

# Life Skills

**This section is about things that affect your everyday life. From dealing with debt to developing your career and improving your communication skills they can help you overcome barriers you may face day to day.**



## Life Skills

### Day To Day

#### Be Choosy (make decisions)

Life is full of choices. You can make almost anything you want of yourself. But you have to be willing to take active decisions. This byte will help you to understand how to look out for 'decision times' and make choices in your life.

Level: *Beginner*

Time to complete: 20 Minutes

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#### Dealing with Debt

Provides an engaging introduction to the range of issues involved in dealing with debt. You will take on the role of the Urban Avenger, a superhero dedicated to helping citizens improve their lifestyle by helping them to understand the options available to them. Your task is to guide a citizen through the maze of options by accessing relevant information on your datapad, help them identify the best options and where to get further assistance and information to achieve their goals.

Level: *Beginner*

Time to complete: 30 Minutes

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#### Getting Organised

Sometimes people are put off learning because they think they will never be able to take it all in. This byte will help you to think about what you want to learn and make a list of things you will need to know and how to break whatever you want to learn into smaller steps.

Level: *Beginner*

Time to complete: 20 Minutes

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#### Household Budgeting

Provides an engaging introduction to the range of issues involved in managing a household budget. You will take on the role of the Urban Avenger, a superhero dedicated to helping citizens improve their lifestyle by helping them to understand the options available to them. Your task is to guide a citizen through the maze of options by accessing relevant information on your datapad, help them identify the best options and where to get further assistance and information to achieve their goals. The Urban Avenger will then battle a supervillain, but the outcome depends on your knowledge of the topic – get the quiz questions right and he will defeat the supervillain, get them wrong and the enemy will escape.

Level: *Beginner*

Time to complete: 30 Minutes

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#### My Scotland

Provides an engaging introduction to life in Scotland, including society and law, and Scottish culture. You will take on the role of the Urban Avenger, a superhero dedicated to helping citizens improve their lifestyle by helping them to understand the options available to them. Your task is to guide a citizen through the maze of options by accessing relevant information on your datapad, help them identify the best options and where to get further assistance and information to achieve their goals. The Urban Avenger will then battle a supervillain, but the outcome depends on your knowledge of the topic – get the quiz questions right and he will defeat the supervillain, get them wrong and the enemy will escape.

Level: *Beginner*

Time to complete: 30 Minutes

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#### Setting up Home

Provides an engaging introduction to the range of issues involved in setting up a home. You will take on the role of the Urban Avenger, a superhero dedicated to helping citizens improve their lifestyle by helping them to understand the options available to them. Your task is to guide a citizen through the maze of options by accessing relevant information on your datapad, help them identify the best options and where to get further assistance and information to achieve their goals. The Urban Avenger will then battle a supervillain, but the outcome depends on your knowledge of the topic - get the quiz questions right and he will defeat the supervillain, get them wrong and the enemy will escape.

Level: *Beginner*

Time to complete: 30 Minutes

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#### Thinking Ahead

This course has been designed for people supporting adult family members with learning difficulties. You may be a parent or family member who would like to worry less about the future and plan more with, and for, the person with learning difficulties.

Level: *Beginner*

Time to complete: 3-4 Hours

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### British Sign Language – An Introduction

Provides a basic introduction to British Sign Language in a Scottish context, with overview of BSL as a language, explanation of key communication issues, introductory words (for example, the finger spelling alphabet, numbers, dates and times, colours and places) and important phrases to build up your understanding of the language. Sign language is presented in video format with a voiceover and text script, and you can playback scenarios or individual words as often as you want. You can also test your understanding by taking quizzes and selecting the appropriate answer.

Level: *Beginner*

Time to complete: 1 Hour

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### British Sign Language for Emergency Staff

This course builds upon the material presented in the Introduction to British Sign Language with scenarios to develop key words and phrases appropriate to communicating information relating to the emergency services, such as medical information.

Level: *Intermediate*

Time to complete: 30 Minutes

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### British Sign Language for Hospitality Staff

This course builds upon the material presented in the Introduction to British Sign Language with scenarios to develop key words and phrases appropriate to working in a hotel or restaurant environment.

Level: *Intermediate*

Time to complete: 30 Minutes

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### British Sign Language for Office Staff

This course builds upon the material presented in the Introduction to British Sign Language with scenarios to develop key words and phrases appropriate to working in an office environment.

Level: *Intermediate*

Time to complete: 30 Minutes

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### British Sign Language for Retail Staff

This course builds upon the material presented in the Introduction to British Sign Language with scenarios to develop key words and phrases appropriate to working in a shop environment.

Level: *Intermediate*

Time to complete: 30 Minutes

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### Career Development: Developing a Career Strategy

Offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. The program covers in detail how to identify personal preferences, develop skills to help career advancement, and explore career options. It also describes the stages of career development and explains guidelines for evaluating careers.

Level: *Beginner*

Time to complete: 45 Minutes

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### Career Development: Excelling in your Career

Offers the student an overview of how to excel at work, market personal skills, and stay competitive in his or her career. The program covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale.

Level: *Intermediate*

Time to complete: 2 Hours

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### Career Development: Professional Networking

Offers the student an overview of how to network for career advancement, seek career guidance, and develop a career network. The program covers in detail the steps for networking effectively, steps for communicating effectively, steps for building beneficial relationships inside and outside an organisation, the difference between a mentor and coach, and the steps for choosing a mentor or coach.

Level: *Advanced*

Time to complete: 2 Hours

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### Change Management: Adapting to Change

This course will teach you how to handle, respond and move forward with change.

Level: *Intermediate*

Time to complete: 2-4 Hours

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### Change Management: Managing Change

This course will teach you how to implement and monitor change in your organisation.

Level: *Intermediate*

Time to complete: 2-4 Hours

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### CV Clinic

Provides an engaging introduction to putting together a good CV to apply for jobs. You are the Urban Avenger, a superhero dedicated to helping citizens improve their lifestyle by helping them to understand the options available to them. Your task is to guide a citizen through the maze of options by accessing relevant information on your datapad, help them identify the best options and where to get further assistance and information to achieve their goals.

Level: *Beginner*

Time to complete: 30 Minutes

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### Getting a Job

Provides an engaging introduction to the range of issues involved in getting a job. You will take on the role of the Urban Avenger, a superhero dedicated to helping citizens improve their lifestyle by helping them to understand the options available to them. Your task is to guide a citizen through the maze of options by accessing relevant information on your datapad, help them identify the best options and where to get further assistance and information to achieve their goals. The Urban Avenger will then battle a supervillain, but the outcome depends on your knowledge of the topic – get the quiz questions right and he will defeat the supervillain, get them wrong and the enemy will escape.

Level: *Beginner*

Time to complete: 30 Minutes

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### Help with Learning

Learning can seem like an uphill struggle when you do it on your own. Sometimes it can seem like everyone else is enjoying themselves while you are hard at work trying to learn something. In this byte, we will look at how you can involve other people in helping you to learn and maybe you can help them to learn at the same time.

Level: *Beginner*

Time to complete: 20 Minutes

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### How Clever (intelligence types)

It's odd to think that so many people believe intelligence is just a simple IQ number that can tell how good your brain is. We now know that people are clever in lots of different ways. Instead of 'how clever are you' it is important to consider 'how are you clever?' In this byte you will learn to use your intelligence more effectively.

Level: *Beginner*

Time to complete: 20 Minutes

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### How People Learn

Many people are a bit scared of learning because they think they will not be able to do it. In this byte you will start to think about the ways you can learn, for example by looking at the things you are already good at.

Level: *Beginner*

Time to complete: 20 Minutes

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### Increasing Your Assertiveness

In this course participants learn how to identify the sources of their self-esteem and then use techniques, such as good verbal communication skills, to enhance their self-esteem. Participants also learn how to manage conflict and their emotional responses to various situations in order to become more assertive.

Level: *Beginner*

Time to complete: 2-4 Hours

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### Learning2Learn

Designed to help you get back to studying if you haven't done any for some time. It concentrates on the basic skills that you need for any kind of course, whether formal with assignments and exams, or informal for your own enjoyment.

Level: *Beginner*

Time to complete: 4 Hours

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### Memory Skills

In this byte you will learn tricks or techniques that help you to remember odd facts or things that are difficult to remember. You can use them to help you remember all sorts of things, like short lists of facts, objects, shopping lists, tricky spellings or awkward numbers.

Level: *Beginner*

Time to complete: 20 Minutes

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### Mind Games

A short introduction to Psychology covering topics such as memory, learning and perception, and also learn about a few famous psychologists and their work.

Level: *Beginner*

Time to complete: 1 Hour

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### Mind Tools

How to maximise your effectiveness.

Level: *Beginner*

Time to complete: 20 Minutes

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### Positive Thinking

Think you can't do it? Well you can after finishing this learning byte! This byte will help you to understand that what you think about yourself – your self-esteem – affects you mentally and physically. It affects what you can achieve. Think positive and grow.

Level: *Beginner*

Time to complete: 20 Minutes

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### Routes to Learning

Learning is a bit like going on a journey. To reach our destination we need to know where we are going and the best route to take. This byte will help you find your route to learning, give you lots of practical ideas to help you learn and activities to assist you to work out how to become a more successful learner.

Level: *Beginner*

Time to complete: 20 Minutes

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### Self Development: Balancing Your Personal and Professional Life

In this course individuals learn how to establish priorities and make their daily life reflect those priorities. They explore ways to identify and manage the sources of stress in their life and pursue lifestyle changes in order to help manage various sources of stress.

Level: *Beginner*

Time to complete: 1.5 Hours

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### Self Development: Improving Your Memory

This course offers the student an overview of information required to understand and enhance his or her memory, as well as information about how to become organised. The program details how to overcome everyday forgetfulness, how to use mnemonic devices, and how to manage information. In addition, the program examines how lifestyle can affect the performance of the student's memory.

Level: *Beginner*

Time to complete: 2 Hours

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### Speed Reading

Speed reading can seem a mysterious art to people who don't know how it's done. In fact, speed reading is not just about speed, it can also help you to read things more thoroughly. It is a very simple method for getting words into your brain faster. In this byte you will learn speed reading techniques and identify which ones will work best for you.

Level: *Beginner*

Time to complete: 20 Minutes

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### Study Tips

This byte is about making links between what you are learning and what you already know. It will help you to identify your best ways of studying and planning your studying to get the best from it.

Level: *Beginner*

Time to complete: 20 Minutes

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### Take Notes

Do you find it difficult to take notes for learning? If so, this course will help you to organise your note-taking better using a couple of techniques, like spidergrams, mindmaps and brainstorming.

Level: *Beginner*

Time to complete: 20 Minutes

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### Time and Place

Where and when you learn can make a big difference to how much you take in. Some people find it easier to learn in a quiet room. Others can learn with lots of noise and people moving around them. Maybe you prefer learning in the morning, or the evening. This byte will help you to think through where and when you learn best and what you can do to change your learning environment to suit your needs.

Level: *Beginner*

Time to complete: 20 Minutes

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