

**SKILLS = Abilities, competencies and strengths**

**Accomplishments are your positive achievements**

The following exercise is better if you work in pairs but can be done on your own.

Using the **LIFEMAP Exercise A** referenced in Personal Development Section in your resource pack (page 59), transfer one of your achievements onto this session's Worksheet 1

The following worksheets will help you break down your achievements into many skills – the more you analyse and break the accomplishment down the more skills will be exposed and you can see them!

Wow! You will be able to see the many achievements experienced in your life and the skills contained within them.

It is great to reflect and celebrate!

IF YOU ABLE TO WORK IN PAIRS, IN A GROUP, OR WITH A FAMILY MEMBER OR FRIEND, IT WILL HELP YOU TO SEE THINGS A BIT CLEARER. SUPPORT EACH OTHER IN BREAKING DOWN AN ACCOMPLISHMENT FROM YOUR LIFEMAP EXERCISE A INTO A LIST OF SKILLS AND KNOWLEDGE RELATING TO THAT PARTICULAR ACHIEVEMENT....NOT TO MENTION THE COMPETENCIES AND QUALITIES YOU OWN.

REMEMBER MAKING A MEAL DOESN'T JUST MEAN PLACING IT ON A DINNER PLATE!!! YOU HAVE TO PLAN, ORGANISING THE BUYING OF INGREDIENTS, YOU HAVE TO TIME THE ORDER OF ACTIVITIES, FOLLOW INSTRUCTIONS IF YOU ARE USING A RECIPE, PREPARATION WHEN SHOPPING...YOU ARE COMMUNICATING, USING MATHS, BUDGETING, CO-ORDINATING THE STEPS....DO YOU OFTEN SAY, 'NO, IT WAS NOTHING REALLY, I JUST MADE THE DINNER!!!!'

'LOOKING AFTER MY ELDERLY PARENTS' BECOMES.... PHYSICAL AND EMOTIONAL SUPPORT, SUPPORTING DAILY LIVING ACTIVITIES IN EATING, PERSONAL CARE - WASHING & BATHING, LIFTING AND HANDLING, WOUND DRESSING, ADMINISTERING MEDICATION, COMMUNICATING...ARRANGING APPOINTMENTS, ORGANSING VISITS.

'I JUST PAY THE BILLS' INVOLVES MANY SKILLS, TONS OF KNOWLEDGE AND MANY QUALITIES....NEVER UNDERESTIMATE THE COMPLEXITIES OF SKILLS REQUIRED IN ANY GIVEN TASK.

AND REMEMBER ALL OF THESE TASKS ARE TRANSFERABLE TO OTHER AREAS OF YOUR LIFE

**TIP:**

Think of the process of change in a new way..not comparing your strengths with weaknesses to sort out...see yourself as ADDING new skills...building upon, rather than fighting to change the old, unhelpful skills.....change your mind set & celebrate!!

## Worksheet 1

Accomplishment:

Skills, Knowledge, Qualities, Competencies:

The Haven Project

## Worksheet 2

CONTINUE TO WORK FROM YOUR LIFEMAP...EXPLORE THE SKILLS INVOLVED IN YOUR ACCOMPLISHMENTS. ONCE YOU REALISE THAT YOU HAVE MANY SKILLS, YOU CAN TRANSFER THEM INTO MANY SITUATIONS - WHETHER IT BE SOCIALLY, AT COLLEGE, AT HOME, VOLUNTARY WORK OR EMPLOYMENT.

CONSIDER WHAT YOU WANT TO DO WITH THIS INFO...PERHAPS IT IDENTIFIES AREAS THAT YOU WOULD LIKE TO WORK ON AND FURTHER DEVELOP.... MAYBE PREPARE A C.V. APPLY FOR A JOB!!!

**Accomplishment:**

*E.G. Organising a 21<sup>st</sup> Birthday for my son*

**Skills, Knowledge, Qualities, Competencies:**

*E.G. Communicating to friends and family, telephone skills, Computer skills, using the internet, emailing, word processing.*

*Organising the date and venue -problem solving, researching venues, plan buying food, budgeting, following instructions on recipes, allocating jobs to others - Delegating, Team player and working on own initiative. Responding to changes - date change for party being flexible/adaptable*

**Accomplishment:**

**Skills, Knowledge, Qualities, Competencies:**

## Worksheet 2 (Cont)

Accomplishment:

Skills, Knowledge, Qualities, Competencies:

Accomplishment:

Skills, Knowledge, Qualities, Competencies:

Accomplishment:

Skills, Knowledge, Qualities, Competencies: