



# Team Leader Handbook

## MY JOURNAL



## (Listening & Speaking - M1C03)





# Welcome

**You are very welcome to the programme**

**“Making my Community Inclusion Action Plan”.**

**You are the TEAM LEADER in this programme and your staff is the  
TEAM PARTNER.**

**As part of this learning you will be completing the FETAC Level 1 Minor  
Award – Listening & Speaking (M1C03). You will be supported through  
every step of the learning experience by your Team Partner.**

**We look forward to going through this journey with you!**

**Kindest Regards,**

*Emma Butler*  
*S.O.S. (Kilkenny)*

*Lorraine O'Toole*  
*WALK (Dublin)*

*Colin Maher*  
*CWCW (New Ross)*

## COMPONENT DETAILS

<b>TITLE:</b>	<b>Listening &amp; Speaking</b>
<b>AWARD TYPE:</b>	<b>Minor</b>
<b>CODE:</b>	<b>M1C03</b>
<b>LEVEL:</b>	<b>1</b>
<b>CREDIT VALUE:</b>	<b>5</b>
<b>PURPOSE:</b>	<b>The award recognises elementary knowledge, skill and competence in communications, focusing on listening and speaking.</b>

**LEARNING OUTCOMES:**          Learners will be able to:

#	Specified Learning Outcomes:	Addressed:
1.	Listening to obtain information e.g. about community inclusion course and making choices / decisions.	Meeting before coming to the Community Inclusion Course. Discuss what Community Inclusion means and about making choices / decisions.
2.	Follow clear succinct instructions in familiar contexts e.g. work with your team partner on an ACTIVITY during a group work session.	Workshop 2 – Marooned.
3.	Explore ideas and new vocabulary that is relevant and appropriate to a personal situation e.g. Meaning of words: community, inclusion and socially valued roles.	Homework after Workshop 2 – “Terms”.
4.	Interact appropriately in a narrow range of formal and informal social situations e.g. taking your turn in a group discussion about Friendship and listening to other speakers.	Workshop 3 – Friendship.
5.	Express opinions, facts and feelings in response to familiar and/or personal situations e.g. any meeting that you have with your Team Partner to make decisions for your future.	In your own time meet with your Team Partner to make decisions for your future.
6.	Communicate about the past, present and future activities e.g. at the end of the course (after workshop 5) let your Team Partner know how you felt about: <ul style="list-style-type: none"> <li>▪ Taking part in the course.</li> <li>▪ How you feel about making your ACTION PLAN for your future.</li> </ul>	In your own time after the end of course, work with your Team Partner to communicate your views / feelings.

## LISTENING/SPEAKING

My name is  and I am the TEAM LEADER.

I am doing a course called “COMMUNITY INCLUSION”.



This is my JOURNAL for the Listening and Speaking Module.

My TEAM PARTNER is .



**TEAM LEADER (ME)**



**MY TEAM PARTNER**

**S.L.O.No: 1 : Listening to obtain information e.g. about community and making choices / decisions.**

Take part in a chat with your Team Partner about  
**COMMUNITY INCLUSION and MAKING CHOICES AND DECISIONS.**

Your Team Partner can help you write down the information you listened to and learned (if you wish).



**What I heard and learned today was:**

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**Photographs / Pictures:**



Photographs



Pictures



Writing

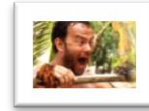
**S.L.O.No: 2 : Follow clear succinct instructions in familiar contexts e.g. work with your Team Partner on an ACTIVITY during a group work session.**

With Support from your Team Partner (Staff), take part in a group work activity.

**Your Team Partner can help you write down the information you listened to (if you wish).**



# MAROONED



**(GROUP ICE-BREAKER, TEAM BUILDING EXERCISE, COMMUNICATION AND PEOPLE SKILLS EXERCISE)**



TEAM LEADER

IF I WAS MAROONED ON A DESERT ISLAND I WOULD PICK  
THESE 2 PEOPLE TO BE WITH ME:

1. \_\_\_\_\_ BECAUSE: \_\_\_\_\_

2. \_\_\_\_\_ BECAUSE: \_\_\_\_\_



PARTNER

IF I WAS MAROONED ON A DESERT ISLAND I WOULD PICK  
THESE 2 PEOPLE TO BE WITH ME:

1. \_\_\_\_\_ BECAUSE: \_\_\_\_\_

2. \_\_\_\_\_ BECAUSE: \_\_\_\_\_



Remember your basic needs such as food, shelter, warmth.

Remember your bigger needs such as love, company, social, emotional



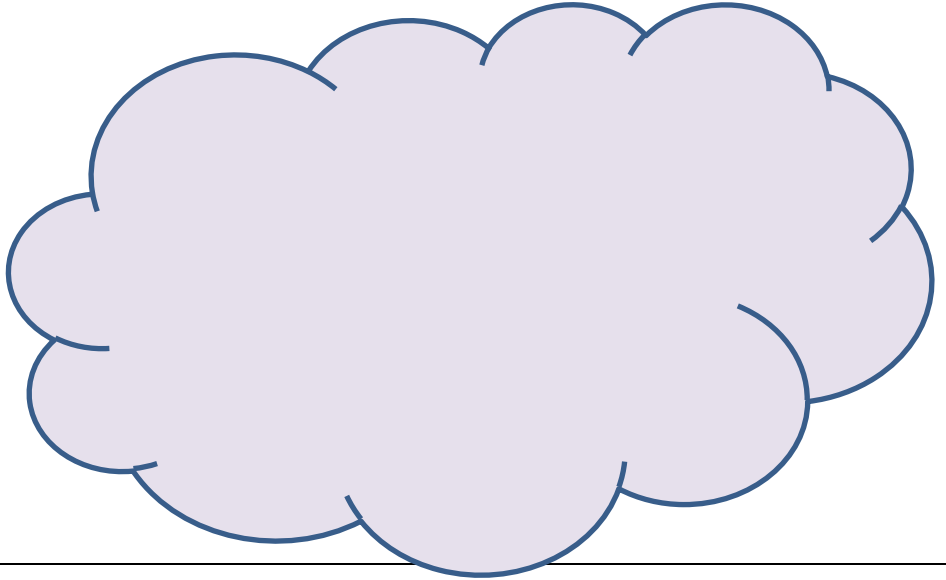
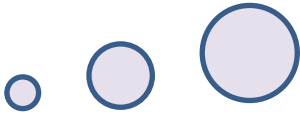


**S.L.O.No: 3 :** Explore ideas and new vocabulary that is relevant and appropriate to a personal situation e.g. meaning of words: **COMMUNITY, INCLUSION** and **SOCIALLY VALUED ROLES**.

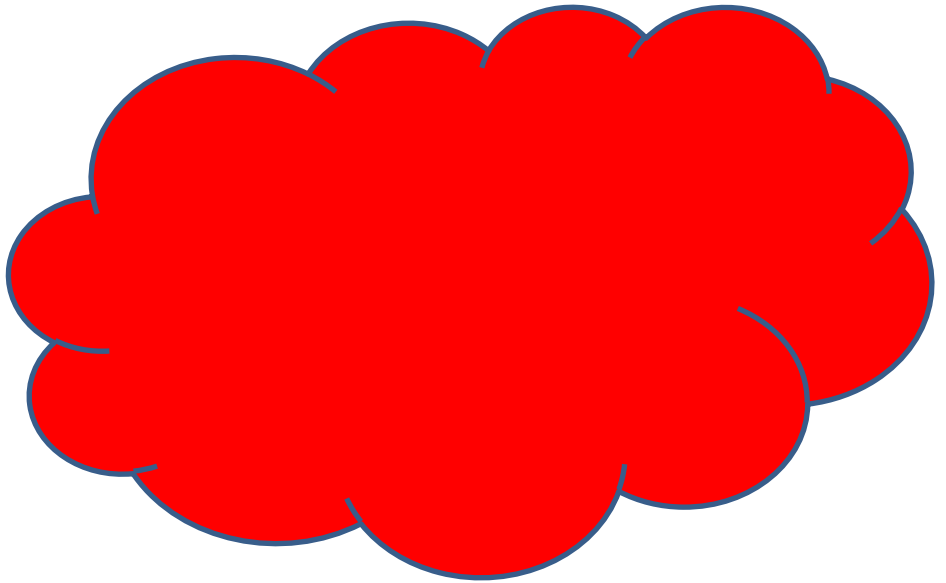
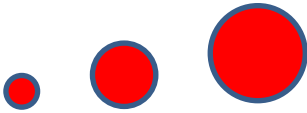
*Your Team Partner can help you write down the information you listened to and learned (if you wish).*



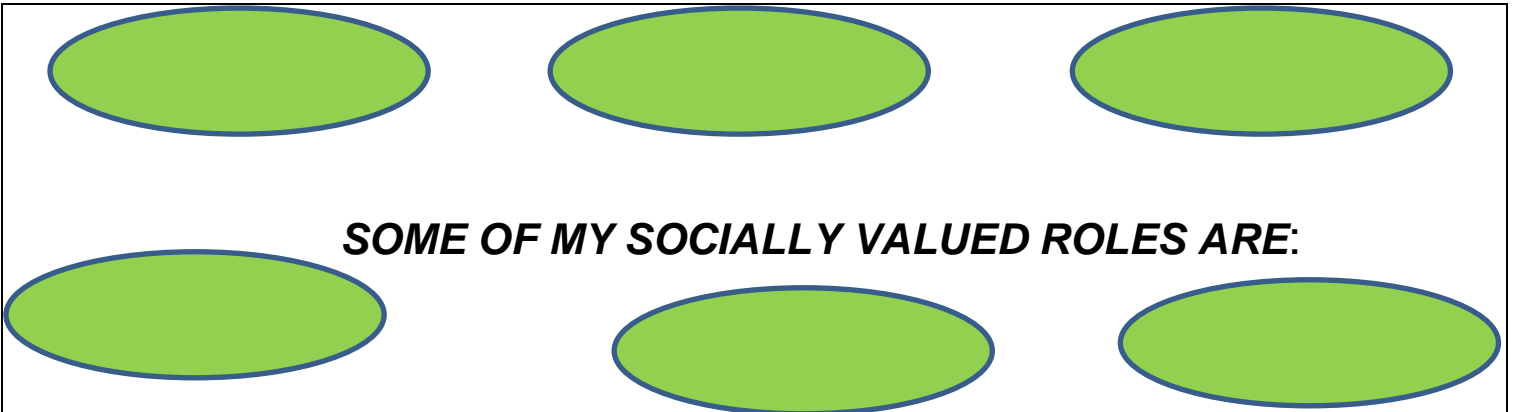
I THINK  
**COMMUNITY** MEANS:



I THINK  
**INCLUSION** MEANS:



**SOME OF MY SOCIALLY VALUED ROLES ARE:**





# FRIENDSHIP



1. Who is your best friend?

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2. How long have you known your friend?

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3. Where did you meet your best friend?

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4. Why is this person your best friend?

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5. What do you do together?

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6. When do you see your best friend?

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7. Do you spend time at the weekend together?

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8. Do you spend time in the evenings together?

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9. Would you like to make new friends?

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10. How do you make new friends? \_\_\_\_\_



11. Where would you make new friends? \_\_\_\_\_

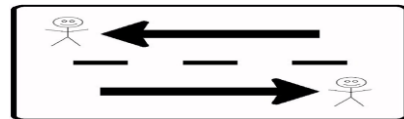


12. If you meet someone for the first time, are they a friend? \_\_\_\_\_



13. How can you get to know someone over time? \_\_\_\_\_

**Friendship is a 2 way street**



\* Do you ever phone your friend?



\_\_\_\_\_

\* Do you ever buy a gift for your friend?



\_\_\_\_\_

\* Do you ever visit your friend in the evenings/weekends?



\_\_\_\_\_

\* Does your friend ever phone you?



\_\_\_\_\_

\* Does your friend ever buy a gift for you?



\_\_\_\_\_

\* Does your friend visit you in the evenings/weekends?



\_\_\_\_\_

Would you like a phone call, a gift and/or a visit from your friend? \_\_\_\_\_

How would it make you feel? \_\_\_\_\_

**S.L.O.No: 5 :** Express opinions, facts and feelings in response to familiar and/or personal situations e.g. any meeting that you have with your Team Partner to make decisions for your future.

With Support from your Team Partner (Staff), have a meeting to talk about your future plans.

**If you wish your Team Partner can help you write down the information.**

**Meeting Date:**

**Meeting Time:**

**Meeting Place:**

**What was the meeting about:**



**Meeting about my decisions for my future:**

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**Photographs / Pictures:**

**S.L.O. No: 6 :** Communicate about the past, present and future activities e.g. at the end of The course (after workshop 5) let your Team Partner know: how you felt About:  
1 How you felt about taking part in the course and  
2 How you feel about making your ACTION PLAN for your future.

With Support from your Team Partner (Staff), have a meeting.

**If you wish your Team Partner can help you write down the information.**



**How I felt about taking part in the course:**

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**How I feel about making my ACTION PLAN for my future:**

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Photographs



Pictures



Writing

