

**Social Sciences**  
**Managing Personal Resources**  
**HIP 3E**

**Course Description:**

This course prepares students for living independently and working successfully with others.

Students will learn to manage their personal resources (including talent, money, and time), to develop interpersonal skills, and to understand economic influences on workplace issues, in order to make wise and responsible personal and occupational choices. The course emphasizes the achievement of expectations through practical experiences and introduces students to skills used in researching and investigating resource management.

**Prerequisite:** None

**Strand # 1: Self and Others**

- Demonstrate an understanding of the importance of self-concept and its role in effective communication (e.g., how one relates to others, one's acceptance by peers, one's ability to communicate a point of view).
- Describe the ways in which an individual might build on personal strengths and address areas for improvement in order to form good relationships and achieve effective communication in the workplace.
- Demonstrate an understanding of the importance of developing rapport within personal relationships (e.g., team members, work associates).
- Identify the components of spoken communication (e.g. language level, tone of voice, volume, cadence) and non-verbal communication, taking into account cross-cultural differences.
- Identify and differentiate instances of the three basic styles of communication: passive aggressive, assertive).
- Demonstrate an understanding of models of interaction (e.g. balanced, controlled, blocked, defended, risk-oriented, compromising).
- Demonstrate an understanding of the nature of conflict within interpersonal relationships and analyze appropriate models of conflict resolution as they apply to specific work place challenges.

## **Strand # 2: Personal Responsibilities**

- Demonstrate an understanding of the relationship between effective decision-making and well-being.
- Demonstrate an understanding of the process of personal decision-making (e.g. identifying the goal, identifying the various ways it can be achieved, evaluating the options, selecting the option that is appropriate for the specific circumstances).
- Identify their own personal talents and competencies and describe how these might affect their choice of a career path.
- Describe how factors such as personal goals, priorities and needs and wants affect the use of time as a resource.
- Demonstrate an understanding of the ways in which time can be used most efficiently in attaining a specific goal.
- Demonstrate an understanding of money-management techniques (e.g. budgeting, banking) in specific situations (finding appropriate housing, grocery shopping).
- Identify influences on buying decisions and describe guidelines for becoming a wise and responsible consumer.
- Plan the purchase of specific items for personal use, using wise consumer techniques.

## **Strand # 3: Preparing for the Challenges of the Future**

- Establish a personal lifestyle and employment plan (e.g. identifying interests, skills, preparing a resume, and letter of application, collecting references and filling out job application forms).
- Demonstrate an understanding of the importance in the workplace of having a positive attitude towards others and developing a strong system of ethics and honesty.
- Identify healthy ways of dealing with stress and anger at work.
- Identify the rights and responsibilities of employees and employers.

## **Strand # 4: Social Structures**

- Identify ways in which economic trends (e.g. CPI, inflation, employment rates) affect the individual.
- Identify, by conducting a survey, the attitudes of individuals towards various financial arrangements (e.g. credit card use, borrowing money, accumulating savings).
- Identify the types of financial institutions available in the community and the services available at those institutions.
- Demonstrate an understanding of how to complete banking transactions.
- Describe the benefits that employers commonly offer.
- Identify the typical deductions on a paycheque stub.
- Identify the advantages of setting aside a portion of income as savings.

#### **Strand # 5: Research and Inquiry Skills**

- Demonstrate an understanding of data collection skills and methods, including the use of surveys, questionnaires and interviews.
- Compile information from a variety of research sources.
- Demonstrate an ability to organize and interpret information gathered through research.
- Record information and key ideas collected in their research, documenting the sources accurately and using correct forms of citation.
- Effectively communicate the results of their inquiries using a variety of methods and forms.