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**Grade 9**  
**Physical Education/  
Health Education (10F)**

Module 2  
Personal Management

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## Module 2

# Personal Management

### Introduction

In Module 2 you will learn about personal management. Personal management involves learning about yourself. The decisions you make, the things you do, and the unique qualities, strengths, weaknesses, and values you have all help contribute to your physical and social-emotional well-being and shape who you are. Furthermore, some of the qualities that you have are important for certain jobs or careers. For example, expertise in science is important for many jobs, including those of doctors, dentists, or other medical professions. Qualities such as creativity and teamwork may be more applicable to careers in communication, marketing, sales, and so on.

Recall what you learned in Module 1 about wellness, health, and physical fitness. Remember that health includes the mental, social, emotional, spiritual, and physical aspects that expand our potential to live and work effectively. Throughout Module 2 it will be important for you to be aware of your own feelings and values related to your health and wellness. All these aspects have an impact on personal decision making and personal management.

This module will also teach you about the potential careers and/or occupations within the fields of physical education and health education and potential careers of your choice. You will learn about the factors that may affect your decision making about different careers and you will learn about employability skills. You will also investigate how your strengths and weakness may affect your own choice of a career path.



In the final lesson of this module you will work through the employability skills and investigate some potential jobs and the skills employers may be looking for. You may want to work with your learning partner to discuss the job advertisement in Assignment 2.4: Explore Potential Careers/ Occupations.

As you move through the rest of the course, you will learn more about healthy decision making and gain the skills needed to deal with many situations you may face growing up in today's world.

## Lesson 1

**Who Are You?** \_\_\_\_\_**Lesson Focus**

You will show an understanding of

- your own personal strengths, weaknesses, and values
- the aspects of your personality that you may wish to change

You will be able to

- demonstrate the use of strategies to enhance personal success and positive thinking
- examine the importance of accepting yourself

**Introduction**

Even though there are billions of people in the world, no one is exactly like you, making you a unique individual. So what makes you different from everyone else? Some of the things that make each of us one of a kind are our personal qualities, strengths, weaknesses, and values.

**Personal Strengths, Weaknesses, and Values**

In this lesson you will look at the strengths, weaknesses, and values that you demonstrate in your daily living. You will learn how to use certain strategies to enhance your strengths and deal with weaknesses. You will also learn how values can play an important role in decision making about jobs, careers, physical activity, health, and/or wellness.

To get you thinking about your strengths, weaknesses, and values, answer the questions in Learning Activity 2.1. Don't spend too much time on each question; just write down one or two words that come to mind. This shouldn't take you more than five minutes. Even though you won't be handing in your responses, you still need to do the exercise. You'll learn about yourself.



### *Learning Activity 2.1: It's All about Me*

1. Three things that make me interesting are \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_.
2. A close friend would describe me as \_\_\_\_\_.
3. My parent(s)/guardian(s) would describe me as \_\_\_\_\_.
4. One thing that makes me a good friend is \_\_\_\_\_.
5. I would like people to describe me as \_\_\_\_\_.

Compare your answers to the sample responses provided in the Learning Activity Answer Key found at the end of this module. Remember, this is a learning activity, so you will not send it to your tutor/marker.

Look at the answers you just wrote down. Do you see these answers reflecting some of the qualities you might highlight in a resumé? You will be looking at these qualities in more detail in Lesson 4 of Module 2.

Basically, we like what we are good at, or we are good at what we like. In this lesson you will come to understand more fully that being happy about yourself means celebrating and building upon your strengths, and possibly turning weaknesses into strengths. Everyone has strengths and weaknesses. "Pobody's Nerfect"! Now is the time, as a Grade 9 student, to think about what you are good at, what you like, and what you want to become good at. This will help you decide who you want to become or what career choices you may want to make. Your strengths and weaknesses make up your personality, the characteristics that make you unique.

Your personality is also made up of values. **Values** are the standards or rules that you choose to live by.

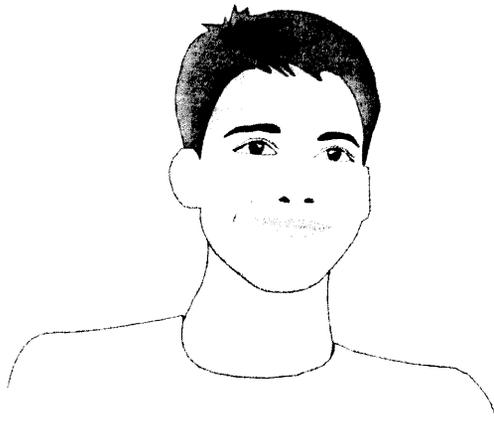
- What are some of your values?
- Are they similar to some of these universal values: honesty, equity, responsibility, justice, respect, consideration, and commitment?
- Are they similar to the values of other cultures, such as the seven teachings of the Aboriginal culture: wisdom, love, respect, courage, honesty, humility, and truth?

Later in this lesson, you will have an opportunity to list more of your strengths and weaknesses. You will then be able to compare them to your values and decide in which of these two categories they belong:

- aspects of your personality that you see as being highlights
- aspects of your personality that you want to improve

Knowing your values will help you to evaluate your strengths and weaknesses. Once you know your own strengths and weaknesses, you can enhance your strengths or minimize your weaknesses so that you can be as successful as possible in all aspects of your life. It may not be possible to change all the characteristics you wish to change, but you will become more satisfied and comfortable with yourself.

Sometimes it may feel funny to talk about your personal qualities (strengths and weaknesses) because it may seem as if you are bragging or “full of yourself.” To be happy and healthy, however, it is important to develop a positive self-concept and to like yourself.





### *Assignment 2.1: Examine Your Strengths, Weaknesses, and Values*

Now it's time to complete Assignment 2.1. You will find it in the Assignments section at the end of this module. At the end of Module 2 you will send the completed assignment to your tutor/marker, along with the other assignments in this module.

### **Making Changes**



Now that you have examined your strengths, weaknesses, and values, you are ready to learn some ways to use these aspects to your advantage. How you think and feel about yourself will often affect how you learn and what decisions you choose to make. No matter where you go and what cultural or family values you have, your personal values, personal standards, and individual rules go with you. Along with these values come positive and possibly negative ways to look at different opportunities.

In some cases, making a change is necessary. Earlier you identified some of your weaknesses. Are there some that you would like to change? Are there some aspects of your behaviour that are causing you repeated problems? If you feel this way you may need to do some self-examination. This can be done alone or by talking to close friends or adults you trust. The next learning activity will guide you through some self-reflection.



### *Learning Activity 2.2: Self-Reflection*

1. Do I have a problem that I ignore or do I count on someone else to solve it for me? Explain.

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2. Are there some things about my behaviour that I would like to change? Yes or No. Why?

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3. Does peer pressure cause me to do things I would not otherwise decide to do? Yes or No. Why?

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4. Does my physical health seem to be affected by how I feel about myself? Yes or No. Why do I think this may be the case?

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Compare your answers to the sample responses provided in the Learning Activity Answer Key found at the end of this module. Remember, this is a learning activity, so you will not send it to your tutor/marker.



### Positive Thinking

You have just taken a look at some of your personal qualities. Even though we all have weaknesses, it is important to be positive and to “make the best of it”! Positive attitudes open doors.

Here are three ways that can help you keep a positive outlook on life:

1. **Self-talk** is the silent talk that you have with yourself. It can be both positive and negative. If you keep it positive, you gain confidence and courage.  
Examples of positive self-talk are:
  - “I feel good about myself today.”
  - “I have worked really hard on this project and I think the presentation should go well.”
  - “I am confident I can do this.”
2. **Affirmations** are also effective ways to encourage yourself. You can use affirmation when you need to believe more strongly in yourself. An example of an affirmation you might say to yourself or share with others close to you is, “I am a good team player.”
3. **Visualization** is another way to help you stay positive. Visualization is simply picturing your success in your mind. Imagining what you would like to happen to you will help you see yourself doing something positive. “What your mind can conceive and believe, it can achieve.”

Practise some positive thinking by completing the next learning activity.



### *Learning Activity 2.3: Practise Positive Thinking*

1. Write three positive, encouraging statements that you can say to yourself before your next big test.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  
2. Think of two affirmations that you can use to encourage yourself. (For example, "I can have fun exercising.") Write down your affirmation statements. Will they work for you?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  
3. Create a cartoon or write a verse for a song (or find a cartoon or verse) that shows how visualization can give you a positive attitude or outlook on life.

Some sample responses are provided in the Learning Activity Answer Key found at the end of this module. Remember, this is a learning activity, so you will not send it to your tutor/marker.



### *Assignment 2.2: Examine Your Reactions to Situations*

Now it's time to complete Assignment 2.2. You will find it in the Assignments section at the end of this module. At the end of Module 2 you will send the completed assignment to your tutor/marker, along with the other assignments in this module.

#### **Self-Acceptance**

Self-acceptance is all about accepting yourself, understanding your strengths, weaknesses, and values, as well as looking at possible changes and being positive. Now that you have spent some time looking at these aspects of yourself, it is important to begin to accept yourself.

Your own picture of who you are can be greatly influenced by how others treat you. While you are deciding whether to accept or to change some aspects of your personality, remember that no one is perfect. As mentioned previously, everyone is unique and everyone has his or her own faults.

Try to think of ways to put the following statements in your own words:

- “Trying to be someone you are not can hurt your self-esteem.”
- “Always be true to yourself.”

#### **Summary**

In this lesson you learned more about yourself, your strengths, weaknesses, and values. You also learned things you may want to change and strategies to help you think positively in order to do so. As you move through the rest of this module, you will investigate careers that may best fit your strengths.

## Lesson 2

### Career Choices

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#### Lesson Focus

You will show an understanding of

- potential occupation/career choices in physical education and health education

You will be able to

- identify potential occupation/career options of your choice

#### Introduction

In the previous lesson you learned more about yourself, identified things you may want to change, and looked at strategies for thinking positively. Have you ever considered a career in physical education and/or health education? In this lesson you will be investigating these careers, as well as others, and how they may best fit your strengths. You will then move past your own self-awareness into learning more about working with others and making meaningful relationships.

#### Potential Careers/Occupations in Physical Education/Health Education

Did you know that there is a wide variety of occupations and careers within the fields of physical education and health education? In this lesson you will identify many of these occupations and careers.

Before you get started with the task of identifying potential career choices, it is important to define a few related terms:

- **Career:** The combined total of a person's work-related experiences over the course of a lifetime.
- **Occupation:** A person's employment. Types of employment are normally categorized into occupations, which require different types of skills, training, and education (e.g., teacher).
- **Job:** An activity performed regularly, especially as one's trade, occupation, or profession.

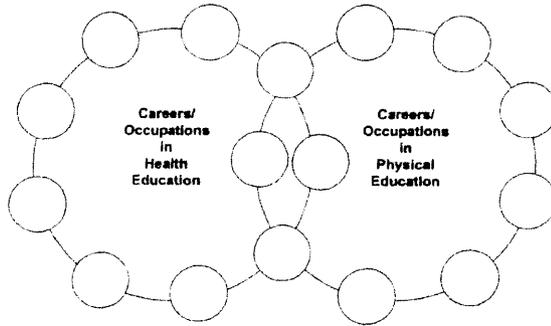


## Learning Activity 2.4: Explore Potential Careers/ Occupations

### Part 1

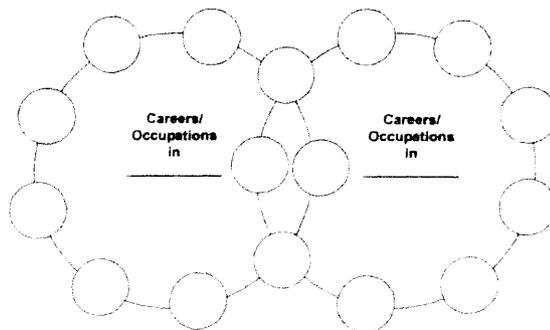
Prepare a list of potential careers/occupations in health education and in physical education. Use the diagram for Part 1 provided on the following page to organize your findings. A small version of the diagram is shown below.

If you have access to the Internet, use a search engine such as <www.google.ca> to conduct a search on these careers. You can also visit your school guidance counsellor, human resources centre, or library for other useful resources on careers.



### Part 2

Once you have investigated health education and physical education career choices, choose two other subject areas and investigate careers that relate to those areas. Complete the diagram provided for Part 2. A small version is shown below.



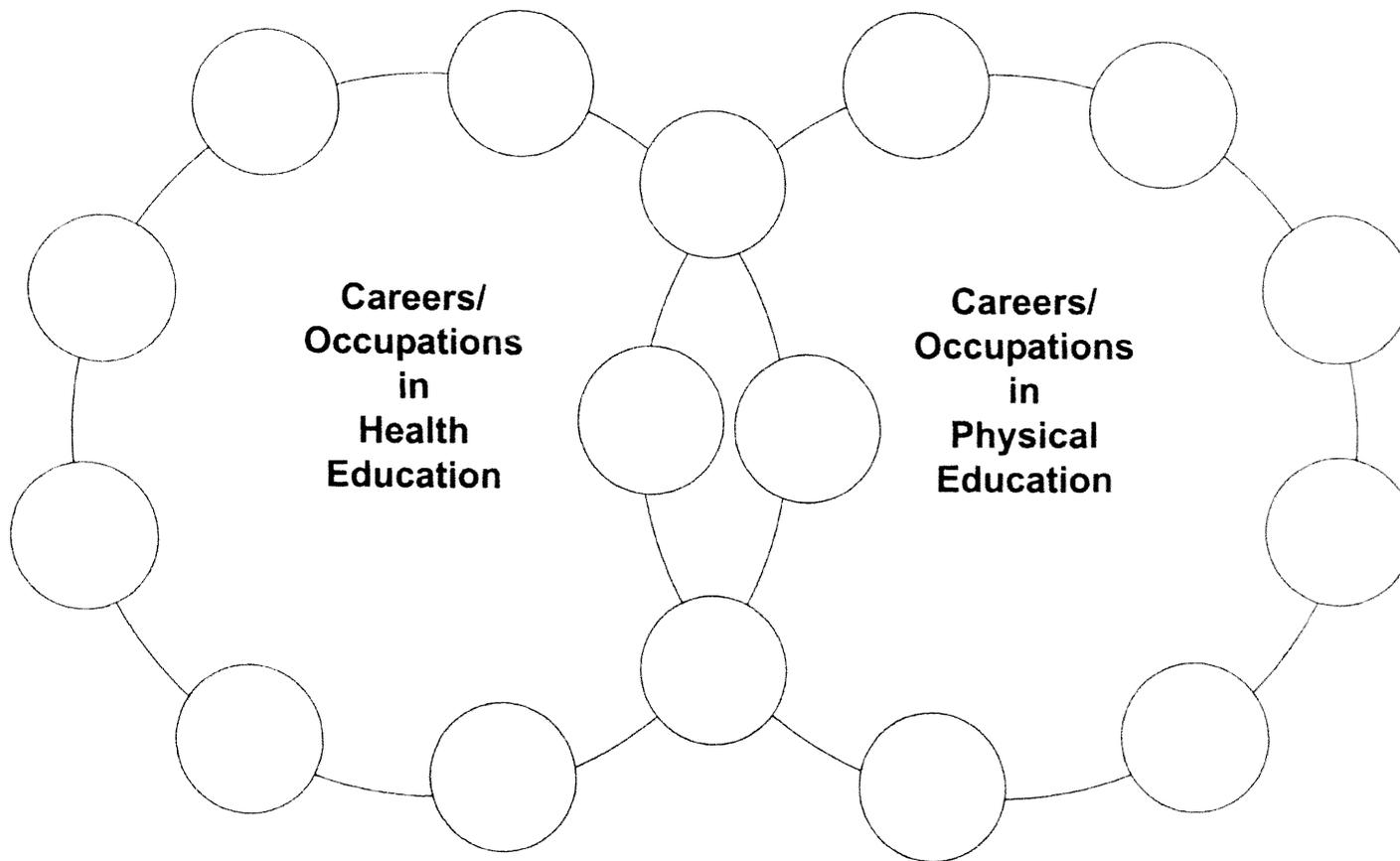
After you have completed the diagrams for Part 1 and Part 2 on the following pages, look at the examples provided in the Learning Activity Answer Key found at the end of this module. Remember, this is a learning activity, so you will not send it to your tutor/marker.

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*Learning Activity 2.4: Explore Potential Careers/Occupations* (continued)

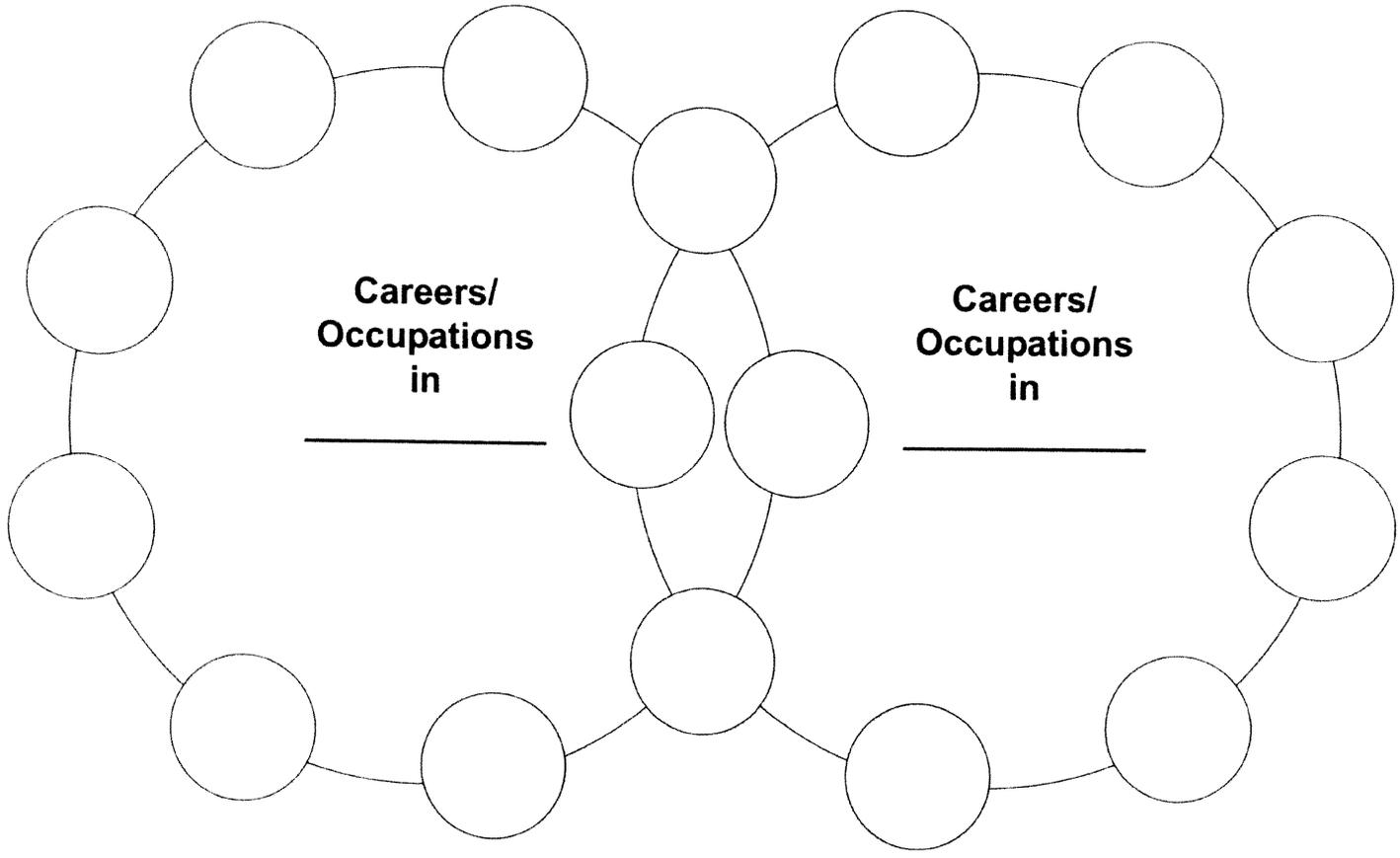
**Part 1**



(continued)

*Learning Activity 2.4: Explore Potential Careers/Occupations* (continued)

**Part 2**



**Summary**

In this lesson you learned more about the potential careers and/or occupations within physical education and health education, as well as fields of your choice. As part of the next lesson you will learn about the factors that may affect your decision making about different careers. In the final lesson of this module you will examine employability skills. As you work through the next few lessons, keep in mind the different occupations you have learned about and consider how they may fit into some of the different choices you may make in building your own career.

**Notes**

## Lesson 3

### Making Decisions about Career Choices

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#### **Lesson Focus**

You will show an understanding of

- how certain factors can affect decision making about career building

You will be able to

- identify and examine how these factors may affect you and your personal career choices

#### **Introduction**

There are many reasons why an individual chooses a particular career. One reason may be family influences. Is there a chance that you may choose a career that either one of your parents or guardians is currently doing, or one that they have suggested as a choice for you? Have you even thought about a career yet? Thinking about a career choice may seem stressful to you at this point. However, knowing what career path you would like to follow will influence your course selection in your high school years. In this lesson you will explore some of the potential factors that may affect your decision-making process as it relates to career building.

#### **Factors for Decision Making**

As you can see, various factors will play a role in almost every decision you make. This is true in deciding on a career path. You will need to think of different factors that affect you and possibly others regarding career building.



### *Learning Activity 2.5: Factors That Influence School-Related Decisions*

1. State one factor that may influence your decision to do your homework.

\_\_\_\_\_

2. List two factors that may influence your decision to take certain courses in school.

a. \_\_\_\_\_

b. \_\_\_\_\_

Remember, this is a learning activity, so you will not send it to your tutor/marker.

### **The DECIDE Model**

It is sometimes easier to work through decisions when we use questions to guide us. In Assignment 2.3, you will be working through the DECIDE model to help you decide on a career path. Before you do the assignment, see how the DECIDE model is used in the following scenario.

#### ***Scenario***

*Cam has recently moved to a new school. At school, Cam is in the process of trying to decide what courses he should take in order to get into university. Cam wants to be a physiotherapist after school and has gone to see the counsellor for advice on course selection. Cam is not strong in biology and really likes mathematics courses.*

#### **D. Define the problem/issue.**

Cam does not know what courses to take. He wants to become a physiotherapist but also wants to take courses that interest him.

#### **E. Explore the alternatives or options.**

1. Cam could take only classes that interest him.
2. Cam could take only the courses that will get him into physiotherapy.
3. Cam could take a combination of courses that interest him and will help him to get into university.
4. Cam could take only the courses necessary to graduate from high school.

**C. Consider the consequences or check the alternatives.**

1. Cam could take only classes that interest him.
  - **Pro:** He will enjoy his classes and possibly get better grades because of his interest.
  - **Con:** He may not be able to get into university because he did not take the right courses.
2. Cam could take only the courses that will get him into physiotherapy.
  - **Pro:** He would get into university and into physiotherapy (if his grades were good enough).
  - **Con:** He may not enjoy his classes.
3. Cam could take a combination of courses that interest him and will help him to get into university.
  - **Pro:** He would have a good balance of classes he enjoyed and classes necessary to get into university.
  - **Con:** He may have to take a heavier course load to get this combination.
4. Cam could take only the courses necessary to graduate from high school.
  - **Pro:** He would graduate and have a lighter course load.
  - **Con:** He may not get into university or into physiotherapy.

**I. Identify values.**

Cam has learned through his family that education is important and that a career is a top priority. Cam also values hard work and determination.

**D. Decide and take action.**

Cam has decided to take option 3, a combination of courses that interest him and will help him to enter university. Cam is willing to take a heavier course load if it means he can enjoy his high school courses and get into university.

**E. Evaluate the decision.**

Cam evaluates his decision at the end of each school semester to make sure he is able to keep up his grades and still take all the courses he wants. He is continuing to be happy with his decision.



### *Assignment 2.3: DECIDE for Yourself*

In Assignment 2.3 you will use the DECIDE model to think about a career path that you are interested in pursuing. Find Assignment 2.3 in the Assignments section at the end of this module and complete it.

### **Summary**

In this lesson you learned about the factors that may affect your decision making and about career planning. Keep in mind that every time you make a decision you should think about the factors that may influence that decision and be able to use this knowledge to make the appropriate choice.

## Lesson 4

### Employability Skills

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#### Lesson Focus

You will show an understanding of

- why three categories of skills make you more employable

You will be able to

- distinguish between the three categories of employability skills
- explain how the different skills in each category may be used in the workforce

#### Introduction

So far, you have learned about some potential careers in the field of physical education and health education and some careers of your own choice. You have also looked at the importance of considering key factors when making career decisions. Now it's time to look at how to become employed. While it may be nice to think that you could have any career you wanted, you know this is not the case. It is important to make yourself employable. Throughout this lesson you will learn how to make yourself employable by having employability skills.

#### What Are Employability Skills?

Employability skills can also be referred to as key skills. They can be defined as skills that can be used in a wide variety of tasks and situations within all subjects, jobs, and life experiences. For example, someone who has good teamwork skills would be able to work in a job that deals with communication and/or work with other employees.

Ideally, if a person has developed a skill through learning and practice of a particular task, then he or she should be able to adapt quickly to a similar type of task in a different context. Someone who is competent at all employability/key skills should be able to adapt quickly to any task in any situation. This is a personal-management skill of being adaptable that employers like to see.



### *Assignment 2.4: Employability Skills*

It's time to explore employability skills further by completing Assignment 2.4, which is found in the Assignments section at the end of this module.

#### **Summary**

In this lesson you learned about employability skills, also called key skills. Do you think you possess some of these skills? Do you have some work to do in developing them? It is important that you know about these skills so you can reflect on your strengths and weaknesses and either add to your lists or see where you could use some more work.



#### **Submit Your Assignments**

It is now time to send all the assignments from Module 2 to your tutor/marker for assessment. Please organize the materials in the following order:

- Cover Sheet for Module 2
- Assignment 2.1
- Assignment 2.2
- Assignment 2.3
- Assignment 2.4

Place all materials in an envelope. Mail the envelope to:

ISO Tutor/Marker  
555 Main Street  
Winkler MB R6W 1C4

### **Module 2 Review Questions**

Use the following questions to help you assess what you learned in Module 2 and to guide your studying. These questions will help you to prepare for the final examination that you will write at the end of this course.

#### **Lesson 1**

1. Do you know your personal values, strengths, and weaknesses?
2. Do you understand strategies to develop your self-confidence and self-esteem in order to be successful?

#### **Lesson 2**

3. Are you able to determine the skills and qualifications required for a career of your choice?

#### **Lessons 3 and 4**

4. Can you apply the decision-making steps in making personal decisions?