

Green Solutions International Self-Development Coaching for Women in Energy

MODULE OUTLINE

Self-Development

Module Duration 6-8 Weeks

Date:				
Coach:	<i>Kamisha Anderson Thomas</i>			
Coach Contact Information:	<i>Email: Kemisha.gr8@gmail.com</i>		<i>Tel: 1876 2808259</i>	
Class Sessions:	<i>Day(s)</i>	<i>Time</i>	<i>Website</i>	<i>Group (if applicable)</i>
Modality	<input checked="" type="checkbox"/> Online <input type="checkbox"/> Blended <input type="checkbox"/> Face to Face			

MODULE DESCRIPTION

This course is designed to empower individuals with the knowledge, skills, and mindset needed for personal and professional success. Participants will explore essential self-development topics, including self-esteem, effective communication, decision-making, financial literacy, leadership, personal goal setting, and workplace etiquette. Through interactive activities, reflective exercises, and real-world applications, participants will gain practical tools to enhance confidence, improve relationships, and navigate their careers with purpose.

By the end of this module, participants will be able to:	
MODULE OBJECTIVES	<ul style="list-style-type: none"> • Develop a strong sense of self-esteem and confidence. • Improve communication skills for personal and workplace success. • Strengthen decision-making abilities for effective problem-solving. • Enhance financial literacy for better money management. • Understand leadership principles and how to apply them in various settings. • Learn strategic planning for personal and career success. • Master workplace etiquette and professional manners for career advancement.

Projected Participant's Profile

- | | |
|---|--|
| <input checked="" type="checkbox"/> Competent
<input checked="" type="checkbox"/> Self-directed
<input checked="" type="checkbox"/> Solution Oriented
<input checked="" type="checkbox"/> Effective Communicator | <input checked="" type="checkbox"/> Ethical Professional
<input checked="" type="checkbox"/> Responsible Citizen
<input checked="" type="checkbox"/> Entrepreneurial
<input checked="" type="checkbox"/> Technologically Fluent |
|---|--|

PARTICIPANTS EXPECTATIONS

To aid your successful completion of this module, students are expected to: -

1. **Active Participation & Engagement**
 - Log in regularly to stay updated on course materials and discussions.
 - Participate in interactive activities, discussions, and group exercises.
 - Engage with course content through reflections and self-assessments.
2. **Time Management & Self-Discipline**
 - Complete assignments, quizzes, and activities on time.
 - Manage time effectively to balance coursework with other responsibilities.
 - Stay proactive in reviewing materials and keeping up with deadlines.
3. **Self-Directed Learning**
 - Take responsibility for personal learning and growth.
 - Explore additional resources provided in the course.
 - Apply concepts learned to real-life situations.
4. **Respectful & Supportive Communication**
 - Interact professionally and respectfully with coach and peers.
 - Share experiences and insights in discussions while maintaining a positive tone.
 - Uphold a safe and inclusive learning environment.
5. **Technical Readiness & Digital Engagement**
 - Ensure reliable internet access and familiarity with the learning platform.
 - Troubleshoot minor technical issues and seek help when needed.
 - Utilize platform features such as discussion boards, messaging, and resource downloads.
6. **Confidentiality & Personal Integrity**
 - Maintain confidentiality regarding personal reflections shared in discussions.
 - Avoid plagiarism and submit original work for assessments.
 - Be honest and ethical in all course activities.
7. **Seeking Support When Needed**
 - Reach out to your coach for guidance and clarification.
 - Connect with peers for peer-learning and networking opportunities.
 - Utilize mental wellness or coaching resources if provided.

MODULE OUTLINE AND SCHEDULE

Week	Lesson	Competencies	Assessment Schedule and Timeline
1	Lesson 1: Self-Esteem	<p>Topic: Building Self-Esteem and Personal Confidence</p> <p>Description: Self-esteem is the foundation of personal and professional success. This lesson explores the importance of self-worth, confidence-building techniques, and strategies for overcoming self-doubt. Participants will engage in self-assessments, affirmations, and mindset-shifting exercises to develop a strong, positive self-image.</p> <p>Key Topics:</p> <ul style="list-style-type: none"> • Understanding self-esteem: Definitions and misconceptions • The impact of self-esteem on personal and professional life • Identifying and overcoming self-limiting beliefs • Confidence-building strategies (e.g., affirmations, self-care, body language) • The power of resilience and self-compassion <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Assess and improve personal self-esteem levels • Develop practical strategies to enhance confidence • Apply resilience techniques in personal and professional settings 	
2	Lesson 2: Workplace Communication	<p>Topic 2: Effective Workplace Communication</p> <p>Description: Effective communication is key to successful relationships in the workplace. This lesson focuses on verbal and non-verbal communication, active listening, and assertiveness. Participants will learn to express their ideas clearly, navigate workplace challenges, and build strong professional relationships.</p> <p>Key Topics:</p> <ul style="list-style-type: none"> • The role of communication in workplace success • Active listening and empathy in professional interactions 	

Week	Lesson	Competencies	Assessment Schedule and Timeline
		<ul style="list-style-type: none"> Verbal vs. non-verbal communication cues Assertive vs. aggressive vs. passive communication Learning Outcomes: <ul style="list-style-type: none"> Demonstrate clear and effective workplace communication skills Practice active listening and assertiveness in professional conversations 	
3	Lesson 3: Decision Making	Topic 3: Decision-Making for Personal and Professional Growth Description: Decision-making is a crucial skill for success in any aspect of life. This lesson explores critical thinking, problem-solving techniques, and decision-making models to help participants make informed and confident choices. Key Topics: <ul style="list-style-type: none"> The psychology of decision-making Steps to effective decision-making Analyzing risks and consequences Overcoming indecisiveness and fear of failure Ethical decision-making in the workplace Learning Outcomes: <ul style="list-style-type: none"> Apply structured decision-making models to real-life situations Identify potential obstacles to effective decision-making Develop confidence in making both personal and professional choices 	
4	Lesson 4: Financial Literacy	Topic: Financial Literacy for Personal and Professional Stability Description: Financial well-being is a key aspect of self-development. This lesson introduces basic financial concepts, including budgeting, saving, investing, and debt management. Participants will learn how to make smart financial decisions that support long-term personal and professional goals.	

Week	Lesson	Competencies	Assessment Schedule and Timeline
		Key Topics: <ul style="list-style-type: none"> The importance of financial literacy for self-development Budgeting and expense tracking for financial control Saving strategies and emergency fund planning Understanding credit, loans, and debt management Basics of investing and wealth-building Learning Outcomes: <ul style="list-style-type: none"> Create and manage a personal budget Develop smart saving and spending habits Understand basic investment strategies for financial growth 	
5	Lesson 5: Leadership	5: Leadership and Personal Influence Description: Leadership is not just about managing others, it starts with leading yourself. This lesson helps participants develop leadership qualities, understand different leadership styles, and enhance their ability to inspire and influence others in their personal and professional lives. Key Topics: <ul style="list-style-type: none"> Characteristics of an effective leader Self-leadership: Taking ownership of personal growth Leadership styles and identifying personal strengths Emotional intelligence and its role in leadership Motivating and inspiring others Learning Outcomes: <ul style="list-style-type: none"> Identify and develop personal leadership strengths Apply emotional intelligence to leadership scenarios Enhance self-leadership skills for career and life success 	
6	Lesson 6: Planning for Personal Success	Topic 6: Planning for Personal Success Description: Success does not happen by chance—it requires intentional planning. This lesson	

Week	Lesson	Competencies	Assessment Schedule and Timeline
		<p>teaches participants how to set realistic, achievable goals, create action plans, and stay motivated in their self-development journey.</p> <p>Key Topics:</p> <ul style="list-style-type: none"> • Defining personal and professional success • Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals • Creating a personal vision and mission statement • Overcoming procrastination and staying motivated • Time management techniques for productivity <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Set and track meaningful personal and career goals • Develop a structured action plan for achieving success • Implement time management strategies for greater efficiency 	
7	Lesson 7: Workplace Etiquette and Manners	<p>Topic 7: Workplace Etiquette and Professional Manners</p> <p>Description: Professionalism plays a vital role in career advancement. This lesson covers workplace etiquette, including appropriate behavior, professional communication, and networking strategies to build a strong professional presence.</p> <p>Key Topics:</p> <ul style="list-style-type: none"> • Understanding workplace culture and expectations • Professional dress and grooming standards • Email, phone, and virtual meeting etiquette • The importance of networking and relationship-building • Ethical behavior and integrity in the workplace <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Demonstrate appropriate workplace behavior and etiquette • Communicate professionally in different workplace scenarios 	

Week	Lesson	Competencies	Assessment Schedule and Timeline
		<ul style="list-style-type: none"> Build and maintain professional relationships 	

REFERENCE MATERIAL

Recommended Books

Self-Esteem & Personal Confidence

1. "The Six Pillars of Self-Esteem" – Nathaniel Branden
2. "The Gifts of Imperfection" – Brené Brown
3. "You Are a Badass: How to Stop Doubting Your Greatness and Start Living an Awesome Life" – Jen Sincero

Workplace Communication

4. "Crucial Conversations: Tools for Talking When Stakes Are High" – Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler
5. "Everyone Communicates, Few Connect" – John C. Maxwell
6. "The Assertiveness Workbook: How to Express Your Ideas and Stand Up for Yourself at Work and in Relationships" – Randy J. Paterson

Decision-Making & Problem-Solving

7. "Thinking, Fast and Slow" – Daniel Kahneman
8. "Decisive: How to Make Better Choices in Life and Work" – Chip Heath & Dan Heath

Financial Literacy

9. "The Total Money Makeover" – Dave Ramsey
10. "Rich Dad Poor Dad" – Robert Kiyosaki
11. "Clever Girl Finance: Ditch Debt, Save Money and Build Real Wealth" – Bola Sokunbi

Leadership & Personal Influence

12. "Dare to Lead" – Brené Brown
13. "The 21 Irrefutable Laws of Leadership" – John C. Maxwell
14. "Lean In: Women, Work, and the Will to Lead" – Sheryl Sandberg

Planning for Personal Success

15. "Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones" – James Clear
16. "The 7 Habits of Highly Effective People" – Stephen R. Covey
17. "Grit: The Power of Passion and Perseverance" – Angela Duckworth

Workplace Etiquette & Professionalism

18. "The Etiquette Edge: Modern Manners for Business Success" – Beverly Langford
19. "Business Etiquette Made Easy: The Essential Guide to Professional Success" – Myka Meier

🌐 Online Resources & Courses

1. [MindTools – Personal Development Resources](#)
 - Articles on communication, decision-making, and self-leadership
2. [Coursera – Personal Development Courses](#)
 - Free and paid courses on self-improvement, leadership, and financial literacy
3. [Harvard Business Review – Workplace & Leadership Articles](#)
 - Research-backed articles on leadership, decision-making, and communication
4. **The Balance – Financial Literacy for Women**
 - Personal finance tips tailored to women
5. [Toastmasters – Public Speaking & Communication](#)
 - Improve public speaking, workplace communication, and confidence
6. [Investopedia – Personal Finance & Investing](#)
 - Beginner-friendly financial education on saving, investing, and budgeting

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