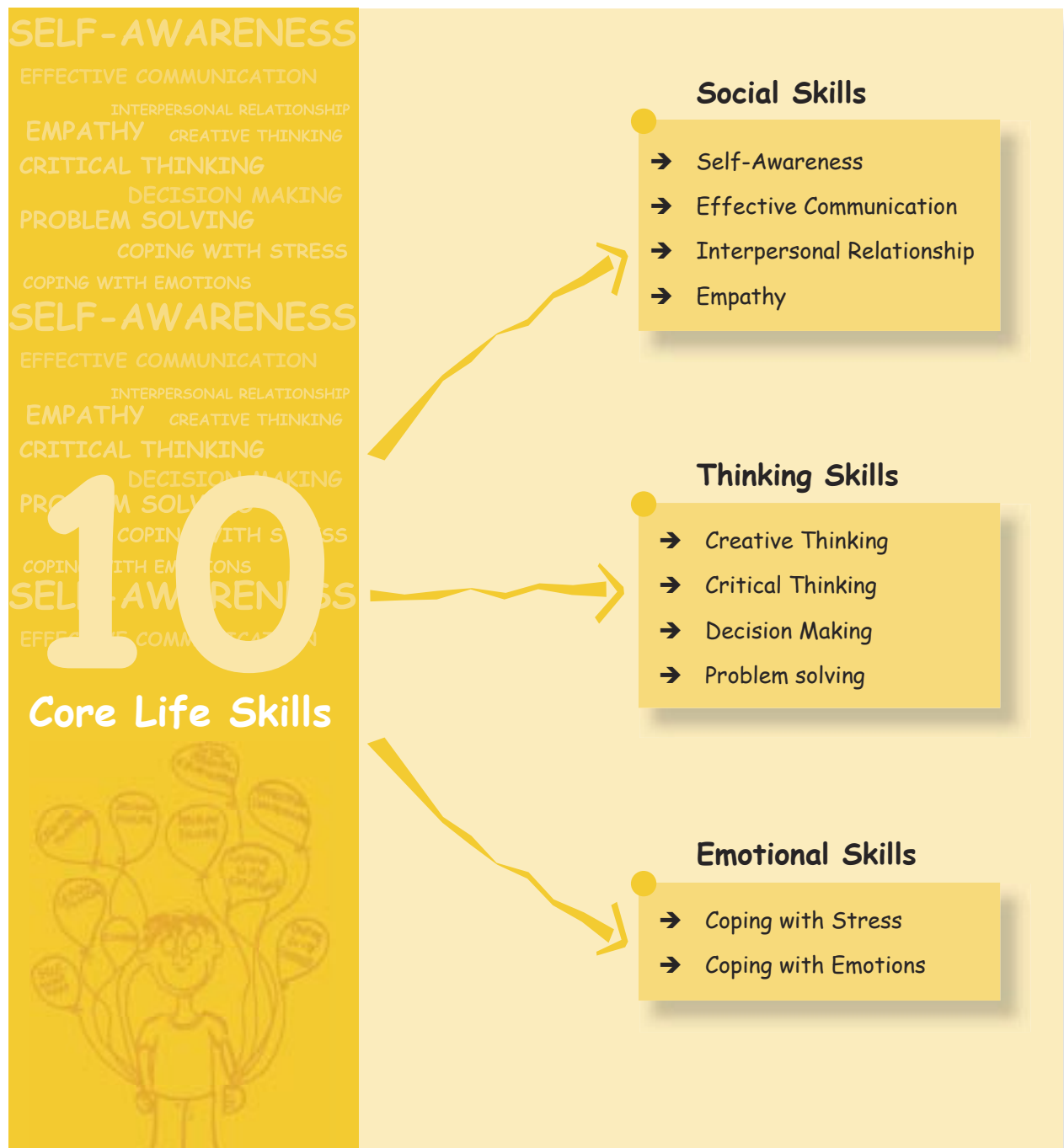
There are certain categories of skills such as:

- **Literary Skills:** Reading, writing, and numeric skills.
- **Language Skills:** Communicating using a language in writing or speech.
- **Functional Skills:** Filling up bank forms to deposit or withdraw money, able to read map, booking of a railway ticket, fix a fused bulb or leaky tap etc.
- **Vocational Skills:** Enhancing livelihood opportunities as carpentry, tailoring, handicrafts, fisheries etc.
- **Cultural Skills:** Singing, dancing, dramatics, artistic expressions etc.
- **Sports Skills:** Running, being good in a particular sport.
- **Recreational Skills:** Games, plays, music, movies, outdoor activities, etc.
- **Life Skills:** Self-awareness, empathy, effective communication, interpersonal relationship, being creative, thinking critically, coping with stress and emotions.



Now moving on, let me introduce you to my 10 core parts i.e. 10 core life skills, which are broadly divided into three general categories - social skills, thinking skills, and emotional skills. Below you will find the skills paired for better understanding. You need to know, understand and use these skills consciously and effectively to put me in to the best use.

Out of the 10 core life skills you must be wondering which skill comes under which category. Let me explain:





Let me tell you a few important things about life skills before we proceed further:

- ➔ We use life skills all the time in different situations.
- ➔ These life skills can be learnt and enhanced throughout our life.
- ➔ Many life skills are used in combination when dealing with certain situations.
- ➔ Rehearsing the use of life skills in simple situations makes it easier to utilise them in more complex situations.

From here on I will introduce to you my IO core friends, in pairs, through certain activities ..... for best results follow the instructions given carefully and keep with you well stapled worksheets or a note book in which you could do the exercises and keep it for future use. Now meet the first pair – Self-Awareness and Empathy.





Hi!!! I am  
**SELF-AWARENESS**



Let me introduce you to my two very important friends i.e. the first pair: Self-Awareness and Empathy.... So let's explore and find out who they are and what they do? Why they are important? And how they can help you?

I am the most important part which is basically you. Self-Awareness is our ability to know ourselves: our character, desires, likes, dislikes and our strengths and weaknesses keeping in mind our physical, mental, emotional, social, and sexual aspects. Having this skill makes us aware of our strengths and weaknesses and will help in building our self-esteem and self-confidence.

Knowing about yourself is necessary for developing a positive attitude towards life. It helps in making decisions, prioritising your work, and reasoning out many actions and reactions. In the star below you will find a few examples of how you could become self-aware.

#### **EXAMPLE**

I get angry very soon/I feel nervous when I talk to any person in authority/I feel confident playing football/My knees shake when I address a crowd.

#### **EXAMPLE**

Arun, a 14 year old boy, complains of becoming tired very soon and does not have energy even for his daily activities. He ponders over his everyday activity and realises that morning after he gets up, he goes to the school, then comes home, eats something and goes for his tuitions. When he comes back in the evening, he again nibbles something and goes off for his tennis class; comes back home and sits to study. He ponders over his routine and realises that he has more activity than his intake of food. That is why he is becoming tired. Thus he decides that he will eat properly so that he can actively do his routine.

To understand this skill/ability better I will want you to do the following activity. On a sheet of paper draw what is given in Box 2 and fill in the empty spaces. You could either write or draw to illustrate all that has been asked. Use all your favourite colours (sketch pens, pastels, crayons etc.) to describe yourself. And in case you want to say something more you could add to it also.



I want you to think about each area and then jot your thoughts down. Do it leisurely. Don't hurry. Use different colours and make it as colorful as you wish.

**Box 2**

**5** things that I like about myself

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- 

5

**6** things that I dislike about myself

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- 
- 
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6

My Name: \_\_\_\_\_

Meaning of my name: \_\_\_\_\_

**5** good qualities I possess

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- 
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5

**5** qualities I want to change

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5

How do you feel now !!!!!!! Does the paper look like you are standing in front of a mirror. Yesss !!!! That's You!!!

Now that you are done with this let's move on to the next activity in Box 3.

### Box 3

In the cloud below, tell me what you think others feel about you?



Others think I am:

- 
- 
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Go to your friends, parents, and ask them about your good and not-so-good qualities. Write it down:

Good Qualities

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Not so Good Qualities

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Now check your list of what you feel others think about you and compare it with the list of what others have told you.. Jot down the common points in both lists of your good qualities, and colour the sides if you wish. Now jot down those points which need improvement and stick at a place where you can see every day.

So did you enjoy both the activities? Now do you have an idea as to who you are and why you are on planet earth and how special you are!!!!

These activities are important because they have helped you understand what you think about yourself, abilities, characteristics, attributes, traits, likes, dislikes. This self concept should help you to boost your confidence.

**I want you to keep the following things in mind:**

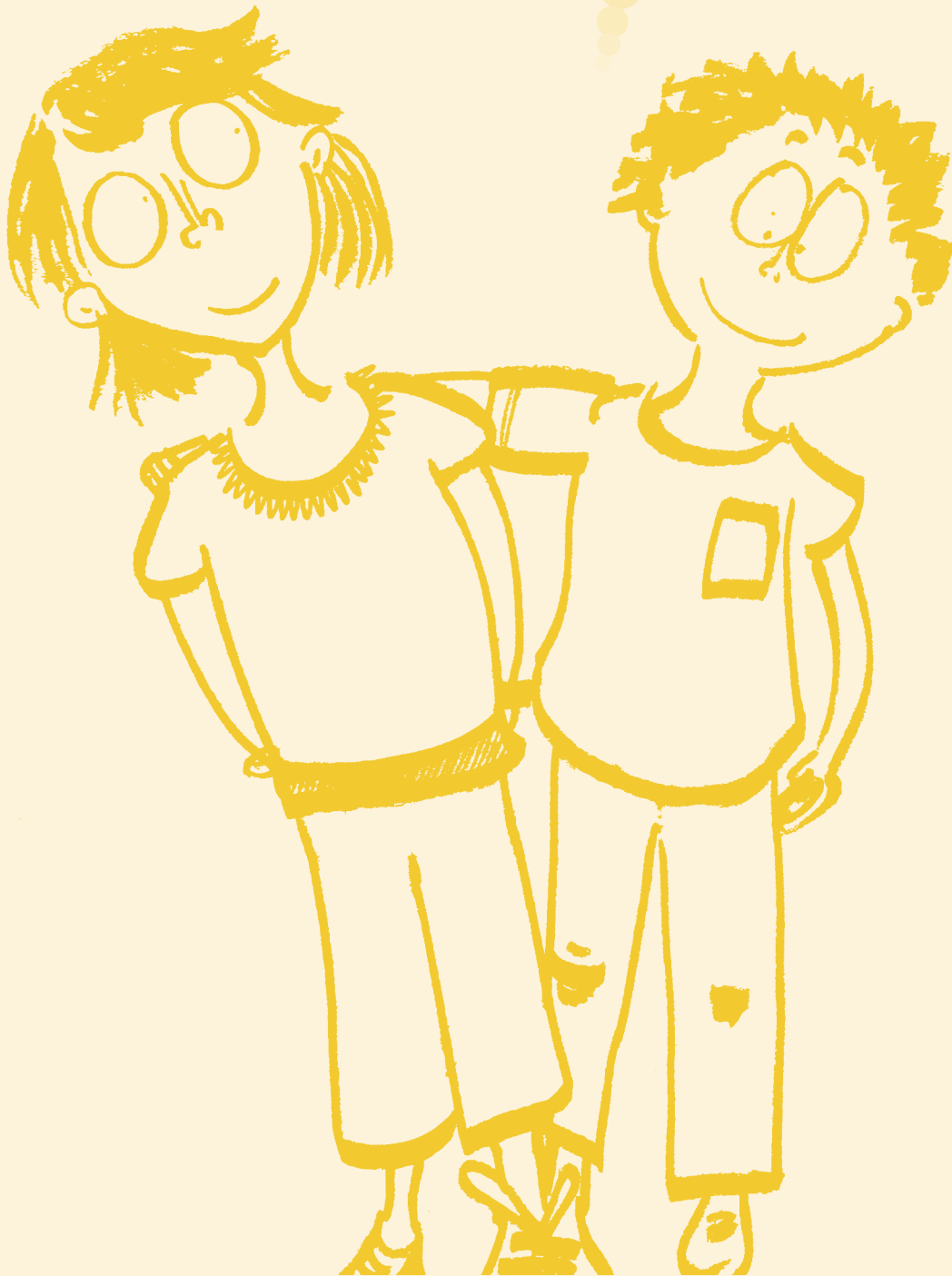
- No one is perfect. We all have negative & positive qualities/features.
- Different people have different likes and dislikes so you should respect every person and their qualities. I mean you need to adapt to people and situations as and when required.
- Good qualities that are already present in you need to be enhanced and added to, every now and then.
- The qualities you need to change: You must first be aware of them and then try to change them into better and good qualities, purposefully.
- But do keep in mind that there are some things that you cannot change, so we must concentrate more on those that we can.
- You need to accept what you cannot change.

Now take both the worksheets which talk all about you and stick them somewhere where you can see at least once, every day.



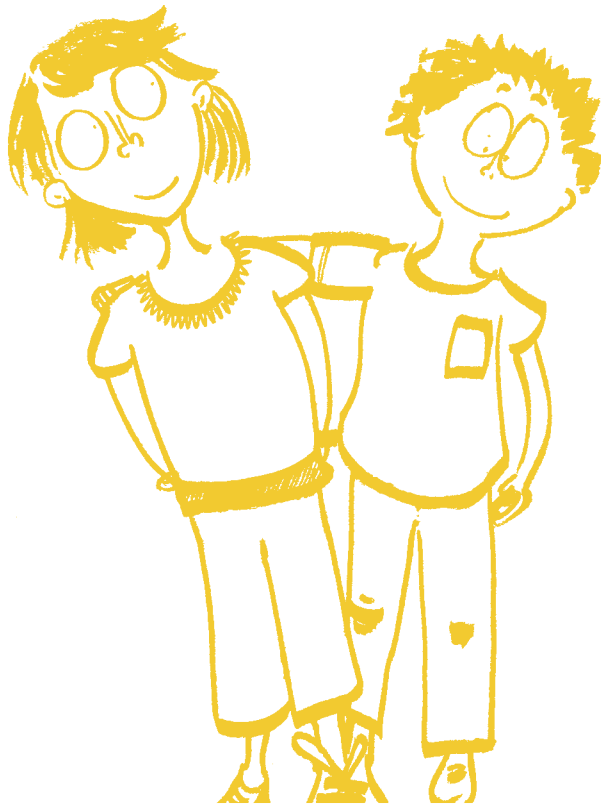


Hi!!! I am  
EMPATHY



## After Self-awareness, meet my other friend Empathy

Hi !!! I am Empathy. Now that I know myself, it is time to get to know others. You may be thinking that we have heard the word 'sympathy' but what does *empathy* mean. By getting to know this skill/ability, you will be able to handle diverse situations. The following activity will help you to empathise with others.



To empathise means to experience the feelings of another person.

Now let me explain what Empathy means: Empathy is the ability to be sensitive to another person's feelings i.e. to be able to understand their happiness, concerns, worries, fears and needs. This is an extremely important, but not often used, life skill which will help you to feel for another person. Empathy works wonders when we apply it to your relationships, be it with your loved ones, classmates, parents, friends, cousins and colleagues. It will help you to find solutions, to resolve conflicts, and enhance your quality of life.

In the star below you will find an example to help you understand empathy better.

**EXAMPLE**

Parents scold us when we come home late'. You may think that parents are making a fuss but if you understand their point of view you will understand that they are worried about you.



**EXAMPLE**

14 year old Saya and her friends decided to go for a movie, the 6pm to 9pm show, in a theatre which is a little away from her house. She was very excited about her plan and went and asked her parents for permission to go. Her father refused; this disappointed Saya and she cried and threw tantrums, refused to eat, etc. After a while when she calmed down, she thought about why her parents refused her the permission. Then she called her friends and rescheduled their plan. This time they thought of going to a 12 to 3 noon show and requested one of her friends' elder sister to escort them. Saya told her parents that they would go for the noon show and an older person would escort them and assured them that she would be back home by 5pm. Her father had no problem and allowed her to go for the movie.

Now that you have an idea about what empathy is, here is an exercise to help us understand empathy.

## Box 4

### Empathy

Given below are certain situations. Analyze each situation and see how you could empathise with the other person.

#### Situation 1

Priya, a student of 1<sup>st</sup> year BA Economics in a reputed college in the city is about to appear for her final exams. Due to adverse conditions at home, she is not able to pay the examination fees. Her parents ask her to find her own way or discontinue studies as they cannot afford it. She comes and tells you her problem.

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#### Situation 2

An old man at the bus stand has been waiting for the bus for a long time. When the bus arrives he rushes towards the bus and slips on a banana peel lying on the road. Unable to get up, he misses the bus.

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#### Situation 3

Naresh, a 14-year-old boy who studies in the 9<sup>th</sup> standard attends school regularly and is on time every day. But one day he comes after the assembly so he was punished for a day. He starts to cry and tells you his story.

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**So after doing these exercises you would have understood that:**

- Empathy is the ability to accept and understand others who are different to you.
- It means you care how others feel and you are willing to offer emotional support.
- It allows you to find the common ground between yourself and others; by this you would be able to take decisions that benefit you without hurting others.
- Empathy encourages a positive behaviour towards people in need of care and assistance.
- This skill works wonders when we apply it to our relationships- with our loved ones, classmates, parents, friends, cousins and colleagues.
- Finally it helps you to move closer to finding solutions, to resolve conflicts and enhance the quality of life.



After familiarising ourselves with self-awareness and empathy I would like you to meet the second pair of friends Critical and Creative thinking .... So let's explore and find out what they are.

Hi!!! I am  
**CRITICAL THINKING**



Hello, I am Critical Thinking. I basically enable you to analyse information and experiences. Critical thinking helps you to recognise and assess the factors that influence attitudes and behaviour. This is an important skill that will help you to make crucial life decisions.



Critical thinking is not a matter of accumulating information. A person with a good memory and who knows a lot is not necessarily good at critical thinking. A critical thinker makes use of information to solve problems and arrive at good conclusions.

- Critical thinking is the ability to think clearly and rationally. It includes the ability which will make you reflect on things and situations and think independently.
- Let me tell you that it is not about criticising, it is about thinking rationally.
- Now you must be wondering what 'rationally' means — We all know that every aspect has two sides. To analyse both sides without judgment or prejudice is thinking rationally.
- Only criticising is a negative characteristic. One needs to be positive in one's approach.

Let me cite an example for you so you can understand it better. The example is in the star.

#### EXAMPLE

Rohit and Harini are sitting in the doctor's clinic and there is a person sitting beside them. While talking to him and others around, Rohit finds out that the person next to him is HIV infected. Harini immediately gets up and goes and sits on the opposite bench. Rohit continues sitting in the same place and explains to Harini that we should not hurt the person with our rude behaviour, as any way HIV does not spread through touching or talking to an infected person.





**EXAMPLE**

Pranav and his friends decided to bunk school and go for a movie. Pranav was not very comfortable with the thought but as his friends were forcing him he thought of trying it as it would be fun.

But then he used his critical thinking skill and thought if he went with his friends, he would have a lot of fun and it would be exciting. But then if his teachers or parents came to know then he might even get suspended from his school. Thus, he decided not to go.

By this example, you would have understood how you could use your critical thinking skill.

For a better understanding of this ability the following exercise will be helpful.

In Box 3 you will find certain situations. Read the instructions carefully and complete the exercise.

**Box 3**

Given below are 3 situations. You have to analyse them and write if there is any rationale behind that. If yes what? And if no then why?

**Situation 1**

An HIV infected individual is sitting with you. All the others beside you get up from their place and move away far from the HIV infected person.

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**Situation 2**

You are walking on the road and a black cat crosses the road. Your mother asks you to stop immediately and waits for another person to pass by only then moves on.

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**Situation 3**

Your friend Mahesh asks you to try a smoke with him in the school toilet.

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So did you enjoy brainstorming!!!!!!! Now you will have got an idea of how to rationalise issues.

You might have heard stories and instances that support a few beliefs but it is your critical thinking ability to reflect upon whether these isolated instances can be or should be generalised into belief. These beliefs distort reality, block you from achieving goals and create extreme emotions, which may persist and lead to distress.

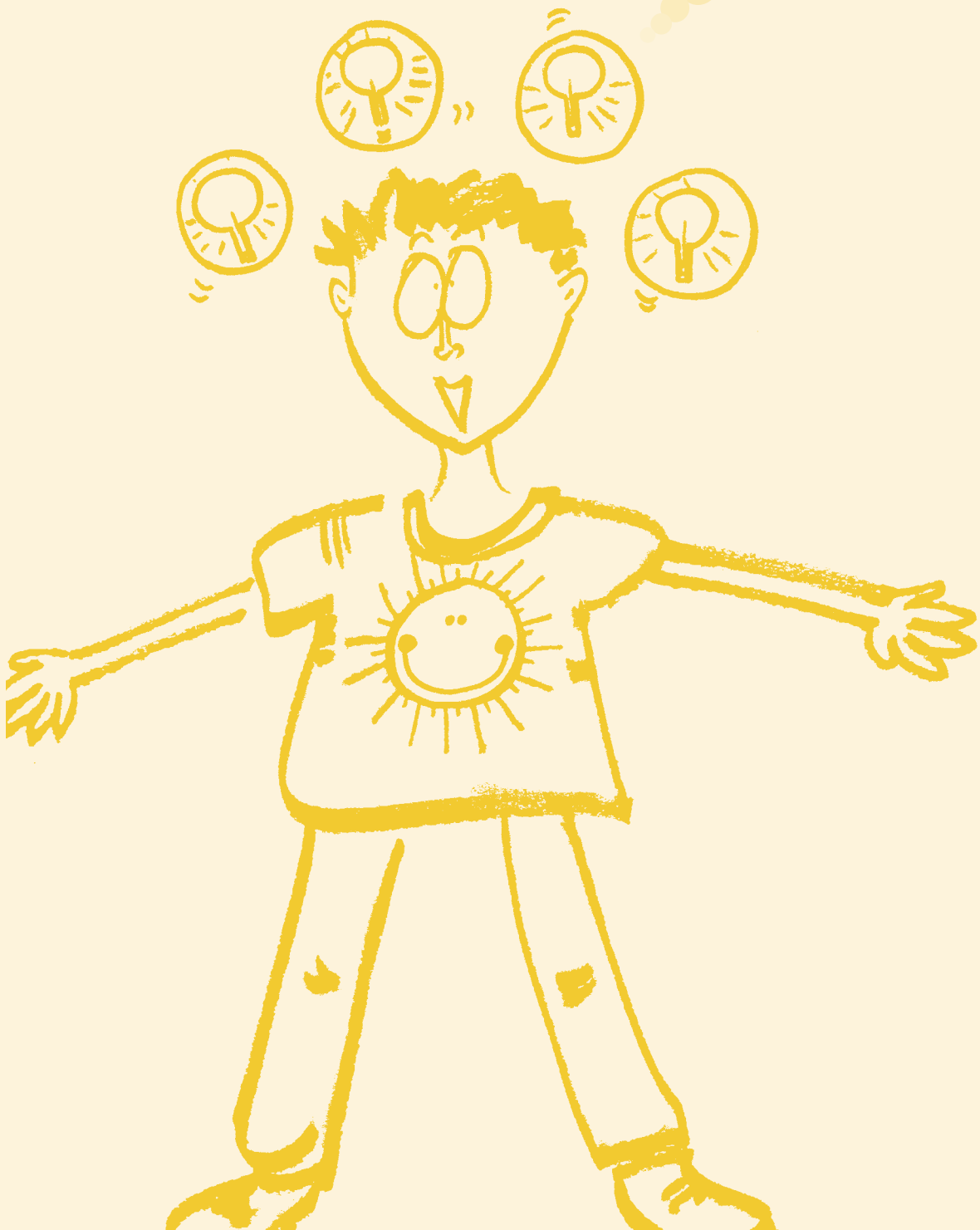
**To summarise: While you are critically analysing a situation you should keep in mind that you have to take a:**

- Balanced stand
- Unbiased view
- Consider all options
- Make the best choice possible.

Now let me introduce you to a very imaginative friend of mine – Creative Thinking Skill.



Hi!!! I am  
**CREATIVE THINKING**





Creative thinking is not just being artistic and innovative; it is a state of mind, which could be applied to any situation.

Hi!! I am CREATIVE THINKING SKILL, ok let me tell a little more about myself. I am a skill/ability that will enable you to explore all available alternatives and various consequences of your actions.

Creative Thinking helps you to look beyond your direct experiences and to respond to situations flexibly in your day-to-day life. Thus creativity is an ability to generate new ideas by combining, changing or re-applying existing ideas.

#### EXAMPLE

Ranjan wants to go to Kulu-Manali for his summer vacation with his parents. But his parents want to visit Rajasthan. So his father rejects his appeal. Ranjan asks his friends to tell his father that Kulu-Manali is a nice place to visit and he himself goes on the net and finds out more about the place and gives it to his father to read.

Ranjan's father was really impressed with the place and the efforts that Ranjan had made so he agrees to go to Kulu-Manali.

#### EXAMPLE

While writing the annual exam, Suresh notices that Tina is very tense as there is no ink in her ink pen, and there are only a few minutes left before the exam gets over. Suresh immediately opens his ink pen and puts a few drops of ink on Tina's table which helps Tina to complete her answer paper.

You cannot repeat yourself. Each alternative should be different from the other.

To understand this better the following exercises will show you the importance of creative thinking.

Below in the boxes 1 and 2 are two situations which I was not able to resolve. Using your creative thinking skill, try and find solutions to it. On a piece of paper, jot down atleast 5-7 alternatives in both the cases.

### Box 1



The main fuse of your house is burned out, you have an important exam tomorrow and you have to study. Use your creativity!

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### Box 2



You are going on a vacation to your grandma 's place and you have completed packing your bag. Now you are unable to close the bag, you don't want to remove anything as you need them. How do you close the bag and take all things?

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So, was it interesting to use your creativity to find solutions? This is an example of how often you may feel stuck in a situation when, it will seem as if there is no way out. Now this is where this ability helps you to respond by looking beyond our direct experiences, exploring available options and seeing the various consequences of your actions.



**Now that you know about both critical and creative thinking, let me tell you something which you might find useful:**

- By thinking creatively you will be able to find solutions, when it seems as if there is no way out.
- Critically analysing helps you find out what is at stake. It draws you towards wishes and motives of ourselves and others and why we react in a way that we do.
- Critical thinking promotes creativity. Just generating new ideas does not work; one needs to generate new ideas which are useful and relevant.
- Critical thinking is necessary for self-reflection.
- And creative thinking helps us in improving ourselves after self- reflection.



The third pair of my friends whom I would like you to meet is Decision Making and Problem Solving Skills. These two friends of mine are very important in your life because we face problems at every step and we need to make informed decisions. So let's explore and find out who they are.

Hi!!! I am  
**DECISION MAKING**



Hi!!! I am DECISION MAKING SKILL and now let me tell you how best you can use me in your daily life.



How do you make your decisions usually?

- a. Someone else makes it for me.
- b. Decide suddenly.
- c. Wait until someone else decides.
- d. Do what an older person says.
- e. Don't take any decisions at all.
- f. Think through the choices and then choose.

Decision Making Skills help us to deal constructively with choices of our lives i.e. for choosing the best amongst the various alternatives in many life situations. The situations may not really be problems, but require a choice to be made. This skill enables you to weigh the pros and cons of alternatives and make an informed decision. To make this more clear, see the example given in the star.

#### EXAMPLE

Priya's friend says that her favourite singer is going to perform in their city. But she realises that she has a physics test in school the next day which will help in improving her grades in the finals. But she really wants to go for the show. She decides she will go to the show and make it up in finals. But she loses out on her 1st rank since she got lower grades in the class test.

Now can you understand how important decision making is!



**EXAMPLE**

15 years old Ayan is confused whether to take part in the elocution competition on World Health Day in school. He needs to decide at the earliest because he has to submit his application. He thinks to himself and realises that even though he has participated in many competitions, he is scared as he is not confident about the topic, i.e. Health. After consulting and talking to people at home and friends, he decides to take part in the competition, working a little extra to learn about the subject.

We take decisions at every step in our lives, be it small as in which chocolate to buy to as big as choosing your career or life partner. Thus when we take decisions we have to be assertive about them and take responsibility for the consequences which could be good or bad. While taking a decision, you should keep in mind the 3 C's

- **Challenge:** The decision to be taken
- **Choices:** Choice No. 1  
Choice No. 2
- **Consequences**

When you make your decisions, see that you are calm and composed and not anxious and under stress as you can take better decisions when you are calm and relaxed. It is very important to believe in yourself and your decisions. The most important and underlying part of decision making is abiding by one's decision. Now we will see the process by which decisions are made. Our decisions should be powerful. Do you know what power means?

**POWER model of Decision Making**

- P – Clearly state /identify the problem
- O – Examine what are your options.
- W – Weigh each option
- E – Elect and Enact the best option
- R – Review and Reflect.



We make decisions in all walks of life. Here is an exercise where you can apply what you have read.

Given below are 3 situations which you might encounter in your day-to-day life. You have to properly understand the situations and make a decision using the POWER model and the 3 C's.

### Situation 1

Rita, a student of class X, wants to continue her class XI with physics, chemistry, maths and biology as her subjects. But her current school is offering only computer science. The school, which offers her needed subjects is around 48 kms away but with a direct bus service. Her friends plan to continue in the same school. Now you have to help Rita take a decision.

P---

O--- Option 1 -  
Option 2 -  
Option 3 -

W---

E---

R---

### Situation 2

Meera and Ajay have been friends for the past 5 years and they have liked each other's company very much. Of late, they have been spending a lot of time with each other and whenever they are alone, Ajay has tried getting close to Meera. Meera escapes the situations either talking about something else or by calling a friend beside her. Ajay has invited Meera to his house, and she knows no one would be there as both his parents work. She does not want to go and meet him alone but on the other hand wants to keep him happy also. In such a situation what should Meera do?

P---

O--- Option 1 -  
Option 2 -  
Option 3 -

W---

E---

R---

### Situation 3

Rajat and Asish are very good friends and are in the 1<sup>st</sup> year of college. Rajat becomes friends with the union people in the college, who are most of the time responsible for strikes and violence in college and other illegal activities. The students union decides to go on a strike and they would require more students for their campaign. Rajat asks Asish to join. Asish does not like these things but his friend tells him that their friendship would break if he will not be a part of it. Asish doesn't know what to do.

P---

O--- Option 1 -  
Option 2 -  
Option 3 -

W---

E---

R---

So now do you have an idea on decision making and how important this skill is? But do remember that every decision you take has a cause and effect too. By effect I mean the decision you take has a far reaching effect on other people and also on future events. Thus you should keep in mind all the options before arriving at a decision. And take responsibility for your actions.



Decision making always has its relation with solving a problem, so let me introduce you to another friend of mine who will solve your problems in no time. This is Problem Solving Skill.



Hi!!! I am  
PROBLEM SOLVING



Hello, I am Problem Solving Skill. Can you tell me how you react when you encounter problems? Do you usually say, "Oh! I hate it! I am so unfortunate." Am I right? We usually react negatively to problems. Don't worry, this is an instinctive reaction. Now read on and do the activities as instructed and you will be able to use me for solving your problems better.

Everyone faces problems in life. The fascinating thing about problems is that they are actually opportunities in disguise. Thus Problem Solving Skills enable us to deal constructively with problems that arise in our lives. This skill not only empowers you to control and solve our problems, but can also turn them into opportunities, as I told you earlier.



The problem solving process involves various steps: It requires clearly identifying and understanding the problem, exploring the available alternatives and deciding on the best possible options.

### Things to remember while solving a problem:

- Firstly it's very important to realise that you have a problem, understand the core of it. Understanding the problem will give you a way to find solutions to it.
- Explore the possible options and put to use your friend's creative and critical thinking.
- Prioritise your options and keep in mind the best 5 ways to solve the problem.
- Implementing your solution is only a part of the testing process - whether your idea works or not.
- If solution leads to failure don't panic.

- This experience of failure is essential for coming up with new and better ideas for better solutions.
- You have to keep trying and don't lose hope.
- Failure is evidence that you are pushing the boundaries of your exercise.
- Problems are often opportunities in disguise.
- Look at problems as an opportunity which you would give up to develop your skills and potential. Sometimes you cannot solve a problem at a given point of time. For details on this check Box 1.

To explain this even better, read the example in the star and do the exercises given in Box 2.

### Box 1

- Sometimes you cannot resolve the problems at hand because they are associated with powerful external factors over which no one has control.
- We might get worried or frustrated, but there is no way out but to solve them.
- Best way is to put the problem aside for sometime and move on with other things that you have to do.
- Here you are not escaping from the problem but waiting for the opportune moment to find a solution.

### EXAMPLE

Ramya, a 16 year old girl catches her school bus from a nearby bus stop at 8 in the morning. From her house till the bus stop is a 10-minute walk. She notices that an unknown person follows her every day to the bus stop. Ramya does not feel comfortable walking alone but is scared to tell her parents and friends as she thinks she may not be understood. She thinks of various options:

- Leaving early or late but then she would miss her bus.
- She tries a different route but still that man follows her.
- She thinks of confronting the man but is not very happy when she imagines the consequences.
- Finally she asks her brother to drop her at the bus stop on his way to college.

That works.

### EXAMPLE

The final of the inter-school cricket match is going on, when one of the fielders teases the batsman. This annoys the batsman and he starts to beat the fielder. Joseph being the captain of the opposing team, rushes to the rescue. First he separates both players and asks them to stop what they were doing. Then he calls the umpire to take necessary action.

So like this you must be encountering numerous problems in your day-to-day lives. Thus it is essential to:

- Identify the problem.
- Explore the intensity of the problem.
- Recognise the goals to be reached.
- Look at the various options.
- Work out the consequences.
- Select possible solutions.
- Finally implement the solution with care.
- Don't forget your parents and elders. Trusted adults are always there to support you in difficult situations, reach out for their help if you need it. As in the case of Ramya, her elder brother came to her rescue.

## Box 2

Now that we have a fair idea about problem solving and decision making let us see how much you have internalised these skills.

Below you will find three difficult situations which need to be solved.

### Situation 1

Fourteen-year-old Anita is at home alone. Her parents have gone for a night show movie. Anita's parents have instructed her not to open the door to anyone while they are away. After her parents leave an unknown man whose car has broken down asks her for help. He wanted to use their telephone. What should Anita do?

Solution 1-

Solution 2-

Solution 3-

Solution 4-

Solution 5-

### Situation 2

Kartik is walking on the footpath when he sees 2 boys on their bicycles coming in from the opposite direction and crash into each other. One of them is bleeding very badly and is not able to move. What should Kartik do now?

Solution 1-

Solution 2-

Solution 3-

Solution 4-

Solution 5-

(Contd... on next page)



(Contd... from previous page)

**Situation 3**

Samuel is 18 years old today. It's his birthday and he has invited all his friends for a party. As time passes, he notices that a lot more people turned up than what he had expected. The food he had arranged was for only 60 persons but almost 100 people were there. What can Samuel do now?

Solution 1-

Solution 2-

Solution 3-

Solution 4-

Solution 5-

These are just a few examples. There will be times when you will have to make decisions very quickly and think of solutions very rapidly.

The situations might range from simple problems as forgetting your pen at home during an examination, or a friend inviting you to smoke a cigarette or have a drink with him. One of the most exciting aspects of life is the array of choices that we have on a daily basis. So enjoy making choices and living to your fullest.



The 4th pair consists of two more important friends of mine: Effective Communication and Interpersonal Relations Skills .... Explore for yourself and happy learning!!!!



Hi!!! I am  
**EFFECTIVE COMMUNICATION**



Hi!!! I am Effective Communication Skill in you. I am the ability through which you express your views verbally by speaking or writing in any language and also non-verbally through gestures and body movements, in ways that are culturally acceptable. Your listening skill is also an integral part of me.

All relationships cannot be perfect and each individual has unique personality traits that influence the way we react to people in different situations. The important area to keep in mind is the style of communication we adopt during our interaction. Communication is not only expressing opinions and desires, but also your needs and fears, i.e. it is the skill to ask for advice and help in terms of need.

Now that you have an idea about me tell me why do we communicate? Think, it's very simple.....

That's right! We communicate to:

- have interaction and association;
- make someone understand our feeling or thoughts or action; and
- have control over a situation.

If we don't talk to others, then no one will get to know what we are thinking and thus people will not understand us. But if we keep blabbering something, it will not make sense. We have to effectively communicate. Effective communication basically involves:

**1 Verbal** - One person talks and other listens to be able to react. The conversation can be informative, in form of questions, negotiation, and statements or open ended questions, instruction, etc. and the situation can be formal or informal message.

**2 Non verbal** - Non verbal language is that which gives meaning to what is said and includes such things as tone of voice, using silence, frowning, smiling, body posture, touch, distance between, etc. Body language can be easy to read, but at the same time easy to misinterpret. Needs clarity...

**3 Listening** - During communication, one person talks and the other person listens. The listener must give attention to all that is said, without interrupting the speaker and afterwards to react relevantly.

Now that you know the basics of effective communication let us explore further:

Imagine a situation in a crowded place. You tell your brother to get you a particular brand of potato chips, from a particular shop pointing towards the shop. But when he returns you find that he has bought you chocolate from the same shop.

When you again ask your brother to get you something from the fridge at home, he gets exactly what you want.

Do you see a difference?

This is where communication skill is important in a crowded place. Your brother could not understand exactly what you wanted since there was external noise, when he gets you chocolate instead of chips. Though you have used both verbal and non-verbal communication, it has not been effective.

Whereas in the second instance he got you the correct thing as he understood what you said.

Communication is a part of our daily life, essential for living. Verbal and Non Verbal communication play an important role in our lives. Learning to speak effectively is very important to communicate one's ideas and emotions.

**EXAMPLE**

Farida and her friends go back from tuition every day late in the evening and a group of boys tease them as they pass by. This was turning out to be an everyday affair; so one day Farida confronted those boys calmly and softly, asking them not to trouble them and also said that if they continued this then she would complain to the police. Thus she effectively communicated her displeasure in an assertive tone.

The following bubbles have 5 gifts to effective communication which you can use.

**Empathy:** To be in the shoes of others, perceiving the world as they do.

**Reassurance:** Being understanding and emotionally supportive.

**Verbal examples:** 'Try not to worry', 'Things will be ok'. 'How can I help you?'

**Non-verbal examples:** Appropriate body language, like arms around the shoulder, hand on the knee or arm, a hug or a smile.

**Sensitivity :** Accepting another's feelings and not being brutally honest.

**Verbal examples:** 'I am here for you'. 'Let me know if there is something I can do ...'

**Non-verbal examples:** Acknowledging feelings, being non-judgmental, being gentle and comforting.

**Active Listening:** Allowing another to talk uninterruptedly, responding without giving comments and being dismissive.

**Verbal example:** 'Yes go on I am listening.' 'Hmmm, I see what you mean'.

**Non-verbal examples:** Being attentive and patient, paraphrasing and reflecting concern and emotion, smiling.

**Genuineness:** Being honest about reactions.

**Verbal examples:** 'I am happy for you'. 'I am sad for you'. 'I understand what you are going through'

**Non-verbal examples:** Facial expressions and body language that reflect inner emotions and thoughts, personal sharing.

We communicate every minute of our life ..... to parents, friends, in a group, to strangers, in an interview etc. Most of us consider parents to be our enemies and we often use the term "MY PARENTS DON'T UNDERSTAND ME" but have you thought why? Well, they don't understand you because you don't tell them what you feel. And this in turn creates a communication gap between both of you leading to not understanding each other.



**Communication gap** is created due to:

- No proper understanding between the two persons.
- When neither person can understand what the other one is trying to explain.
- One of them is under stress.
- One person feels superior to the other person.

Now take a piece of paper and keeping in mind the 5 gifts of communication, try out the work sheet given below. Take an instance where you have communicated to your parents and they didn't agree to it, and then find out where you went wrong. Finally see how you could have done it better.

### Worksheet 1

#### Communication

Incident:

I communicated to them by:.....

.....

.....

Among the gifts of communication .... The ones I used ..... And how

1.

2.

3.

4.

5.

Where I went wrong .....

1.

2.

3.

4.

5.

How could I have best dealt it:

1.

2.

3.

4.

5.

Now did you understand that you could have done a better job of making them understand?  
Try it .....

Relationship plays a very important role in our lives. And our first relationship is with our parents, thus a few things you need to keep in mind to improve communication with your parents:

- Be honest with your feelings.
- Calmly tell your parents what is on your mind without making a fuss or getting disturbed yourself.
- Listen to what your parents are saying and then put your point across.
- If parents disagree about something don't immediately rebel and over-react. Calmly explain to them why you disagree.

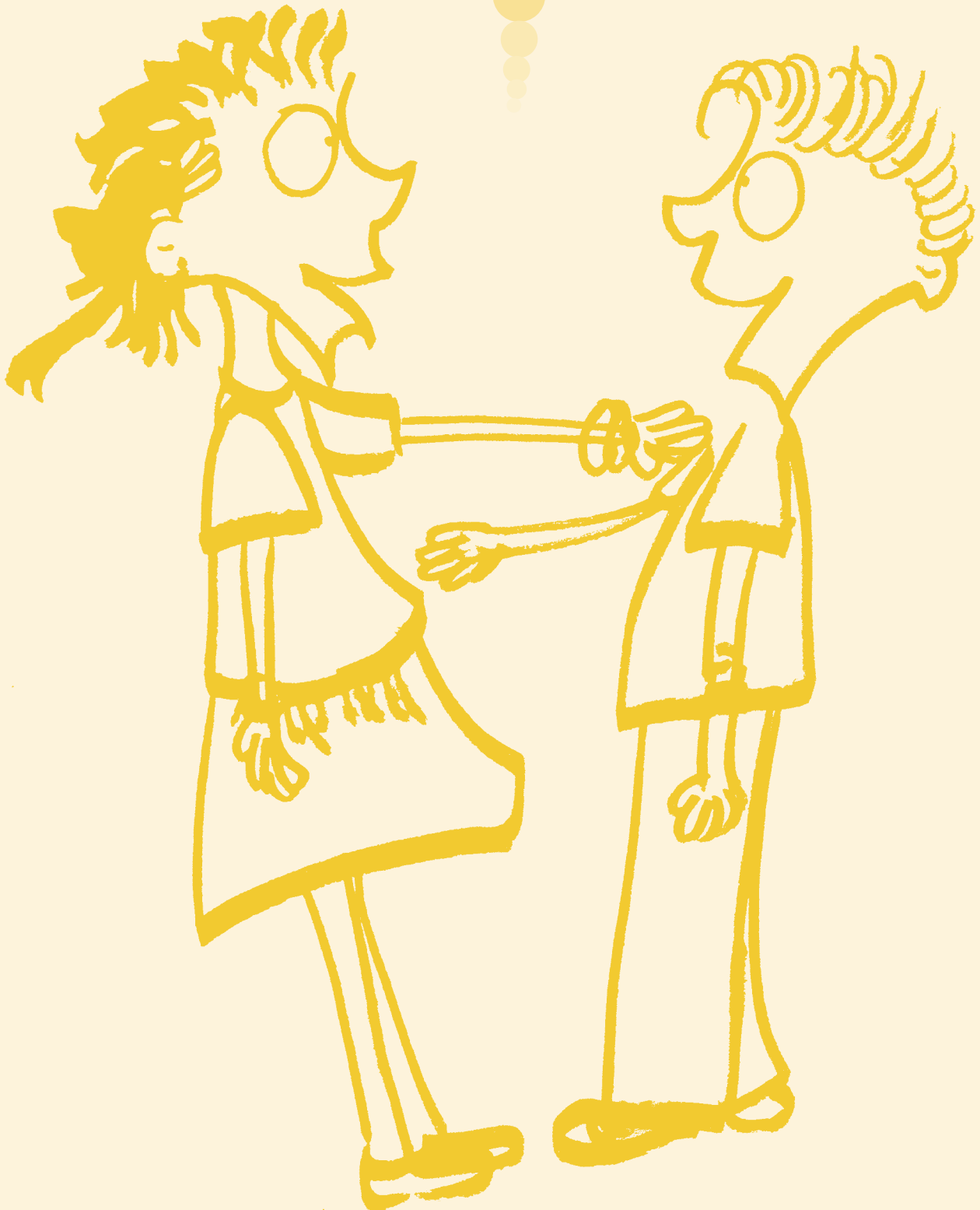


Some relationships as between, e.g. husband-wife, father-son, friends etc. that require one to be extra sensitive and require constant nurturing. Thus, Interpersonal Relationship Skills will help you to relate to people in a positive way. This involves you being able to make, maintain relationships and also end a relation constructively.





Hi!!! I am  
INTERPERSONAL RELATIONSHIP



Hi, I am Interpersonal Relationship skill, which will help you to enhance your relationships with people. Let us begin by looking at what this skill is all about.

If you look at yourself, you will notice that you have relationships with your family, friends, in school, within communities etc. and all these are different kinds of relationships and the expectations from each are different.

These relationships are based on communication, trust, and realistic expectations of each other. For example, warm relationships between teachers and students provide students with a sense of security within school settings. It is believed that this sense of wellness promotes exploration and comfort, as well as social, emotional, and academic competence among students. This is because the interpersonal relationship between the teachers and students are positive and good.



#### **EXAMPLE**

17 year-old Ajit and 12 years old Prashant are brothers. Prashant adores his brother and wants to copy him in all aspects. i.e. in the kind of clothes, the way he talks, walks, the things he likes to eat, etc. This irritates Ajit, who starts to ignore the younger brother. Prashant is very unhappy as he likes the company of his elder brother. After a few days, Ajit finds out from his mother that Prashant is very unhappy and does not talk to his friends. So he goes and chats with his younger brother and tells him how he does not like being imitated. And further he explains to Prashant that everyone has an individuality and one should develop it. Since then they both are very good friends.

Given below is a worksheet. Draw yourself in the middle and in the circles around your name, depict in each circle the relationship with the name of the person— these could be friends, family, community members, school teachers etc. You could add as many circles as you want.

Once you have finished drawing the circles, draw lines between your name and the relationship circles.

- Single line for a relationship which is not very close.
- Double lines for close relationship.
- Triple lines for the best relationship.

On each line, write why you consider the relationship very close, not so close.  
 For example: Mother: She loves me unconditionally. I tell her everything.  
 Friend 1: My best friend. I discuss everything with him.

Your name  
and draw  
yourself

So did you enjoy yourself doing it? By the end of this exercise you would understand your relationships and how some relationships are special and others are not. Thus, to have a friendly and responsible relationship one has to practice self-awareness, empathy and effective communication.

Why do we need to have interpersonal relationships with people?

- ➔ Interpersonal relationships are social associations, connections, or affiliations between two or more people.
- ➔ It helps you in empathising with people, which makes your relationship with others responsible and effective.
- ➔ This would help you to strengthen your existing relationship.
- ➔ Also will help you to build new relations and maintain them, be it personal or professional ones.
- ➔ Most of your relationship conflicts are because of not practicing this skill only.

In conclusion, I would like to tell you that there are several qualities that make a relationship special, but the equal participation of two persons results in an excellent relationship. These qualities could be:

**Respect:** This does not mean to keep the person in high regard but to consider the other person worthwhile even if he is different from you.

**Responsibility:** To show that others can rely on you.

**Understanding:** To be able to empathise with the other person's situation.

**Cooperation:** Willingness to work out a relationship and sustain it.

**Caring:** To be concerned and interested in another person's feelings and needs.



The 5th and final pair of friends of mine is **SKILLS FOR COPING WITH STRESS AND EMOTION**. .... Firstly, let me introduce to you to Skill of Coping with Emotion and then we will meet Coping with Stress.

Hi!!! I am  
COPING WITH EMOTION












Hi!!! I am *COPING WITH EMOTION*. From here on, I will lead you through a journey of emotions. In short, let me tell you, this skill involves recognising emotions within yourself and others, i.e. being aware of how emotions influence behaviour, and being able to respond to emotions appropriately. Intense emotions like anger and sadness can have negative effects on your health, if you don't respond appropriately.

In every minute of our lives we undergo feelings like being happy, sad, loved, fearful, jealous and so on. These are all emotions, and perhaps without them we would be like robots.

Below you will find a work sheet with various circles. Imagine your face or your friend's face in these circles and draw the emotions that you see.

**Box 1**  
Emotions

		
Happy	Shy	Sad
		
Scared	Humour	Excited
		
Angry	Jealous	Love

So was it exciting to imagine yourself in those faces? I am sure you were! Let me emphasise one very important aspect of emotions. This aspect is managing emotions. For example, when your parents disagree about something that you say, your next reaction may be completely adverse. You could either start screaming or throwing tantrums etc. Let me tell you that there is always another way of dealing with your emotions and situation and you need to find that other way.

In the star below you will find an example which will perfectly explain what I am trying to tell you.

**EXAMPLE**

15 years old Madhav has his pre-boards in a weeks time. He usually postpones all his work. His sick father asked Madhav to get the newspaper from the hall, at which, Madhav shouted at his father, 'Am I the only person in this house?' and threw the paper into his father's bedroom.

**EXAMPLE**

Parinita, a 17 year old girl, had a fight with a close friend of hers and both decided that they would never talk to each other. Parinita initially was very angry but gradually she began to feel very sad that she too had lost her temper and it resulted in such a great mess. She cried a lot and this caused her to have a high temperature. Then she decided that she would go and speak to her friend and sort out things so that they could be friends again and have loads of fun together.

In our daily life it is not possible to always be happy. There are instances when we experience sadness or disappointment. Let me tell you a few things about 'disappointment'.

- There might be times when you do not get invited to go out with your group of friends.
- Didn't get the marks that you expected.
- Get rejected by some one.
- Have to go where you don't want to go.

Now tell me something. How do you react to these disappointments? Do you yell, cry, argue, blame someone else or you do something more?

These unhappy feelings come from your thoughts. Let's look at a very common example: Manoj likes Ramita a lot but she rejects him. Now what would Manoj commonly think?

- How cruel and mean she is!
- She thinks too much of herself.
- This situation is unfair.

But is it always necessary to think this way? Let's think about the same situation differently. POSITIVELY:

- She is not really mean, maybe she is not interested.
- Perhaps she has someone else in mind.
- There are a lot of other people out there - I know I am ok, and I will find someone who cares for me and I will care for her.

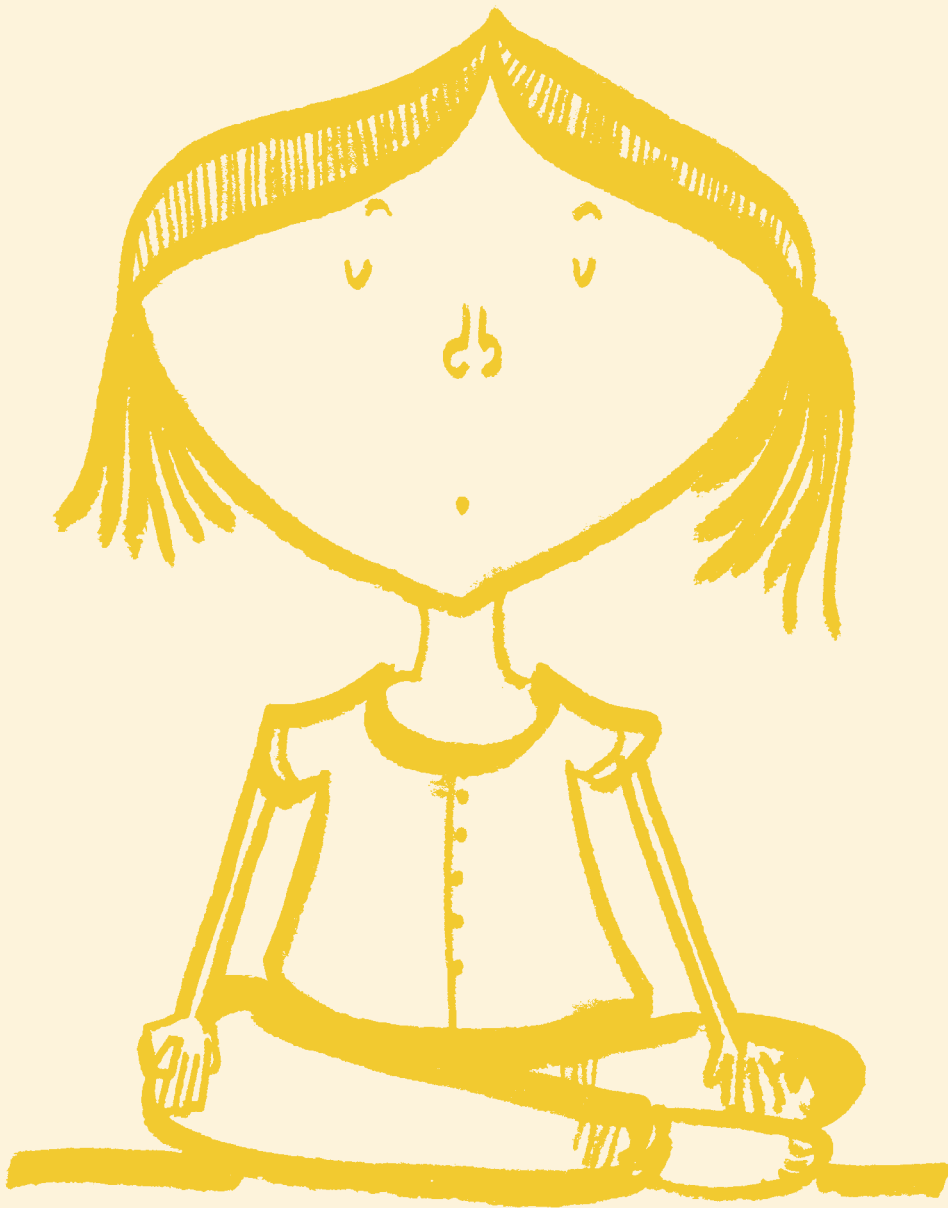
You need to manage your emotions for certain reasons as:

- By managing emotions we would not abuse our emotions.
- By managing emotions you will not hurt others.
- By managing emotions you will be able to look at solutions to problems more holistically.

So keep this in mind. You do not need to let others' behaviour affect you and we can control our emotions. Why should others be responsible for your disappointment or unhappiness? Think and discuss this with your parents and friends and should you have any queries about managing emotions, email me on [ahdproject@gmail.com](mailto:ahdproject@gmail.com).



Hi!!! I am  
**COPING WITH STRESS**



Hi! I am SKILLS FOR COPING WITH STRESS. I am sure you know me very well as stress crops every now and then. Let me tell you that stress is nothing but your body's reaction to people and events and our own thoughts. Stress is the butterflies in your stomach before a test, athletic event or stage performance.

And, I am the ability by which you can recognise the sources of stress in your life, knowing how it can affect you, and also acting in ways that will help you to control your levels of stress.

You will first need to understand what stress signals are. Stress signals fall under four categories- thoughts, feelings, behaviour, and physical symptoms.

**Feelings:** Anxiety, irritability, fear, moodiness, embarrassment.

**Thoughts:** Self-criticism, difficulty in concentrating or making decisions, forgetfulness, preoccupation with future, repetitive thoughts, fear of failure.

**Behaviours:** Stuttering, difficulty in speaking, crying, acting impulsively, nervous laughter, yelling at family and friends, grinding teeth, increased smoking and alcohol or drug use, increased or decreased appetite.

**Physical symptoms:** Tight muscles, cold sweaty hands, headaches, back or neck problems, stomach aches, more cold and infections, fatigue, rapid breathing, pounding heart, shaky hands, dry mouth.



The example in the star below will give you a better understanding of a stressful situation.

#### EXAMPLE

16-year-old Meena is in her XI standard. She is well prepared for her final exam and she is ready to face the exam and score 80% in the exam. On the day of the exam she reaches late to the examination hall and she misses out on 20 minutes of her time. She experiences complete blankness and doesn't remember anything.

**EXAMPLE**

16-year-old Aditi is followed by a boy every day on the way back from school. The boy keeps trying to talk to her and attract her attention. Aditi's parents are very strict and her elder brother is very protective about her. She is very scared that if anyone sees that boy talking to her she will be beaten very badly. Because of this she is not able to concentrate on studies. Finally she decides that she will tell a friend of hers to tell the boy not to follow her as she is not interested.

Now that you know what a stressful situation is, let us do an exercise that will clarify this better.

**Box 2**

**Stress Management**

Now below there are two blocks- one which is called 'Snake' and the other 'Ladder' and in the middle there is a block called 'Situation'.

Now state a situation where you have felt extremely stressful, and jot down the difficulties in the snake column and options in the ladder column. Analyse how you handled the stressful situation.

Now go through the next segment on stress management and make a plan how well you could have handled the same situation.

Snake	Situation	Ladder

Now I will have to tell you how you manage stress. Listen !!! following are the ways of managing stress. Keep in mind that every person has his own way of releasing stress and you can identify a few for yourself.

Write it down and use it whenever required.

- Take deep breaths.
- Talk it out.
- Take a minute break—think of something you really enjoy doing.
- Pay attention to physical comfort.
- Move.
- Laugh it out.
- Keep in mind your limits before reacting.
- Cry it out.
- Look at good things around you.
- Talk to a friend.
- Listen to music.
- Sit calmly and meditate for sometime to relax.

We should control stress so that:

- Your potential and abilities will not be affected.
- The end result is more productive.

I hope this overview of Our Ten Core Friends will be useful to you. Should you have any other queries please email me on [ahdproject@gmail.com](mailto:ahdproject@gmail.com).

