



COURSE SYLLABUS



Ashley Meredith, MSN

Almost Adulting Boot Camp

AABC-01 Creating Holistic Goals



@iridescentalchemyst



Creating Holistic Goals © 2023 by Ashley Marie-Iridescent Alchemyst



CREATING HOLISTIC GOALS

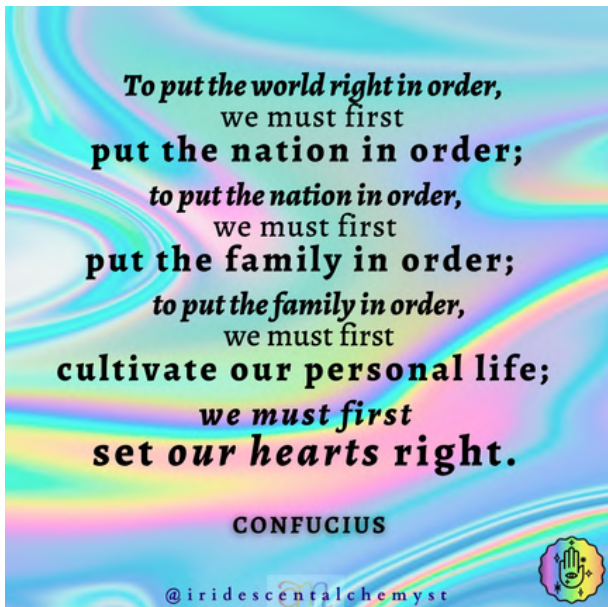
Course: AABC-01 Creating Holistic Goals
Delivery Format(s): HyFlex
Self-paced Module
+Virtual Instructor-Led Training
Day/Time: TBA
Hours: 10-15 hours total

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WELCOME! NAMASTE!

It is my sincere goal that when you have completed this course, you will report:

- *Self-Awareness, Acceptance*
- *Decreased anxiety, depression*
- *Emotional Intelligence*
- *Increased Confidence*
- *Closer Relationships*
- *Healthy behavior changes*
- *Work-life balance*
- *Professional Growth*
- *Increased Productivity*
- *Growth Mindset*
- *Hope for the future*
- *Overcoming Fears & Weaknesses*
- *Improved Decision Making*



LEARNING OBJECTIVES: KNOWLEDGE

Upon completing this course, you will have a greater understanding of:

- yourself as a person as evidenced by confident discussion of your personal strengths, needs, values, and areas of focus for improvement.
- holistic SMART goals as evidenced by ability to describe the components of and process for developing.
- emotional intelligence as evidenced by control and proper expression of emotions and correct interpretation of emotions in others.
- collaboration as evidenced by rapid improvement in personal and professional relationships.

SKILLS

Upon completing this course, you will demonstrate knowledgeable application of:

- self-assessment skills as evidenced by performing an objective and thorough analysis of values, needs, and current self-care practices.
- holistic SMART goals as evidenced by formulation of Specific, Measurable, Attainable, Relevant, and Timely personal goals.
- the collaborative process as evidenced by appropriate planning, strategic implementation, thorough monitoring and evaluation of plans, and adaptability in making adjustments to the plan.

ATTITUDE

Upon completing this course, you will:

- report notable improvement in interpersonal communications and relationships.
- report notable improvement in work-life balance and overall satisfaction.
- report ongoing progress with individual and group goals.

CREATING HOLISTIC GOALS

COURSE DESCRIPTION:

The process of setting holistic goals involves examining all aspects of a person's health and well-being. There is so much going on in the world today, and with the baggage of the past, it is difficult to know where to start and where to go from here!

Studies show that creating specific and time-bound goals for yourself drastically increases the likelihood that you will be successful. Based on the principles of Ikigai and Holistic Management, the self-assessment and reflection activities in this course will help you determine your values, passions, strengths, weaknesses, needs, areas for improvement, and resources available to you. These components are the foundation for creating your own personal holistic goals.

The coursework will guide you through the process of collaboration with a partner and/or group to determine your collective mission and values, and develop a plan with systems that accommodate and support each individual's goals as well. The groups missions, values, and comprehensive plan will provide direction for the group, criteria for monitoring progress, guidelines for communicating and troubleshooting, and protocols for re-evaluation and making adjustments.

COURSE PREREQUISITES:

This is an entry-level course designed for students aged 16 years and older.

It is recommended that you take this course with others in your life to gain the greatest benefit, but it is not required.

Completion of Pre-Assessment Anxiety-Stress-Depression test (See **Pre-Assessment**)

PRE-ASSESSMENT

To assist with course evaluation with regard to goals and learning objectives, participants are requested to complete the Anxiety-Stress-Depression test and submit a screenshot or general statement of their results to the instructor, but it is not required.

This brief, 30-question test is available online at: <https://www.idrlabs.com/anxiety-stress-depression/test.php>

A precourse survey is requested as well, to help me better help you succeed, and is available online at:

ACCESSIBILITY:

Accessibility involves needs that, when met, "enable participation in the course to the fullest—therefore they are wide-ranging and can be met in wide-ranging, creative ways." This course was designed to be completed on your own, as self-paced modules, with the option to participate in an online setting, or a face-to-face instructor-led group setting when available. Group work requires a shared commitment to each other's well-being and learning in the community space; it requires communication and negotiation and flexibility.

Additional resources and accommodations are available upon request. Please let me know if anything comes up that makes participation feel difficult or interferes with your learning, so we can troubleshoot your concerns privately and as a group, if necessary. Suggestions you have about making this class more accessible for you will potentially make it more accessible and inclusive for everyone.

DIVERSITY, EQUALITY & INCLUSION:

There is beauty in diversity that leads to strength and accomplishments. Everyone has the right and responsibility to build and maintain an safe and secure, comfortable atmosphere that supports the exchange of ideas, founded in principles of equality and inclusion. Consider this practice for real-world discussions about difficult topics.

Respect and compassion are required at all times.

Discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history) is illegal and will result in immediate removal from any and all face-to-face and remote group settings.

Collaboration, Is The Objective Not Compromise, Competition, or Avoidance

Collaboration: You and I work together to find an agreeable solution to the problem that meets the needs of both. Collaboration allows for differences and can be I win – you win, because we are willing to work together.

Compromise: You and I both give up part of what we want or need to settle the problem. In best case scenarios compromise can be "I win some- you win some." However it can also result in I lose – you lose, with neither person getting their needs met.

Competition: Either you or I will win, but not both of us. This is a form of fighting. As a result, "I win - you lose," because only one can win.

Avoidance: I ignore or refuse to acknowledge the existence of conflict. As a result, "I lose - you lose," because nothing can be done about it.

Photo Credit: Atina Difley

CREATING HOLISTIC GOALS

COURSE MATERIALS

- *Creating Holistic Goals* module
- *Creating Holistic Goals* workbook and/or notebook/journal
- Phone, tablet, laptop, or PC with high-speed internet access

ONLINE ACTIVITIES:

- Eysenck's Personality Inventory
- 16 personalities
- Emotional Intelligence Assessment
- DISC Workplace Personality Assessment

WORKBOOK ACTIVITIES: IN MODULE 1, WE WILL EXPLORE:

Mod ONE- KNOW THYSELF

- 1.1 Eysenck's Personality Inventory (EPI)
- 1.2 Personality Test
- 1.3 Current Resources

Mod TWO- KNOW THY VALUES & NEEDS

- 2.1 Celebration of Life
- 2.2 Ultimate Master List of Personal Values
- 2.3 Personal Values Reflection
- 2.4 Personal Values Inventory
- 2.5 Top Personal Values
- 2.6 Self Care Assessment
- 2.7 Self Care Needs
- 2.8 Primary Personal Needs

Mod THREE- KNOW THY GOALS

- 3.1 Self Care Goals
- 3.2 Quality of Life Statement
- 3.3 Personal Holistic Goals

Mod FOUR- KNOW THY TEAM

- 4.1 Emotional Intelligence
- 4.2 Workplace Personality

Mod FIVE- TEAMWORK MAKES THE DREAM WORK

- 5.1 Collaborate about values, goals
- 5.2 Define Roles and Responsibilities
- 5.3 Testing Actions and Decisions
- 5.4 Criteria Screen
- 5.5 Planning

IN MODULE 1, WE WILL EXPLORE:

- Your Current Resources
- Your Personality Type traits/characteristics
- Your Hobbies, Interests, Passions
- Your strengths and life purpose
- Your weaknesses and areas for improvement

IN MODULE 2, WE WILL EXAMINE:

- How values influence your decisions
- What values are most important to you
- Your personal needs
- Your self care practices
- Positive ways for meeting your needs
- How to write holistic SMART goals

IN MODULE 3, WE WILL DEVELOP:

- SMART self-care
- Your personal holistic goals

IN MODULE 4, WE WILL LEARN:

- The importance of Emotional Intelligence
- Workplace Personality Types

IN MODULE 5, WE WILL COLLABORATE ON:

- Establishing mutual group goals
- Systems for Accomplishing Goals
- Criteria for Monitoring Progress
- Planning for Re-evaluation and Adjustments

RESOURCES & ADDITIONAL READING

- Resources are listed at the end for those that prefer more guidance through the process or more information about the topics presented.
- A significant portion of this modules and the workbook are based on the work of Atina Diffley's Quality of Life tools; Diffley's work was largely based on the book *Holistic Management* by Allan Savory with Jody Butterfield. [Quality of Life Tools and Systems For A Healthy Farming Partnership](https://atinadiffley.com/quality-of-life-handouts/) (https://atinadiffley.com/quality-of-life-handouts/) by [Atina Diffley](https://creativecommons.org/licenses/by/4.0/) is licensed under [CC by 4.0](https://creativecommons.org/licenses/by/4.0/) (https://creativecommons.org/licenses/by/4.0/)
- Links provided for accompanying online activities are from 3rd party sites. I am not responsible for maintaining them. Hopefully they will remain free and available to the public. If not, please let me know so that I can provide updated links. You may also feel free to google the key words and find a different source, but I offer no guarantee that it provides accurate information.

CREATING HOLISTIC GOALS

SPECIAL CONSIDERATIONS:

- It can be helpful to do this work as a group with someone leading the group through the steps, but it's important to hold group discussions until everyone has defined his/her own goals.
- Often, sharing personal experiences can enrich a discussion. It is important to me that this decision remains yours. Do not feel pressured to disclose if it makes you uncomfortable. How, when, and indeed if you bring in something from your own life is up to you.

ASSIGNMENTS & GRADING:

- The assignments in this course are not graded.
- There is no graded test for this course. Applying these concepts in your life is the test.
- As previously discussed, individuals are requested to complete the Anxiety-Depression-Stress test.
- A survey is available online for course and instructor specific feedback.

COMMUNITY STANDARDS:

- Approach ideas with a growth mindset (I can't do this...YET! It won't work... YET!)
- Respond to and challenge ideas, not people
- Be brave and take risks, participate, try things
- Be kind and mindful of the words and tone you use (e.g., nonverbal cues, humor, and sarcasm do not translate well online); invite others to help you learn to be more inclusive.
- Take responsibility for the impact of your comments and actions, regardless of intent.
- Respect the visual space (Please refrain from displaying inappropriate or distracting images that have the potential to disrupt learning)
- Take a moment when you need to think. We will be discussing difficult and sometimes personal concepts.

ZOOM NETIQUETTE:

- Take a bathroom break before you sit down.
- Arrive 5 minutes early to Zoom sessions to log in and test your audio and video, so sessions can begin on time. Come prepared with the materials you will need.
- Keep your microphone muted unless speaking to reduce background noise.
- It's okay to sip on a beverage but save your meals or snacks for later.
- If possible, show video, especially when speaking.
- Position your camera appropriately and maintain eye contact.
- Avoid multitasking and stay focused on the task at hand.
- Take a moment make sure your name is correctly displayed.
- Enable your Zoom group chat panel and "reactions" such as raise hand, yes/no, thumbs up/down.
- If you need to step away from the meeting for a moment, please use the chat to let one of the facilitators know (e.g., Be Right Back (BRB)) so we know you are OK.