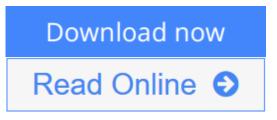


Teen Practical Life Skills Workbook -Facilitator Reproducible Self-Assessments, Exercises & Educational Handouts (Spiral-Bound)

By John J. Liptak, Ester R.A. Leutenberg



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Reproducible Assessments, Exercises & Educational Handouts

One important task of teens is learning practical life skills, critical for personal and professional success. Research indicates that life skills intelligence is as important as a teen's intelligence quotient (IQ) and emotional intelligence. Teens depend on effective life skills every day. With these skills they create a successful quality of life as they grow their inner resources.

Effective practical life skills help teens take charge and manage their lives in an increasingly complex society. Life skills can help them manage change and work effectively with their environments, their peers and other adults. The purpose of this workbook is to help teens develop the critical life skills that will assist them in meeting the demands of everyday life in a safe, mature and responsible manner.

The most important reason life skills intelligence is of such high importance is that, unlike the knowledge measured by traditional IQ tests, life skills can be learned and refined so that one can lead a successful, satisfying and productive life. A person's life skills IQ is a composite of many other types of intelligence:

- Physical Intelligence
- Mental Intelligence
- Job, Volunteer and School Intelligence
- Emotional Intelligence
- Social Intelligence
- Spiritual Intelligence

The *Teen Practical Life Skills Workbook* contains five separate sections to help participants learn more about themselves and the competencies they possess in many life skills areas.

Participants will learn about the importance of life skills in their daily lives. They will complete assessments and activities to keep them become better managers of life and to assist their development of greater life skills.

The sections of this book are:

- Problem-solving scale helps teens understand how they attempt tosolve problems, and provides instruction to improve their problem-solving skills.
- Money management style scale helps teens to identify their style inmanaging money, and provides instruction for capable money management.
- Time management skills scale helps teens identify how efficient they are at managing their time, and provides instruction for better time management.
- Self-awareness scale helps teens identify their level of self-awareness related to their emotions, self-confidence and self-assessment.
- Personal change scale helps teens identify the changes they are experiencing in their lives, and provides instruction for managing change.

By combining reflective assessment and journaling, participants will be exposed to a powerful method of verbalizing and writing to reflect on and solve problems. Participants will become more aware of the strength and areas for growth and improvements of their daily life skills.

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- Sales Rank: #425770 in Books
- Published on: 2012-11-01
- Original language: English
- Number of items: 1
- Dimensions: 10.80" h x .60" w x 8.70" l, .90 pounds
- Binding: Paperback
- 120 pages

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Editorial Review

About the Author

John J. Liptak, EdD, frequently conducts workshops on assessment-related topics. He has written three books on career-related topics and these books have been featured in numerous newspapers including The Washington Post, The Pittsburgh Post-Gazette and the Associated Press. His work has also been featured on MSNBC, CNN Radio and on the PAX / ION television series, Success without a College Degree. John has many years of experience in providing counseling services to individuals and groups in a variety of settings including job training programs, correctional institutions, and colleges and universities. In addition, John has about ten years of teaching experience as an assistant professor. With Kathy Khalsa and Ester Leutenberg, he has written three other comprehensive books for teachers and counselors to use with their students and clients: The Self-Esteem Program, The Social Skills Program and The Stress Management Program: Inventories, Activities & Educational Handouts. With Whole Person Associates, he and Ester Leutenberg continue to co-write books to add to their Mental Health & Life Skills Workbook series.

Ester R.A. Leutenberg has worked in the mental health field for many years as a publisher, author and advocate for those suffering from loss. She personally experienced a devastating loss when her son Mitchell, after struggling with a mental illness for eight years, died by suicide in 1986. Soon after, as a way of both healing and helping others, Ester co-founded Wellness Reproductions & Publishing with her daughter Kathy Khalsa and began developing therapeutic products that help facilitators help their clients. Ester is the co-author of the SEALS series for teen-agers, Life Management Skills series for adults and Meaningful Life Skills for older adults, as well as a variety of other therapeutic card games, board games and posters. Ester has co-written GriefWork ~ Healing from Loss, The GriefWork Companion and Creating a Healthy Balanced Life. Ester and John have co-written the Mental Health & Life Skills Workbook Series, the Teen Mental Health & Life Skills Workbook Series and are currently working on a Coping Workbook Series, all published by Whole Person Associates.

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