

A Guide for Educators

QuickSkills teach a range of important human development life skills. These skills enhance an individual's well-being in a variety of personal, family, work, and social situations.

UNIQUE DESIGN

Each of the coordinated information sheets in the QuickSkills series is an education unit:

- ◆ Written in an easy-reading style.
- ◆ Built around a single theme.
- ◆ Concentrated into a small amount of key information.
- ◆ Devised with an emphasis on practical application.
- ◆ Designed to encourage positive behavior change.
- ◆ Focused on the practice of specific skill builders.

HOW YOU CAN USE THESE INFORMATION SHEETS

QuickSkills are perfect for clientele who prefer material written in a very simple, direct and easy-to-understand manner. Each QuickSkill is a small educational unit of its own. You will find these information sheets ideal for a variety of educational opportunities such as:

- ◆ Men and women wishing to strengthen their work force opportunities and self-sufficiency abilities.
- ◆ In-home visits with clientele served through initiatives such as Kentucky State University's Family Development and Management Program, or the UK Expanded Foods and Nutrition Education Program.
- ◆ Mini-lessons offered before or after the main program of an educational club or civic group.
- ◆ As the weekly focus of a time-limited, small group learning experience.
- ◆ A weekly or monthly home study course in the form of mail-outs to targeted clientele.
- ◆ Periodic mailouts combined with written or phone feedback and occasional group education meetings.
- ◆ Newsletter inserts or attachments.
- ◆ Mass media avenues such as radio programs or TV spots.
- ◆ A sequence of easy-reading life skills mini-lessons placed on an Internet home page.



TEACHING LESS BETTER

Two or more of the QuickSkills information sheets can be used together as a series or as the basis of a more in-depth educational program. Remember, however, that the goal is to inspire the complete digestion and practical application of a small amount of skill-based information. Strive to present less information better. Encourage participants to think about, discuss, use, and generalize the core content.

In today's world it's easy to become overwhelmed with the explosion of information. As educators, sometimes we need to focus on presenting a small amount of well-chosen information, and do it so that important life skill practice changes result.

AN EMPHASIS ON APPLIED SKILLS

Each of the QuickSkills information sheets concludes with a series of "skill builders." The skill builders provide the user with an opportunity to apply the key information covered in the first part of the information sheet. The user is also encouraged to create and apply his or her own skill builders. As skill builders are practiced, positive behavior change ensues.

EVALUATING PROGRAM SUCCESS

Attached is a master sheet containing two half-page *Helping Us Serve You Better* follow-up evaluation forms. You can use these forms to determine if your clientele have used the QuickSkills information sheets to make positive life changes. The evaluation employs self-report to determine if:

- ◆ The person has used any skill builders;
- ◆ He or she has made positive changes in **thinking** (i.e., *understanding, attitude, aspirations*);
- ◆ The individual has actually **done** anything different that he or she considers an improvement (i.e., *practice change*).

A SMALL SAMPLE WILL DO

Remember that you only need to evaluate a small random sample of clientele who have used a given QuickSkills program. You can then generalize your findings to others who receive the same program. Collect evaluation information in person, over the phone, or by mail. Use the method that best suits your needs and the needs of those you serve.

INVOLVE YOUR CLIENTELE IN THE COMMON GOAL OF POSITIVE BEHAVIOR CHANGE

Your goal is to promote learning and positive behavior change among those you serve. When you present a QuickSkills information sheet, let your clientele know that this is your goal—to help them learn, and primarily to help them make life changes that they personally value.

Let them know that you may be following up with them to find out what positive changes they have made. This will help them stay focused and motivated so that they can better use what they learn to enrich their daily lives.



Sam Quick, Human Development & Family Relations Specialist. (1997) FAM-QS.100

Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of race, color, age, sex, religion, disability, or national origin.