

Boosting Relationship Skills syllabus

Module 1

An introduction to building self-confidence
What is self-confidence and why does low self-confidence impact results?
Avoiding comparisons
Using our values

Module 2

Understanding Personality Styles – an introduction (part 1)

Module 3

Personality Styles (part 2) – What about our behaviour?
Personality Styles (part 3) – Appreciating, and working with, Style differences
Associating with positive people
Earning respect
Helping others
How we can give and take compliments
How we can develop friendships

Module 4

How we can listen well
How we can 'fully engage' in conversations
How we can recognise, and use, body language
How we can network

Module 5

How we can de-escalate conflict
How we can handle Difficult People – an introduction

Module 6

Understanding assertiveness and putting it into practice
How we can ask for what we want
The importance of speaking out
The importance of asking for help
How we can take a positive approach to social media

Module 7

The importance of speaking up and communicating with confidence
How we can improve our thinking
How we can create positive self-talk

Handouts

Module 1

Possible strengths
Possible values
Personality Style Test
Additional completion instructions for the Personality Style Test
Personality Style Test Definitions
Week 1: Action Plans and Progress Record

Module 2

1st week's Quick Check Quiz
Week 2: Action Plans and Progress Record
Personality Style Scoring Sheet
Characteristics of Personality Style 'Blends'
DISC grid
The relationship between each Style
The D Personality Style ('Dominant') – key words
The I Personality Style ('Influential') – key words
The S Personality Style ('Steady') – key words
The C Personality Style ('Compliant') – key words

Module 3

2nd week's Quick Check Quiz
Week 3: Action Plans and Progress Record
The difference between Personality Style and behaviour
Examples: Appreciating, and *working* with, our Personality Style differences
Personality Styles: Frequently asked questions
Tips for making friends

Module 4

3rd week's Quick Check Quiz
Week 4: Action Plans and Progress Record
Body language: gestures, greeting and departing, and handshakes
Tips for starting, and maintaining, a conversation

Module 5

4th week's Quick Check Quiz
Week 5: Action Plans and Progress Record
General principles to employ during 'four steps for handling Difficult People'
Some reasons Difficult People are difficult
Handling hurt when resolving conflict

Module 6

5th week's Quick Check Quiz
Bad effects, and possible sources, of non-assertive and aggressive behaviour
Examples of 'rights'
Verbal assertive, non-assertive and aggressive behaviour
Examples of positive and negative 'beliefs'. How beliefs affect behaviour.
Non-verbal assertive, non-assertive and aggressive behaviour
Strategies: thinking processes before, during and after tricky situations
Six types of assertive behaviour
Week 6: Action Plans and Progress Record

Module 7

6th week's Quick Check Quiz & Week 7 Actions Plans & Progress Record
12 Positive Self-Talk Scripts ... and some 'quickies'
Key aspects for: *How* to use Self-Talk
Final Quick Check Quiz