

ISI Management System Guide

Personal Development

Sample Assignment

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Personal Development (Sample) Assignment

Participant Name: Due Date:
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Course Title		Score 1	Score 2	Completion	
Lesson Code	Lesson Title			Score	Date
Life Skills Program					
Being a Good Consumer					
CO01	Banking: deposit/withdrawal				
CO02	Bills				
CO13	Budgeting				
CO14	Credit Cards				
CO07	Loans				
CO04	Dining Out				
CO05	Finding a Lawyer				
CO12	Working with Your Lawyer				
CO06	Junk Mail				
CO08	Mail Order and Online Shopping				
CO09	Measurement				
CO10	Reading Product Labels				
CO11	Reading a Warranty				
CO15	Health Insurance				
CO16	Auto Insurance				
CO18	Life Insurance				
CO17	Tax Basics				
Health and Safety					
HS01	AIDS				
HS02	Alcohol				
HS03	Balanced Diet				
HS05	Diabetes				
HS06	Doctor or First Aid				
HS07	Drug Effects				
HS11	High Blood Pressure				
HS15	Nutrition				
HS16	Obesity				
HS18	Preventing Cancer				
HS19	Preventing Pregnancy				
HS21	Secondhand Smoke				
HS22	Sleep				
HS25	Vision				

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Life Skills Program					
Personal Development					
PD01	Coping with Failure				
PD02	Looking for a Job				
PD03	Problem Solving				
PD04	Communication Skills				
PD05	Listening Skills				
PD06	Neatness and Organization				
PD07	Working with Others				
PD08	Empathy				
PD09	Courtesy				
PD10	Assertiveness				
Test Taking					
TT01	Taking Reading Tests				
TT02	Test Phobia				
Visual Information					
VI01	Change of Address				
VI02	Reading Bar Graphs				
VI03	Reading a Bus Schedule				
VI04	Applying for a Driver's License				
VI05	Following Directions				
VI06	Forms				
VI07	Train Schedules				
VI09	Travel - Using Maps				
VI10	Using Telephone Directories				
Doing Our Part					
DO01	Crime and Neighborhood Watch				
DO02	Garbage and Recycling				
DO03	The Benefits of Recycling				
DO04	Trial by Jury and Jury Duty				
DO05	Vehicle Registration				
DO06	Voting				
GMetrix SMS					
GMetrix SMS					

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Expressive Writing					
	Essay Writing Topics				
EH01	What is the perfect job for you?				
E701	What are the things that cause you stress and how can you avoid them?				
ED01	What makes you impatient and what can you do about it?				
E201	What would you like your life to be like 10 years from now?				
EL01	Think of all the places you go, the groups you belong to, friends and family,				
EN01	What parts of looking for a job do you enjoy and why?				
EP01	What personal life issues do you need to address to be ready for a job?				
EQ01	What has gotten in the way of finding a job in the past and what have you				
ER01	How do you handle feedback about your job performance and what are some				
ET01	How will it feel when you reach your career goals?				
Microsoft Internet Explorer					
	Microsoft Internet Explorer				
Microsoft Digital Literacy					
	Microsoft Digital Literacy				
Mavis Beacon Teaches Typing					
	Mavis Beacon Teaches Typing				
You Can Make It Happen					
	The Success Process				
SP01	Out of Control				
SP02	Gaining Control Again				
SP03	Negative Influences				
SP04	Positive Influences				
SP05	Realistic Job Goals				
SP06	Community Support				
Check Your ID					
CI01	Validating Your ID				
CI02	Self Knowledge is Where Success Begins				
CI03	Confidence				
CI04	Competence				
CI05	Capability				
CI06	Children Learn What They Live				
CI07	Self Examination and Self Renewal				

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You Can Make It Happen					
Check Your ID					
CI08	Checking Your Own ID				
Create Your Vision					
YV01	Vision				
YV02	Knowing What You Want				
YV03	Forming a Vision				
YV04	Making Choices				
YV05	Setting Goals				
YV06	Your Goals				
YV07	Sharing Your Goals				
Develop Your Travel Plan					
TP01	Your Magic				
TP02	Goals + Plan = Magic				
TP03	Plan to Reach Your Goals				
TP04	Bridging the Gap				
TP05	Making Time				
TP06	Making a Schedule				
Master the Rules of the Road					
MR01	Never Give Up On Your Dreams				
MR02	Perseverance				
MR03	Social Health				
MR04	Places for Social Activities				
MR05	Mental Health				
MR06	Spiritual Health				
MR07	Connections				
MR08	Your Own Rules of the Road				
MR09	Following Your Rules of the Road				
MR10	Good Rules to Live By				
MR11	Balancing Your Roles				
Step into the Outer Limits					
OL01	Your Comfort Zone				
OL02	Taking Risks				
OL03	Courage				

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You Can Make It Happen					
	Step into the Outer Limits				
OL04	Taking Advice				
OL05	Handling Criticism				
OL06	Balancing Risks and Your Vision				
OL07	Weighing the Choices				
OL08	Rules for Risk Taking				
Pilot the Seasons of Change					
PC01	Managing Change				
PC02	Controlling Anger				
PC03	Dealing with the Emotions of Change				
PC04	Handling the Stress of Change				
Build Your Dream Team					
DT01	Getting Support for Your Vision				
DT02	Trust				
DT03	Successful Teamwork				
Win by Decision					
WD01	Decision Making				
WD02	Making Big Decisions				
WD03	Considering Alternatives				
WD04	Other Choices				
WD05	Thoughts About Decision Making				
Commit to Your Vision					
CV01	Total Commitment				
CV02	Committing to Your Goals				
CV03	Making Commitments				
CV04	Finishing Off				
Ellis 3.3 Placement					
	Ellis 3.3 Placement				
Career Exploration And The Workplace					
	Work, Business, Careers and Goals				
WB01	The World of Work				
WB02	Obligations of Employers and Employees				
WB03	The Importance of Career Planning				

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Career Exploration and The Workplace					
Work, Business, Careers and Goals					
WB04	Defining Career Goals and Success				
Making Career Decisions					
MD01	Defining Your Needs				
MD02	Understanding Your Preferences				
MD03	Identifying Your Strengths and Weaknesses				
MD04	Accessing Career Exploration Resources				
MD05	Understanding Job Requirements				
Getting a Job					
GJ01	Job Search Overview				
GJ02	Preparing Your Resume				
GJ03	Obtaining References				
GJ04	Searching for a Job				
GJ05	Preparing Your Cover Letter				
GJ06	Following Up on Your Application				
The Job Interview					
JI01	Preparing for a Job Interview				
JI02	Interview Etiquette				
JI03	Answering Interview Questions				
JI04	Following Up on Your Interview				
Teamwork					
TW01	Organizational Team				
TW02	Job Description				
TW03	Laws and Regulations				
TW04	Benefits				
TW05	Obligations and Responsibilities				
TW06	Cooperation Improves Productivity				
Human Relationships					
HR01	Human Relations				
HR02	Elements of Successful Relationships				
HR03	Leaders and Leadership				
Personal Qualities					
PQ01	Lifestyle				

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Career Exploration and The Workplace					
Personal Qualities					
PQ02	Know Yourself				
PQ03	Your Values				
PQ04	A Positive Personality				
PQ05	Your Physical Image				
Time and Money Management					
TM01	Time				
TM02	Setting Priorities				
TM03	Your Money				
TM04	Income				
TM05	Budgets				
Handling Stress, Conflict, and Change					
HS01	Reactions to Change				
HS02	Problems, Conflicts and Stress				
HS03	Problem Solving and Decision Making Skills				
Working with People					
Working with People					
WP01	Introduction to Business and Customer Service				
WP02	Jobs, Job Tasks, and Training				
WP03	The CSR's Place in Business				
WP04	Communicating with Customers				
WP05	Basic Principles				
WP06	Key Actions and Attitudes				
WP07	Customer Service Techniques				
WP08	Solving Customer Service Problems				
WP09	Applying Work Ethics				