

Personality Development Curriculum (Vocational)



Part 1: Introduction to Personality and Working Towards Developing It

- **Definition and basis of personality:**
 - Definition of personality: The set of behaviors, cognitive ability, and emotional patterns associated with one's environment.
 - Personality is dependent upon the way a person walks, talks, and expresses their urges (hunger, thirst, bathroom).
- **Analyzing strength and weakness:**
 - Strengths: Tasks or actions that a person does well.
 - Students at _____ will assess their strengths based upon the activities they do in the café training or any other activities they engage in like _____. It can also include tasks in general such as handwriting, typing, etc.
 - Weakness: Tasks or actions that a person does not do well or needs improvement in.
 - Students at _____ will assess their weakness based upon the activities they do in the café training or any other activities they engage in like _____. It can also include tasks in general such as handwriting, typing, etc.
- **Body language:**
 - This is a nonverbal form of communication.
 - Examples of body language
 - Maintaining eye contact (don't overdo it otherwise it will look like you're staring at a person).
 - Smiling
 - Keeping good posture (don't slouch)
 - Use hand gestures (using sign language here is ok for those who are nonverbal).
 - Point out
 - Answer positively
- **Preparation of self-introduction:**
 - Know how to introduce yourself. This is essential for having a basic conversation.
 - Hi or hello. My name is _____.
 - I live in _____.
 - The work I do is _____.
 - I have received my training from _____.

Part 2: Practical Skills Requirements for Personality Development

Personal care: (ADL)

- Personal daily hygiene:
 - Brush your teeth.
 - Take a Shower/bath.
 - Wear a fresh pair of clothes.
 - After using the toilet, wash your hands with soap and water.
- Coping with stress:
 - If sensory overload is happening:
 - Get yourself away from the source of the sensory overload.
 - Use noise canceling headphones.
 - Listen to soothing music if it helps.
 - Use objects which can help calm you down:
 - Clay or play dough
 - Something rubbery
 - Stuffed toys

How to introduce yourself/talking about yourself:

- Say hi or hello
 - Hi or hello with a smile
- State your name:
 - My name is _____
- State your age:
 - I am _____ years old
- State your mother's name:
 - My mother's name is _____
- State your father's name:
 - My father's name is _____
- State your siblings' name:
 - My sister's or brother's name is _____

Strengths/Weaknesses Chart



Strengths	Weaknesses

Time Management Sheet



Time	Activity Done
6:00am – 8:00am	
8:00am – 10:00am	
10:00am – 12:00pm	
12:00pm – 2:00pm	
2:00pm – 4:00pm	
4:00pm – 6:00pm	

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This Includes:

- **Part 1: Introduction to Personality and Working Towards Developing It**
 - Definition and Basics of Personality
 - Analyzing Strengths and Weaknesses
 - Body Language
 - Preparation of Self-Introduction
 - Techniques in Personality Development Stages 1 – 4

- **Part 2: Practical Skills Requirements for Personality Development**
 - How to Introduce Yourself/Talking About Yourself
 - How to Conduct yourself While Out Shopping
 - How to Find a Job
 - How to Conduct yourself While at the Workplace
 - How to Work in a Team
 - How to Communicate Effectively
 - Problem solving with respect to making coffee, sandwich, or Maggi
 - How to engage in good work ethic with regards to working at the café
 - How to be flexible/adaptable while working at a café
 - Interpersonal skills (People skills)

- **Blank Strengths and Weaknesses Chart**
 - **Students can use this to note down their strengths and weaknesses in any skill area and work on improving their skills, whether they are strengths or weaknesses.*

- **Time Management Sheet**
 - **Students can use this to keep track of all activities done throughout the day then reflect if they have used their time wisely or whether they need to work on improving their time management.*

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Techniques in Personality Development Stage I

- Communication Skills:
 - Listening:
 - This is key to personality development.
 - Good listening ensures that you are focused on what to say and what not to say.
 - Helps in understanding something.
 - Communication barriers:
 - Some of the most common communication barriers are language barriers, hearing impairment or speech impairment.
 - Overcoming these barriers:
 - The best way to get past these barriers is by communicating by writing (pen/pencil and notepad) or using technology (ipad) or using sign language.
- Building self-esteem and self confidence
 - Self-esteem: How you feel about yourself
 - Self-confidence: How you feel about your abilities
 - There are many ways to build self-esteem and self confidence
 - Positive thinking
 - Practice
 - Training
 - Knowledge
 - Talking/communicating with other people

Techniques in Personality Development Stage II

- Group dynamics:
 - This is the attitudes and behavioral patterns of a group.
 - It is concerned with how groups are formed (which people will go in the group), what their structure is (dependent upon the abilities of the people) and the processes followed in their functioning (what tasks are to be done to make the group work)
- Team building:
 - This is the purpose of turning a group of individuals into a cohesive team.
 - This helps people better understand each other's strengths, weaknesses, and interests.
 - This helps people better work together on projects.



Techniques in Personality Development Stage III

- Interpersonal relationships:
 - The association between individuals with similar interests and mindsets.
 - It is important to have interpersonal skills or people skills to have interpersonal relationships.
 - Build and maintain relationships.
 - Befriend/get to know someone, and once you do keep up communication with them.
 - Know how to give and receive constructive criticism.
 - constructive criticism means getting feedback on how something should be improved. It is not a form of telling someone how bad their work is, just how it can become better.
 - Be tolerant and respectful of others regarding their opinions.
 - Remember the opinions that you hold may not be the same opinions others hold so the reverse is also true.
- Stress management:
 - Stress is a perceived threat (real or imagined) that results from the body's physiological responses.
 - There are many ways to combat stress
 - Writing/journaling
 - Discussing feelings
 - Doing things, you enjoy
 - Focusing on the present
 - Use relaxation techniques (breathing exercises, counting)

Techniques in Personality Development Stage IV

- Conflict management:
 - Another word for conflict is problem, which is characterized by opposition or disagreement between two or more people.
 - Conflict management refers to resolving problems in an appropriate manner
 - The best way is by communicating face to face so that people understand each other.
 - It is important to control anger and frustration, or it can make the situation worse.
- Time management:
 - The process of exercising control over the amount of time someone spends on a specific activity to increase efficiency or productivity.
 - The best way to do time management is by planning out the day's activities and noting them down to remember. Should plans change then one must know how to

- alter the next day's schedule to include the unfinished activities of the previous day.
 - It is important to know what tasks are to be done in one day and what can be broken down into two or more days to complete.

Part 2: Practical Skills Requirements for Personality Development

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 - My father's name is _____
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 - My sister's or brother's name is _____



- State where you go to school:
 - I go to _____ school or the name of my school is _____
- State where you work:
 - I work at _____
- State your favorite hobby/activity:
 - My favorite hobby/activity is _____
- State your favorite movie:
 - My favorite movie is _____
- State your favorite song:
 - My favorite song is _____
- State your favorite food:
 - My favorite food is _____

How to conduct yourself while out shopping:

- How to find items:
 - Look at sign boards if there are any to find out where a certain category of items is.
- How to ask for help finding something:
 - Say excuse me, can you tell me where _____ is?
- How to handle oneself in case of sensory overload due to loud sounds, a lot of people, textures of objects, etc:
 - Move away from the source from the sensory overload.
 - Use other objects/devices to distract from the source (noise canceling headphones).

How to find a job:

- Create a resume:
 - Most basic information
 - Put your name, phone number and email address.
 - Strengths, skills/work experience with years, Club/organizational involvement with years.
 - Education (Where you went to school and what years).
- Get work experience:
 - Volunteer at places to get experience so it can go on the resume.
 - Do training/vocational programs which will allow for internship opportunities.



How to conduct yourself at the workplace:

- Be nice to others.
 - Greet them
 - Say please and thank you when required
 - Don't get angry at others for their opinions.
- Let people finish speaking before starting to speak (be patient).
- If you need help or have questions:
 - Ask someone for help before assuming something.
- Always take notes on anything new to remember for next time.

How to work in a team:

- What is the meaning of teamwork?
 - Teamwork is working in partnership with others to achieve one common goal.
- Listen to others when they are speaking.
- Await your turn to speak.
- Address your concerns.

How to communicate effectively:

- Verbal communication:
 - Speak clearly. Do not rush while speaking.
- Nonverbal communication:
 - Have positive body language and facial expressions. Use pictures and text to communicate the message.
- Aural communication:
 - Listen to and hear what others are saying.
- Written communication:
 - Composing text messages and reports on the computer. With regards to the café, this entails making a bill for the order(s).
- Visual communication:
 - Communicate information using pictures and other visual aids.

Problem solving with respect to making coffee, sandwich, or maggi:

- Students must use the knowledge that they have with regards to making these foods to figure out how much of the ingredients need to go in any of the dishes.
 - If 1 packet of maggi is being made, then 1 cup of water must go in it.
 - If 2 cups of maggi is being made, then 2 cups of water must go in it.
 - If 4 pieces of cucumber are being used in 1 sandwich, then 8 pieces of cucumber must be used in 2 sandwiches.



- If the coffee machine is consistently beeping, then it needs water to make more coffee.

How to engage in good work ethic with regards to working at the cafe

- Arrive at position on time.
- Arrange all materials needed as quickly as possible so preparation of order can start.
- Make sure that the food is ready in the time you showed it would be:
 - If customer was shown the card of wait 2 minutes, then the order must be ready in 2 minutes.
 - If customer was shown the card of wait 10 minutes, then the order must be ready in 10 minutes.
- Pay attention to how the food is being served:
 - Ensure food is in the correct size plate.
 - Make sure drinks are in the correct cup.
 - Make sure fork or spoon are provided with the order along with tissues
 - Make sure all orders go out on a serving tray.
- If you need to leave your position at any time for any reason, tell somebody before doing so.

How to be flexible/adaptable while working at a cafe

- Be willing to work more/less hours as number of customers increase/decrease.
- Be willing to work at different positions every day.
 - One day work at sandwich station, the next day work at Maggi station.

Interpersonal skills (People skills):

- Build and maintain relationships
 - Befriend/get to know someone, and once you do keep up communication with them.
- Know how to give and receive constructive criticism
 - constructive criticism means getting feedback on how something should be improved. It is not a form of telling someone how bad their work is, just how it can become better.
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Activities I got done today:



Activities I have left to do:



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