

# LIFE SKILLS

## Building Skills to Focus on Success

### Training Checklist

#### Session 1- Building Relationships and Communication Skills

- *Toolbox*
  - Rapid Rapport- An Essential Coaching Success Skill
  - Fast Friends Article- 36 Questions for Increasing Closeness
  - The Art of Focused Conversation
- *Activity*
  - Connector- What's Your Question? (Group)
  - Shallow to Deep Questions

#### Session 2- Interpersonal Relationships

- *Toolbox*
  - Boundary Script Starter
  - People Pleasing and How to Say No
  - Boundary Resources
- *Activity*
  - Connector- What's True for Me? (Group)
  - Identity Part 1: How Many Rooms are in your house
  - List of Values
  - Identity Part 2: Path Creating Your Mission Statement for Life and Work

#### Session 3- Emotional Intelligence

- *Toolbox*
  - 87 Human Emotions and Experiences
  - Emotional Intelligence Quiz
- *Activity*
  - Connector- Tent Pole (Group)
  - Sensory Emotional Shifters
  - Types of ANTS
  - The Work of Byron Katie
  - Emotional Shifter Playlist

#### **Session 4- Self-Care and Coping**

- *Toolbox*
  - Home Space Audit
  - Creating a Loving Space
  - Extreme Self Care Kit
  - Healthy Proven Ways to De-Stress
  - Burnout Definition
- *Activity*
  - Extreme Self Care Kit Example Answers

#### **Session 5- Problem Solving**

- *Toolbox*
  - Neurological Implications
  - Adaptability
  - The Role of AI in Problem Solving
- *Activity*
  - Connector- See Ya! (Group)
  - "Tiny Experiments" Experiential Learning (Group)
  - The 5 Whys
  - Rule of 10
  - Playing the What if Game

#### **Session 6- Time Management**

- *Toolbox*
  - Chronotypes
  - Planning Implications
  - Scheduling Considerations
  - 5 Challenges to Planning and Scheduling
  - Habits and Routines
  - Interruptions and Distractions
- *Activity*
  - The Pomodoro Technique (Group)