

# MARRIAGE AND FAMILY LIFE

## PROFILE OF TRAINING MASTERY

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

In Case of Emergency, Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies/Disabilities that might require special accommodation for training (please specify):  
\_\_\_\_\_

**The above information can be used for school records and/or to ensure safety of students.  
This confidential information is not to be released to employers or the general public.**

Date of Enrollment: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_

Date of Completion: \_\_\_\_\_ Total On-the-Job Training Hours: \_\_\_\_\_

Total Class Hours: \_\_\_\_\_ Total Lab Hours: \_\_\_\_\_

Total Hours Tardy: \_\_\_\_\_ Total Hours Absent: \_\_\_\_\_

### ON-THE-JOB TRAINING/WORK EXPERIENCE

Duration of Employment    Job Title    Supervisor's Name

Address of Employer    Phone

Duration of Employment    Job Title    Supervisor's Name

Address of Employer    Phone

### Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



## SPECIFIC JOB COMPETENCIES

### INSTRUCTOR:

As each competency is mastered, place your initials and the date in the blank on the left.  
This will verify that the student can perform the skill with a minimum of supervision.

#### UNIT 1 — COMMUNICATING WITH OTHERS

- \_\_\_\_\_ 1. Identify the definition of communication.
- \_\_\_\_\_ 2. Identify communication uses.
- \_\_\_\_\_ 3. Identify methods of communication.
- \_\_\_\_\_ 4. Identify factors that affect communication.
- \_\_\_\_\_ 5. Distinguish between verbal and nonverbal methods of communication.
- \_\_\_\_\_ 6. Distinguish between the levels of communication.
- \_\_\_\_\_ 7. Discuss ethics in communication.
- \_\_\_\_\_ 8. Identify common barriers to communication.
- \_\_\_\_\_ 9. Identify the importance of message context.
- \_\_\_\_\_ 10. Interpret the impact of context on messages. (Assignment Sheet 1)
- \_\_\_\_\_ 11. Differentiate in the descriptive characteristics of I-messages, we-messages and you-messages.
- \_\_\_\_\_ 12. Interpret scenarios using I-messages, we-messages and you-messages. (Assignment Sheet 2)
- \_\_\_\_\_ 13. Distinguish between active and passive listening.
- \_\_\_\_\_ 14. Complete a listening activity. (Assignment Sheet 3)
- \_\_\_\_\_ 15. Identify the purposes of feedback.
- \_\_\_\_\_ 16. Select guidelines for improving communication.
- \_\_\_\_\_ 17. Identify skills for communicating with children.
- \_\_\_\_\_ 18. Evaluate opinions about the role of communication in relationships. (Assignment Sheet 4)
- \_\_\_\_\_ 19. Record a "communication log" for assessing effectiveness/skills. (Assignment Sheet 5)
- \_\_\_\_\_ 20. Write a note of acknowledgement. (Assignment Sheet 6)

#### UNIT 2 — MAKING PERSONAL DECISIONS

- \_\_\_\_\_ 1. Identify common areas requiring a personal decision.
- \_\_\_\_\_ 2. Identify the relationship among decision-making, consequences, and personal well-being.
- \_\_\_\_\_ 3. Identify factors that influence decision making.
- \_\_\_\_\_ 4. Analyze consequences and decisions when given a scenario. (Assignment Sheet 1)
- \_\_\_\_\_ 5. Identify the relationship between personal goals and decision making.
- \_\_\_\_\_ 6. Explore personal goals and values. (Assignment Sheet 2)
- \_\_\_\_\_ 7. Arrange in order the steps in the decision-making process.
- \_\_\_\_\_ 8. Identify skills useful in decision making.
- \_\_\_\_\_ 9. Apply the decision-making process. (Assignment Sheet 3)
- \_\_\_\_\_ 10. Select strategies for managing time.
- \_\_\_\_\_ 11. Select strategies for handling stress.
- \_\_\_\_\_ 12. Complete a time management exercise. (Assignment Sheet 4)

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.

## UNIT 3 — EXPLORING SINGLE AND MARRIED LIFE

- \_\_\_\_\_ 1. Profile single and married lifestyles.
- \_\_\_\_\_ 2. Identify factors that influence lifestyles.
- \_\_\_\_\_ 3. Identify factors that influence the decision to remain single.
- \_\_\_\_\_ 4. Select options for single living.
- \_\_\_\_\_ 5. Identify implications of living with another person.
- \_\_\_\_\_ 6. Identify factors that influence the decision to marry.
- \_\_\_\_\_ 7. Develop a personal and family life goal plan. (Assignment Sheet 1)
- \_\_\_\_\_ 8. Explore personal attitudes about single and married lifestyles. (Assignment Sheet 2)
- \_\_\_\_\_ 9. Distinguish between love and infatuation.
- \_\_\_\_\_ 10. Distinguish between the stages of a romantic relationship.
- \_\_\_\_\_ 11. Identify the adjustments that marriage requires.
- \_\_\_\_\_ 12. Rank factors of personal importance for a successful marriage. (Assignment Sheet 3)
- \_\_\_\_\_ 13. Identify the scope of marriage laws.
- \_\_\_\_\_ 14. Profile marriage laws and wedding customs. (Assignment Sheet 4)

## UNIT 4 — DESCRIBING THE FAMILY

- \_\_\_\_\_ 1. Identify functions of families.
- \_\_\_\_\_ 2. Match types of family structures to their descriptions.
- \_\_\_\_\_ 3. Identify potential substitutes for families.
- \_\_\_\_\_ 4. Select factors that put families at risk.
- \_\_\_\_\_ 5. Report about current and future issues affecting the family. (Assignment Sheet 1)
- \_\_\_\_\_ 6. Identify roles in families.
- \_\_\_\_\_ 7. Identify how family roles have evolved.
- \_\_\_\_\_ 8. Characterize families past and present.
- \_\_\_\_\_ 9. Distinguish among stages of the family life cycle.

## UNIT 5 — EXPLORING PARENTING

- \_\_\_\_\_ 1. Select reasons behind decisions about whether to be a parent.
- \_\_\_\_\_ 2. Distinguish among the types of parenthood.
- \_\_\_\_\_ 3. Interview parents about aspects of parenting. (Assignment Sheet 1)
- \_\_\_\_\_ 4. Identify financial responsibilities parents face when raising children.
- \_\_\_\_\_ 5. Calculate the financial cost of raising a child. (Assignment Sheet 2)
- \_\_\_\_\_ 6. Identify potential rewards, demands and adjustments of parenting.
- \_\_\_\_\_ 7. Identify basic characteristics of readiness for parenting.
- \_\_\_\_\_ 8. Identify criteria to consider when selecting a child care provider.
- \_\_\_\_\_ 9. Distinguish among methods of contraception.
- \_\_\_\_\_ 10. Identify parenting skills needed for guiding healthy child development.
- \_\_\_\_\_ 11. Explore personal attitudes toward and readiness for parenting. (Assignment Sheet 3)

## UNIT 6 — MAKING EVERYDAY LIVING DECISIONS

- \_\_\_\_\_ 1. Differentiate in the benefits of owning vs. renting a home.
- \_\_\_\_\_ 2. Determine criteria to use when selecting a place to live.
- \_\_\_\_\_ 3. Differentiate in the advantages and disadvantages of using credit.
- \_\_\_\_\_ 4. Classify cards that are used to make purchases.
- \_\_\_\_\_ 5. Match investment options to the correct description.
- \_\_\_\_\_ 6. Create a financial plan for retirement. (Assignment Sheet 1)
- \_\_\_\_\_ 7. Match health insurance options to the correct description.

- \_\_\_\_\_ 8. Determine criteria to use when selecting a car.
- \_\_\_\_\_ 9. Plan a family vacation. (Assignment Sheet 2).
- \_\_\_\_\_ 10. Determine factors to consider when planning meals.
- \_\_\_\_\_ 11. Plan a family's meals for one week. (Assignment Sheet 3)

## UNIT 7— RESPONDING TO FAMILY CHANGES AND CHALLENGES

- \_\_\_\_\_ 1. Identify changes and challenges that have a major impact on families.
- \_\_\_\_\_ 2. Determine the impact of aging on the family.
- \_\_\_\_\_ 3. Distinguish among housing alternatives available to older family members.
- \_\_\_\_\_ 4. Differentiate between benefits and challenges of multi-generation families.
- \_\_\_\_\_ 5. Determine how in-laws can have a positive or negative impact on families.
- \_\_\_\_\_ 6. Identify issues facing family members due to a death.
- \_\_\_\_\_ 7. Identify guidelines for handling personal grief due to loss.
- \_\_\_\_\_ 8. Rate personal ability to cope with change. (Assignment Sheet 1)
- \_\_\_\_\_ 9. Explore personal feelings and emotions about death. (Assignment Sheet 2)
- \_\_\_\_\_ 10. Identify resources for withstanding a crisis.
- \_\_\_\_\_ 11. Profile community resources for crisis management. (Assignment Sheet 3)
- \_\_\_\_\_ 12. Identify guidelines for facing a crisis.
- \_\_\_\_\_ 13. Profile a response to a crisis. (Assignment Sheet 4)

## UNIT 8 — FACING DIVORCE

- \_\_\_\_\_ 1. Identify common factors that contribute to problems in a marriage.
- \_\_\_\_\_ 2. Identify sources of communication problems in a marriage.
- \_\_\_\_\_ 3. Distinguish among responses to problems in a marriage.
- \_\_\_\_\_ 4. Determine what impact divorce can have on children and other family members.
- \_\_\_\_\_ 5. Determine what impact divorce can have on careers.
- \_\_\_\_\_ 6. Express views about divorce. (Assignment Sheet 1)
- \_\_\_\_\_ 7. Identify potential challenges in remarriages and stepparenting.
- \_\_\_\_\_ 8. Explore personal attitudes about divorce, remarriage and stepparenting. (Assignment Sheet 2)

## UNIT 9 — BALANCING FAMILY AND CAREER

- \_\_\_\_\_ 1. Determine the impact that careers can have on families.
- \_\_\_\_\_ 2. Identify challenges in balancing family and career.
- \_\_\_\_\_ 3. Select skills needed to balance family and career.
- \_\_\_\_\_ 4. Identify guidelines for balancing family and career.
- \_\_\_\_\_ 5. Develop a personal point of view on family and career issues. (Assignment Sheet 1)
- \_\_\_\_\_ 6. Profile the balance of family and career presented in the media and in literature. (Assignment Sheet 2)

## UNIT 10 — EXPLORING CAREERS

- \_\_\_\_\_ 1. Identify career opportunities in the field of family relations.
- \_\_\_\_\_ 2. Identify personal qualifications needed for careers in family relations.
- \_\_\_\_\_ 3. Arrange in order steps in making a career decision.
- \_\_\_\_\_ 4. Profile family relations careers in the community. (Assignment Sheet 1)
- \_\_\_\_\_ 5. Summarize personal interests. (Assignment Sheet 2)
- \_\_\_\_\_ 6. Profile career opportunities. (Assignment Sheet 3)
- \_\_\_\_\_ 7. Document skills and achievements toward career goals. (Assignment Sheet 4)