



# Personal and Family Development

## Family

### Balancing Work and Family

#### Course Objectives:

As a result of going through this course and using the QuicTools that are provided, the learner will be able to:

1. Understand the need for balance
  - Recognize the complexity of life.
  - Understand work-family conflicts.
2. Find the right balance
  - Define her values.
  - Align actions with values and goals.
  - Accept and overcome limitations.
  - Approach her plan with flexibility.
3. Coordinate with family and employer(s)
  - Communicate with her family.
  - Communicate with employer(s).
  - Learn about family-friendly work policies.
  - Request support from others.

### Choosing a Childcare Provider

#### Course Objectives:

As a result of going through this course and using the QuicTools that are provided, the learner will be able to:

1. Evaluate his family's needs
  - Determine his needs.
  - Assess the child's needs.
2. Research various types of daycare
  - Select the daycare type for his needs.
  - Assess credentials and transportation.
  - Contact daycare centers.
3. Visit potential daycare providers
  - Observe staff-child interaction.
  - Assess the physical and social environment.
  - Ask about the center's ideals and policies.
4. Decide on a daycare center
  - Choose two centers that fit his needs.
  - Make a final decision.



## **Developing a Childs Critical Thinking Skills**

### **Course Objectives:**

As a result of going through this course and using the QuicTools that are provided, the learner will be able to:

1. Assess child's critical thinking abilities
  - Appraise critical thinking ability
  - Monitor child's academic progress
2. Promote opportunities for critical thinking
  - Make learning fun
  - Create appropriate atmosphere
  - Model critical thinking
  - Encourage activities
  - Interact with schools
3. Design long-term strategy
  - Nurture a positive attitude
  - Create a plan
  - Assess progress

## **Guardianship Decisions for Elderly Loved Ones**

### **Course Objectives:**

As a result of going through this course and using the QuicTools that are provided, the learner will be able to:

1. Start with a plan
  - Set goals.
  - Develop a long-term care strategy.
  - Define needs, roles and responsibilities.
  - Seek the least restrictive care
2. Make the optimum choice for care
  - Gather information on services.
  - Deal with the expenses of care.
  - Visit nursing homes.
3. Assure results after admission
  - Promote the resident's rights.
  - Reinforce her rights.
  - Monitor and assess progress.



## **Overcoming the Loss of a Loved One**

### **Course Objectives:**

As a result of going through this course and using the QuicTools that are provided, the learner will be able to:

1. Understand the impact of loss
  - Realize that grieving is natural.
  - Expect a change in lifestyle.
  - Prepare to face old issues.
  - Recognize life's connections.
2. Observe grief's presence
  - Know the stages of grief.
  - Identify signs of grief.
3. Have courage to grieve
  - Move through bereavement.
  - Take care of himself.
  - Move toward peaceful acceptance.
  - Know how to support others who grieve.