

## **PERSONAL GROWTH AND DEVELOPMENT ACADEMY**

### **Module Descriptions**

This course helps paraeducators carry out self-appraisals, participate in the evaluation process, and plan for continued professional growth and development. The course covers stress-management strategies and using creativity and flexibility in dealing with problematic situations.

#### **Module A. Reflection and Personal History (3 hours)**

The paraeducator will:

- 1) Create his/her personal history.
- 2) Reflect on the personal history and how it affects relationships with students.
- 3) Reflect on the personal history and how it affects relationships with school professionals.

#### **Module B. Monitoring and Managing Stress (3 hours)**

The paraeducator will:

- 1) Identify sources of stress in the workplace.
- 2) Identify personal reactions to job-related stress.
- 3) Describe various ways to manage stress.
- 4) Make a personal plan for managing stress.

#### **Module C. Creativity and Flexibility (3 hours)**

The paraeducator will:

- 1) Recognize the mental blocks that inhibit creativity in the workplace.
- 2) Apply creative methods to manage problematic situations while expanding flexibility and fluency in thinking.
- 3) Make a personal plan for enhancing creativity and flexibility in the workplace.

#### **Module D. Planning for Continued Growth and Development (3 hours)**

The paraeducator will:

- 1) Conduct a self-analysis of job-related skills.
- 2) Identify areas in which development of skills or additional knowledge is desired.
- 3) Identify specific supervision needs in light of personal skills and needs.
- 4) Identify choices for training opportunities and recognize the advantages and limitations of each.
- 5) Create an action plan for personal growth and development.

#### **Module E. Participating in the Evaluation Process (3 hours)**

The paraeducator will:

- 1) Describe the need for systematic, planned, purposeful feedback regarding job performance.
- 2) Identify the relationship between duties listed on job descriptions and types of feedback needed.
- 3) Demonstrate use of self-evaluation methods.
- 4) Demonstrate effective ways of accepting and using constructive feedback from supervisors.
- 5) Design a personal plan for self-improvement based on job evaluations.