

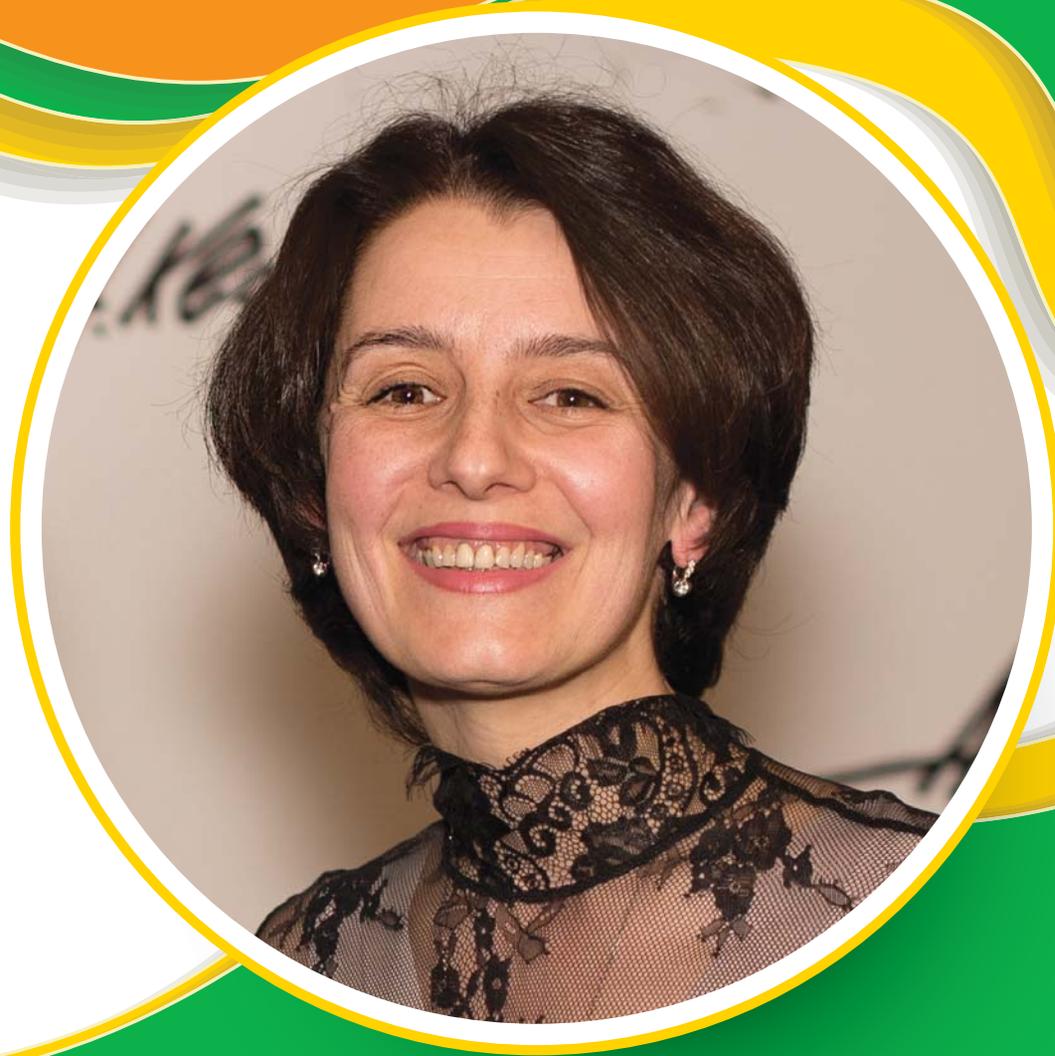
ACADEMY OF SOCIAL
COMPETENCY



12+
INTERMEDIATE
COURSE

READY-TO-TEACH PROGRAM FOR TRAINERS

CREATED BY:
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Registered Psychotherapist,
Etiquette Expert, Business Coach

COURSE GOALS:

Developing communicative competency, understanding of one's own feelings and motives, effective use of verbal and non-verbal means of communication, active listening skills, exploring personal image, forming positive thinking, teaching good manners and the basics of table etiquette.

LEARNING OBJECTIVES:

- Form the ability to analyze our own motives
- Develop skills of cultural verbal communication
- Teach the language of non-verbal communication
- Develop skills for effective collaboration
- Teach the ability of protecting personal boundaries
- Develop creative and analytical skills
- Form skills of active listening and empathy
- Establish good manners and norms of etiquette
- Develop the ability to recognize and control emotions
- Establish goodwill and positive perception
- Intensify the process of self-observation and self-presentation
- Develop independent judgment
- Educate about the responsibility of creating a personal image



FOR: AGES 12 - 17

- Full course: 20 lessons (once a week)
- Length of each lesson: 60 minutes
- Duration: 5 months
- Audience size: 4 - unlimited

COURSE MAP:

- Body language: differentiating emotional states (joy, sadness, fear, anger, surprise, disgust); analysis of personal motives; non-verbal communication channels (eye contact, intonation, facial expressions, gait, gestures and posture); the ability to recognize non-verbal signs; establishing personal boundaries
- Social skills: expressiveness of speaking; basics of active listening; small talk; information distortion mechanisms; politeness maxims; ways of verbal communication (dialogue, discussion, conversation, public speaking); request and refusal; effective collaboration; open and closed questions; self-presentation; positive thinking
- Appropriate look: elements of a personal image; clothing as a way of self-expression; formation of an individual image; components of the first impression; qualities of a leader's image; self-acceptance
- Good manners: rules of conduct (at home, parties, public transportation, theaters); compliments; presenting and receiving gifts; etiquette of phone conversation
- Dining etiquette: serving rules; use of cutlery; gastronomic etiquette and the nuances of eating different dishes; language of cutlery and linen napkins; table behavior



A STEP-BY-STEP METHOD MANUAL:

- Timed Lesson Plan
- Detailed Trainer's Guide
- Visual materials

COURSE INCLUDES:

Warm ups, role-playing, physical activities, individual assignments, practical exercises, group discussions, working in pairs and teamwork.

