



building a new world of hope,
justice and peace

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New World Foundation

General Life Skills Manual

for children attending the Aftercare-Programme

Introduction:

This Manual will offer you information and tips about general skills in life that are important and useful for children and teenagers.

You will find information about self-esteem, healthy lifestyle (hygiene, food, being active, and safety) and about setting goals and feelings that do not make us feel good. There are explanations why these things are important and how you can deal with them.

→ If you take part in the Aftercare Program, please keep this manual, because we are going to work with it and talk about topics concerning general life skills.

The information are taken from the New World Foundation's Youth Leadership Manual and provided by KidsHealth[®], one of the largest resources online for medically reviewed health information written for parents, children, and teens. If you want more information about these and other topics have a look at the homepage:

www.kidshealth.org

Enjoy reading and activities!

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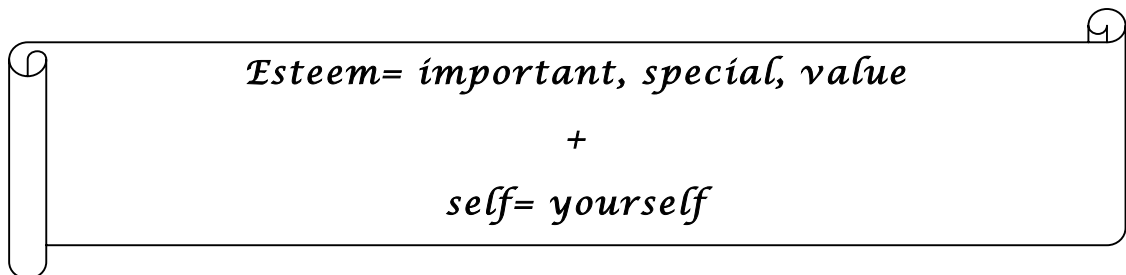
1. Self- esteem

What does self-esteem mean?

Self- esteem is having confidence in you, the value you give to yourself.

It means that you believe in yourself and your own abilities. Self- esteem can be low or high or something in between. Having a high self-esteem means liking and loving who you are and how you are.

Self-esteem can play a big part in how you feel about yourself and also how much you enjoy things or how much you worry about things.



Good to know...

Self-esteem isn't about bragging or to put yourself down. It is about getting to know what you are good at and not so good at.

It's not about thinking you're perfect, because nobody is perfect.

Even if you think some other kids are good at everything, you can be sure they have things they're good at and things that are difficult for them.

If you think of things you are good at, you probably first think of subjects in school or sports.

But there are a lot more parts in life people can be good at: *music or arts, geography*, knowing about *animals and plants*, but also in *social parts*, like being sensitive about other people's feeling and needs, making people laugh or making friends easily.



Examples

Pit is good at dancing

Lisa is good at drawing pictures of animals

James is good at cooking

Samuel is good at listening to other people

Sarah is good at solving conflicts

→The most important thing to know about self-esteem is that it means **seeing yourself in a positive way** that's realistic, which means that it's the truth.

Why is self- esteem so important?

It is very important for a successful development and happy life. **It is the key to a happier you!**

A person can be very intelligent and talented but if he or she lacks self-esteem, this can stop the person from achieving what she or he wants.

How to improve your self-esteem

- Make friends with yourself
- Allow yourself to be you
- Remember making mistakes is human
- Focus on your strength and talents
- Be proud of yourself
- Change negative thinking and believe in yourself
- Give yourself 3 compliments a day



Example:

Bryan's compliments for himself today

- 1. I helped a child to cross the street to school.*
- 2. I look good with my new haircut*
- 3. I had a banana for lunch instead of chips!*

TIP: Try positive Self-talk!

Self-talk is what you tell yourself. If something is really difficult you can tell yourself: I cannot do this - or you can tell yourself: I will try and I can do this! So try to think positive and make a good self-talk and when you hear negative comments in your head, tell yourself to stop.



Example

Ashley has to write math exams. Now he is listening to his thoughts:

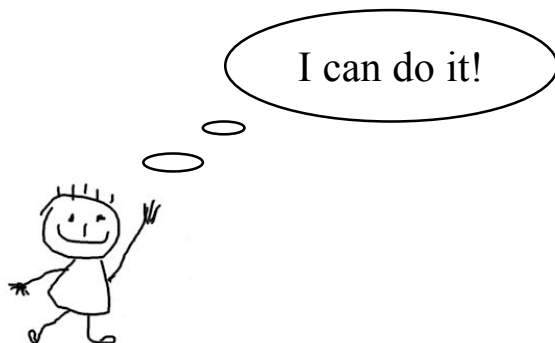
"I will fail, I am not able to pass this exam. "

So he is telling himself, he can't do this. As a result he becomes more insecure and can't concentrate on his exams.

Better if, he tells himself:

"I can do this, it is possible. I learned and I will pass this exam!! "

Because positive self- talk helps you to stay calm and to believe in yourself. You just have to try...



Sometimes we are not even aware that we tell ourselves, that we can't do things. But most of the time we do. You just have to listen and to become aware that self talk is real. Then you can change bad self- talk into positive.

2. Goals setting

For a happy life it is also important to figure out what you want. What feels good for you?

Setting goals can help.

What are goals?

A goal is something you want to achieve.

Some goals are easy to achieve and in a short time, like reading a book or cleaning up your room.



Others are difficult to achieve and need some time, for example learning a language.

Why are goals so important?

Goals can help you to achieve what you want. They help you to focus on what is important.

How to set goals?

Every goal should be

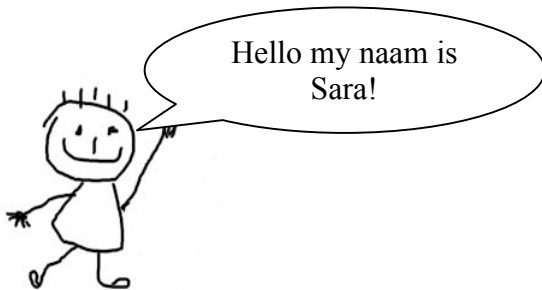
- ✓ Realistic
- ✓ Achievable
- ✓ Split into small steps



Example for goal setting :

Sara speaks English, but she also wants to speak Afrikaans, because her Mum does. So Sara's goal is to learn Afrikaans. Because This is a goal that takes a lot of time to reach and that is why Sara splits it into small steps:

- 1. Asking Mum if she will teach me Afrikaans.*
- 2. Learning with Mum every day for half an hour.*
- 3. Learning 10 words every day during the week.*
- 4. Listening to music in Afrikaans*
- 5. Reading my first book in Afrikaans.*



3. Healthy Lifestyle

What does a healthy lifestyle mean?

Living healthy means, that you take care of your body and yourself.

There are four things, which have a big impact on staying healthy:

- ✓ Hygiene
- ✓ Food
- ✓ Being active
- ✓ Safety

Why is a healthy lifestyle important?

A healthy lifestyle helps you to stay fit and feel good.

You can prevent becoming sick or feeling tired and powerless. You can't avoid every kind of sickness, but there are many things you can do easily to stay healthy.


How to stay healthy and fit?



Hygiene

Hygiene is necessary to keep dangerous bacteria, virus and dirt away from your body to stay healthy.

- ✓ Wash your hands before having food
- ✓ Wash your hands before and after going to the toilet

- ✓ Don't put your hands into your mouth or eyes if they are not clean
- ✓ Don't put things in your mouth, like toys or pens. They may be toxic or chewing them can damage your teeth.
- ✓ Brush your teeth every morning and every evening before you go to bed. It helps prevent **plaque**, which is a clear film of **bacteria** that sticks to your teeth. 
- ✓ Listen to your body, if something hurts or feels strange you should tell an adult you trust. Maybe you will need to go to a doctor.



Healthy food

The right nutrition can also help you to stay healthy. Especially vegetables and fruits contain a lot of vitamins and minerals.

Drinking enough water is important, especially during hot days, so your body can cool down and your brain keeps working

- ✓ Drink water instead of juice or Cool Drinks. These drinks have a lot of sugar- it tastes good, but too much is bad for your body and your teeth.
- ✓ Try to eat vegetables and fruits, instead of chips, ice-cream and chocolate. It is much healthier because of the natural sweetness and tastes fresh and good.





Being active

Most of the people think of sport in a competitive way when they talk about being active and staying fit, but sport is a lot more than competition. So one can do sports with the goal to come together and have fun without thinking about who is better or how to run faster, jump higher or dive deeper. So you can also focus on helping each other and learn to play in a team and be responsible for your team members and yourself.



Being active can also include going for a hike in the hills or at the beach, to play theatre or learn an instrument. There are many ways to stay active. Sometimes it feels good just lay on the bed or watch TV, but you should take care of yourself not to do it too much. And there are so many things to do and to learn. For example: to do arts or music, to dance or to go on a hike.

Four reasons for being active



- 1) Being active improves learning, memory and concentration skills*
- 2) Sport is good for your health, to stay fit and keep a healthy weight.*
- 3) Being active gives you self-confidence. It builds up self-esteem, if you know you can improve, practice and achieve your goals.*
- 4) Exercise cuts pressure. Being active or playing sports can lessen stress and supports you to feel a little happier*

Safety



Safety means that you feel safe and comfortable in your environment.

There are some things you can do for yourself to feel safe and good. The first thing is, ask yourself how you feel about the situation you are in.



Example

*You are outside with your peer group and some of your friends start to offend younger kids. They take away their football and start to push the kids around. And you recognize that you actually **don't** feel comfortable with the situation. Sometimes it is really difficult not to follow your peer group and to stay away or not to join what they are doing. But you should always feel good.*

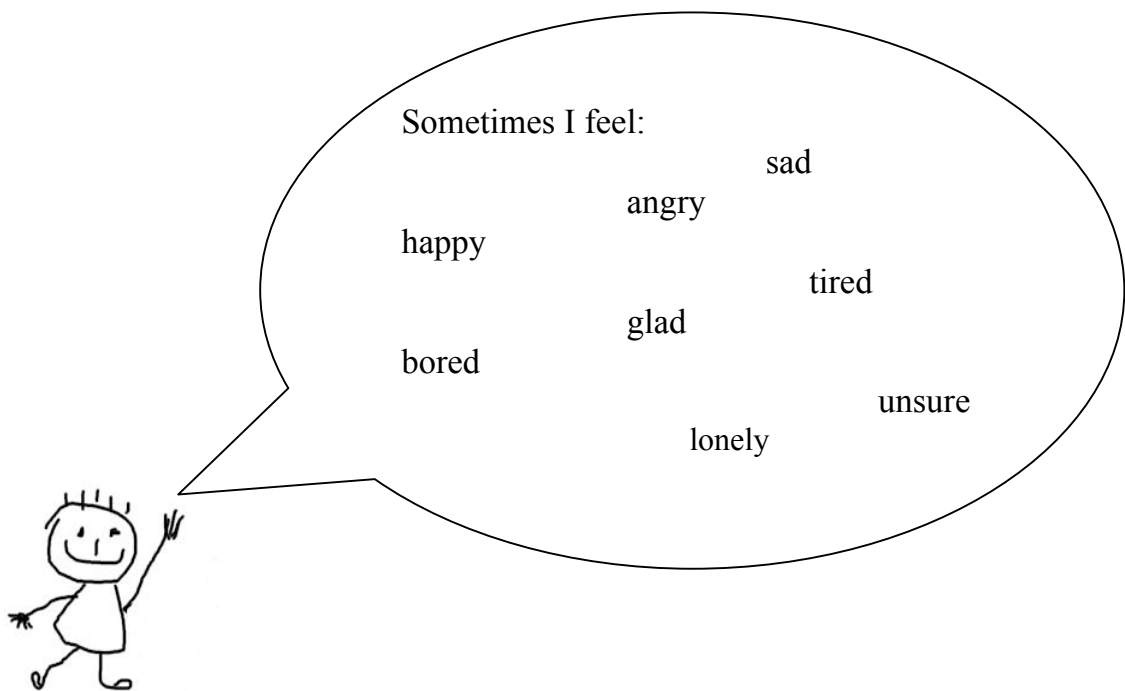
The second thing you can do is to know about your rights as a child: If somebody forces you into something or you don't feel good about something you have the right to say no or to stay away or to ask for help.

TIP: *If you don't feel good about a situation or you don't feel safe anymore talk to a person you trust, for example your parents or to an older sister or brother or somebody at school.*

→ *So being safe is about what feels good for you.*

4. Feelings

Feelings are a natural part of our life. Sometimes they might be confusing or we do not exactly know where our feelings come from, but they are there every time. They can change quickly or stay for long according to what we experience, to whom we are talking, or what we see or hear.



There are feelings that feel better to you than others. And it might help to know how to deal with these feelings.

So here are some examples:

Feeling sad

Are Sad Feelings Normal?

It's perfectly OK to feel sad at times.

As long as sad feeling don't happen too often or stay too long, they are a natural part of your life— like all emotions.

But it doesn't feel good to stay in a sad mood. Being happy feels much better!

So every kid should know:

- You can deal with sad things that happen in your life.
- There are things you can do to ease sad feelings and to be happier
- Positive thinking can help you to overcome disappointments.
- Learning how to deal with sad feelings can make a big difference in your life.

How to deal with sad feelings

So sad feelings don't have to ruin your day or stick too long. There are things you can do to get rid of them:

Be aware of how you feel and why

Knowing how you feel will help you to understand and to accept yourself. Notice your feeling but don't pay too much attention to it. Just try to figure out why you feel like this, and give yourself a little understanding, because you have probably a good reason to feel this way. And remind yourself that it is OK and that sadness will pass.

Bounce back from failures.

When things do not go the way you want them to go, don't give up straight away. Give yourself a chance to try again, focus on what you want and try again. Keep a positive attitude.

Think of solutions

Find a way to cope with a situation and solve a problem makes you feel stronger and confident. It raises your self- esteem.

Get support

Everyone needs support in life. There are people in your life who take care of you and believe in you, they can help you to feel better (like friends, parents or teachers). You can tell them what you going through and it might help, that someone is just listening and understands the way you feel. Maybe they can help you to figure out a solution or a way to feel better.

Put yourself in a good mood

Play a game or do sports, dance or run, take a walk, listen to music or spend time with someone you love like a friend or your sister. Relax and have some fun to feel better.

Feeling angry because of a conflict

A conflict can take place because of two people or parties having different things that they like or ideas. Often people feel angry if they are in a conflict

If you feel angry, it is sometimes difficult to keep yourself under control. For example if you get into trouble with a kid in your class, because you both want to sit next to the same learner, but there is only one place left.

Maybe you even want to hurt something or someone by saying mean things or even by pushing or kicking him

But this is not a way to solve a conflict. Because later on you will be sorry about what you have done or even get into more trouble.

→Hurting someone is never OK.

How to deal with conflicts

You might think, the best thing is not to get into a conflict. That is probably right, but sometimes it is difficult to avoid and sometimes conflicts are necessary. But here are some tips to cope with your anger:

- If someone or something makes you angry try to figure out why
- To hurt a person is never okay
- Tell the person why you are angry in a fair and quiet way
- If you are too angry to speak in a fair way, take a deep breath and count till ten to calm down
- You also can leave the person for a while until you feel able to talk about your feelings
- Ask a person you trust to help you to work through the situation

TIP: If you want to have further information about all these topics have a look at www.kidshealth.org