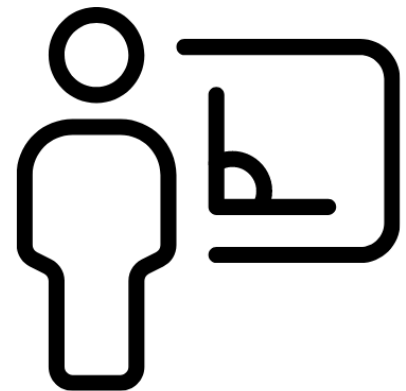


# Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



*What lies behind us and what lies before us  
are tiny matters compared to what lies within  
us.*

***Ralph Waldo Emerson***

## Module Two: What Is the Self?

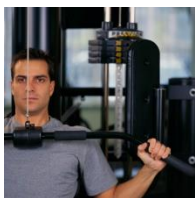


What is the self? To many, the answer might be so obvious that they haven't given it much thought. Others might proffer up one idea after another and find each imperfect to an extent that they wonder if the self even exists, and if it does can it be defined. They may or may not realize that this is a question humanity has been asking for millennia, with answers from different eras often addressing not just what we are but who we are at that particular place in time. Nor is the answer a trivial one. Too often we stumble through life and take a shallow view of ourselves, our environment, and prevailing forces. And yet, we can do better. How can we do better? Our first step is to

become aware of who and what we are.

This still fails to answer the original question, what is the self? No answer will be completely accurate or at all times precise. Instead, here is a temporary answer, good for the purposes of this course: the self is the aspect of an individual organism that is aware of its existence as an individual organism. It's the part of ourselves that we are referring to when we each say "I," as in "I am thinking" or "I am feeling", etc. One helpful way to think about the self and become more aware of our complete and total self is to divide it into four aspects: the physical, emotional, mental, and spiritual.

### The Physical Self



This is probably the most obvious aspect of one's self, our physical bodies. Awareness of our bodies when that body is in great pain or distress is usually strong. But when we feel physically neutral or slightly good or bad, we can block our awareness of the physical body and replace it with other levels of awareness, awareness of our thoughts or our emotions, for instance. It is important to remember that each level of self affects the other levels of self. Feeling physically uncomfortable can lead to feeling emotionally uncomfortable; feeling emotionally uncomfortable can lead to changes in our physical feelings.

At a certain point, examining one's physical self requires an examination of one's physical environment, such that what emerges is the recognition that the two mutually interact, change, and reinforce each other. This aspect of one's environment and one's self interacting with and changing each other is

important to remember not only in examining the physical self and the physical environment, but at all levels of self-examination. Just as there is a physical environment that interacts with a physical self, there is a mental environment, emotional environment, and spiritual environment that interacts with each corresponding level of self. This will become vital to our understanding the concept of interdependency that comes up in a later module.

<b>Estimated Time</b>	<b>6 minutes</b>
<b>Topic Objective</b>	Introduce the Body.
<b>Topic Summary</b>	<b>The Body</b> Discuss awareness of one's physical self.
<b>Materials Required</b>	<b>Flipchart/board and marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	As a group, discuss different levels of physical awareness. Ask participants to focus on an arm or leg and note how it feels before and after focusing on it. List various answers on the flipchart/board
<b>Stories to Share</b>	Share any personal or relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	How does the way one feels physically affect the rest of the self?

## The Emotional Self



Being aware of one's self on an emotional level means being aware of one's emotions. In a culture that values concepts such as logic and reason, emotion often gets undervalued. When people become emotionally expressive, others will tell them to calm down or to act rationally. Being emotional is thought of as being out of control. This might give you the idea that emotions are things to be avoided, but such a position would be harmful. Emotions serve an important purpose in providing the self with information about its environment as well as motivation for what to avoid or embrace in that environment.

Typically, when we speak of our bodies or of our emotions, we speak in terms of feeling or sensations, things that come upon us rather than things we create. This gives the impression of passivity. We are slaves to our physical and emotional needs. Rather than choosing how we feel, feelings hit us, and then, we react. The most important thing to remember is that we cannot avoid feeling emotions, but we can

intervene and through our actions, change how we react to our emotions, and this can transform our future emotions in turn. Being able to identify how you feel in any given moment is an important goal of becoming more self-aware.

<b>Estimated Time</b>	<b>6 minutes</b>
<b>Topic Objective</b>	Introducing the Heart.
<b>Topic Summary</b>	<b>The Heart</b> Discuss awareness of one's emotional self.
<b>Materials Required</b>	<b>Flipchart/board and marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Discuss awareness of one's emotions as a class. Ask participants to identify how they feel now. Ask participants what it feels like to feel sorrow, where they feel it in their bodies (chest, stomach, etc.), and what the sensation resembles (ache, pressure, etc.) Identify a range of emotions and list on the flipchart/board. If someone claims not to feel any emotions, ask them if they feel calm, since calm can be a kind of neutral emotion.
<b>Stories to Share</b>	Share any personal relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	Can a person feel more than one emotion at once?

## The Mental Self



The mental aspect of self, concerns your thoughts and your imagination. Like the physical and emotional feelings, thoughts also have the capacity to come upon you without your control, but it is far easier to consciously change your thoughts, especially when you practice being more aware of them in the first place. When people think, they often think in sentences or words, but just as often, they can think in images or words and phrases that act as a kind of shorthand. In these moments, it is quite easy for thoughts to get distorted and not accurately reflect a true situation.

<b>Estimated Time</b>	<b>6 minutes</b>
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<b>Topic Objective</b>	Introduce the Mind.
<b>Topic Summary</b>	<b>The Mental Self</b> Discuss awareness of one's mental self.
<b>Materials Required</b>	<b>Flipchart/board and marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	As a group discuss the nature of one's thoughts. Are participants thinking in words, images, complete sentences, etc.? Can they identify their thoughts? List these on the flipchart/board.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	How is it easier to change a thought than an emotion?

## The Spiritual Self

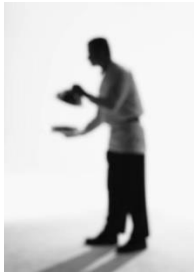


This course is not about any one religious belief, nor does it reject religious belief, either. The use of the term spirit here is not meant in a religious sense. Instead, the spiritual self is about your continuing sense of identity. The spiritual self is the realm of what a person values. It's the world view and the source of motivation. If the emotional self and mental self are about the feelings and thoughts of a person in a given moment, the spiritual self is about the interconnectedness of thoughts and feelings over time that forms into a sense of personal identity.

<b>Estimated Time</b>	<b>7 minutes</b>
<b>Topic Objective</b>	Introduce the Soul
<b>Topic Summary</b>	<b>The Soul</b> Discuss becoming aware of one's personal narrative in life (the spirit).
<b>Materials Required</b>	<b>Flipchart/board and marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	As a group, discuss the spiritual self as the part of a person who has dreams, goals, and aspirations. How does becoming aware of this level of the <i>self</i> ,

	help a person? List examples on the flipchart/board.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What part of the <i>self</i> does personal values fall under?

## Practical Illustration



Michael was a college student working his way through by managing at a locally owned restaurant. Initially he would allow his employees to steal alcohol, which he justified to himself as not being a big deal because it was a small amount in the larger scheme of things. However, he began to feel guilty about it after he went to the restaurant owners' home for a holiday, he couldn't leave town for. When he saw that they too lived in near poverty, he began to feel guilty about allowing the alcohol theft. He made a list of demands for the rest of the employees to sign, including an

agreement to not participate in any more alcohol theft. Arnold, an employee there, met with coworkers who were also employees to discuss the situation about what to do about Michael and his mean and snarky letter. Arnold ended up picking an argument with Michael during a particularly stressful time at work. The argument got heated and Michael lost his cool and pushed Arnold. Michael resigned as a manager the next day, and Arnold was promoted in his place, because the owners, who didn't actually see the situation, believed that Arnold had kept his cool and demonstrated leadership when Michael had not.

<b>Estimated Time</b>	<b>5 minutes</b>
<b>Topic Objective</b>	Outline the Practical Illustration.
<b>Topic Summary</b>	<b>Practical Illustration</b> Discuss the importance of increasing one's self-awareness.
<b>Materials Required</b>	None
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Discuss the outcome of the Practical Illustration.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What did Michael discover about his own values when he spent the holidays

	with the restaurant owners?
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## Module Two: Review Questions

1.) According to this course, what is the self?

- a) The part of a person that feels
- b) The part of a person that thinks
- c) The part of a person that laughs
- d) The part of a person that says "I"

The self is the part of a person that thinks of itself in terms of the "I" pronoun.

2.) Which of the following is NOT true about the physical self?

- a) The physical aspect of the self can affect the emotional, mental, and spiritual aspects of the self
- b) We are always consciously aware of how our physical self is feeling
- c) The physical aspect of the self also includes the physical environment.
- d) Another term for the physical self is the body

When our physical self is feeling slightly bad, slightly good, or neutral, we can tune out how we feel physically. We have to consciously focus on our physical self to note how we are feeling.

3.) Physical and emotional feelings \_\_\_\_\_

- a) Act upon us
- b) Can be controlled
- c) Are useless
- d) All of the above

Feelings, both physical and emotional, act upon us and cannot be controlled, but we can control how we react to them.

4.) Which of the following statements is NOT true about emotions?

- a) Emotions can make us feel out of control
- b) Emotions provide motivation
- c) We should try to avoid emotions
- d) Our culture often undervalues emotions

We cannot avoid emotions, nor should we try because they provide important information and motivation

5.) Which of the following statements IS true?

- a) We cannot be aware of our thoughts
- b) It is easier to change our thoughts than to change our emotions
- c) It is easier to change our emotions than to change our thoughts
- d) We can only think in words

Changing our thoughts is easier than changing our emotions, but by changing our thoughts we can indirectly change our emotions

6.) The mental self does NOT include \_\_\_\_\_

- a) Imagination
- b) Thoughts
- c) Logic
- d) Emotions

The mental self does not include the emotions.

7.) Which of the following is NOT included in the description of the spiritual self?

- a) Imagination
- b) Identity
- c) Motivation
- d) Values

The imagination in this description of the self is part of the mental self and not the spiritual self.

8.) What is another word for the spiritual self?

- a) God
- b) Devil
- c) Id
- d) Soul

Another word for the spiritual self is the soul.



9.) Which is the most obvious aspect of one's self?

- a) Spiritual
- b) Physical
- c) Emotional
- d) Logical

This is probably the most obvious aspect of one's self, our physical bodies.

10.) In a culture that values concepts such as logic and reason, \_\_\_\_\_ often gets undervalued.

- a) Mentality
- b) Physicality
- c) Emotion
- d) All of the above

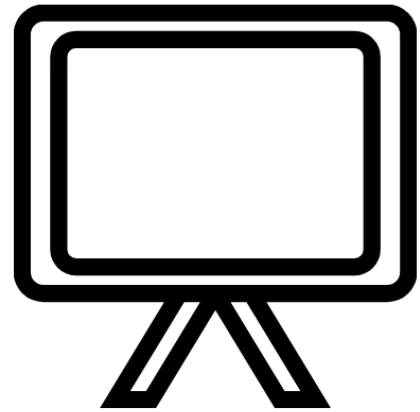
In a culture that values concepts such as logic and reason, emotion often gets undervalued.

# PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.



## Module Two: What is the Self?

What is the self? To many, the answer might be so obvious that they haven't given it much thought. No answer will be completely accurate or at all times precise. Instead, here is a temporary answer, good for the purposes of this course: the self is the aspect of an individual organism that is aware of its existence as an individual organism.

*What lies behind us and what lies before us are tiny matters compared to what lies within us.*  
**Ralph Waldo Emerson**

### The Physical Self

- Awareness of our bodies
- Block our awareness of the physical body
- Physically uncomfortable leads to emotionally uncomfortable



## The Emotional Self

- Emotion often gets undervalued
- Slaves to our physical and emotional needs
- Cannot avoid feeling emotions



## The Mental Self

- Concerns your thoughts and your imagination
- Can come upon you without your control
- Thoughts get distorted and do not accurately reflect a true situation



## The Spiritual Self

- Not meant in a religious sense
- Continuing sense of identity
- What a person values



## Practical Illustration

Michael was a college student working his way through by managing at a locally owned restaurant.



## Module Two: Review Questions

1. According to this course, what is the self?
  - a) The part of a person that feels
  - b) The part of a person that thinks
  - c) The part of a person that laughs
  - d) The part of a person that says "I"
2. Which of the following is NOT true about the physical self?
  - a) The physical aspect of the self can affect the emotional, mental, and spiritual aspects of the self
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  - d) Another term for the physical self is the body

## Module Two: Review Questions

1. According to this course, what is the self?
  - a) The part of a person that feels
  - b) **The part of a person that thinks**
  - c) The part of a person that laughs
  - d) The part of a person that says "I"

**The self is the part of a person that thinks of itself in terms of the "I" pronoun.**

2. Which of the following is NOT true about the physical self?
  - a) The physical aspect of the self can affect the emotional, mental, and spiritual aspects of the self
  - b) We are always consciously aware of how our physical self is feeling
  - c) The physical aspect of the self also includes the physical environment.
  - d) **Another term for the physical self is the body**

**When our physical self is feeling slightly bad, slightly good, or neutral, we can tune out how we feel physically. We have to consciously focus on our physical self to note how we are feeling.**

# Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



# Improving Self Awareness Quick Reference Sheet



## The Mental Self

The mental aspect of yourself concerns your thoughts and your imagination. Like the physical and emotional feelings, thoughts also have the capacity to come upon you without your control, but it is far easier to consciously change your thoughts, especially when you practice being more aware of them in the first place. When people think, they often think in sentences or words, but just as often, they can think in images or words and phrases that act as a kind of shorthand. In these moments, it is quite easy for thoughts to get distorted and not accurately reflect a true situation.



## Validity of Emotions

You might have heard it said that all emotions are valid, but what exactly does this mean? Any time you feel an emotion are you perfectly justified in feeling that emotion? For example, if your child spills a glass of milk, does the validity of emotions mean you are correct in being angry with your child? Perhaps the notion of correct versus incorrect is the wrong approach. The validity of emotions means that in any situation, if you feel anger, regardless of the cause, it is valid to acknowledge to yourself that you do indeed feel anger. The validity of emotions means that denying an emotional state is a dangerous action that can have negative consequences, often resulting in an emotional breakdown in the future if not addressed.





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## Mindfulness

While mindfulness began as a Buddhist concept, it has since been developed as a practice in psychology that has helped numerous people deal with crippling anxiety, depression, drug addiction, and post-traumatic stress disorder. Being mindful is not simply living in the present but a way of concentrating on aspects of the present moment you normally take for granted. Buddhists use the term “monkey mind” to describe how our brains tend to barrage us with thoughts about the past, the present, and the future constantly. Becoming mindful means to become both aware of the movement of your thoughts and emotions and to become detached from them. This detachment allows you to focus on your true self rather than seeing yourself as thoughts thinking or emotions feeling. Practicing mindfulness meditation is the first step towards becoming mindful throughout every moment of your life.



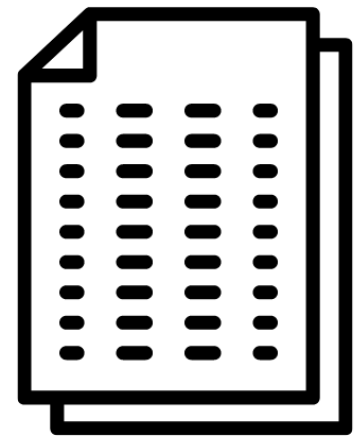
# Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



## Icebreaker: Fact or Fiction

### PURPOSE

To help participants get to know each other.

### MATERIALS REQUIRED

None

### PREPARATION

None

### ACTIVITY

Divide the participants into groups of three or four (depending on the number of participants). Explain to the groups that each person must write down three statements about themselves. Two of these statements must be fact, and one fiction. Each participant will have a chance to present their statements to the group. It is up to the group to pick which of the three statements is **not true**.

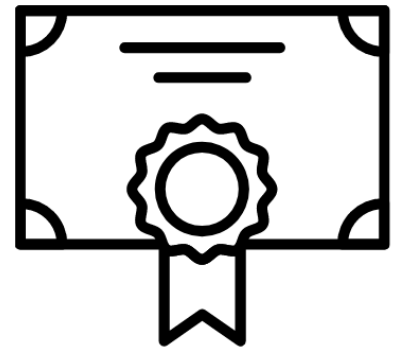
Bring the smaller groups together to form the larger group and ask three or four participants to share their statements and have the class select the statement that is false.

This teambuilding icebreaker takes 10 – 15 minutes, depending on the number of groups.

# Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

**[Name]**

*Has mastered the course  
Improving Self-Awareness*

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Presenter Name and Title

\_\_\_\_\_