ASB **COMMITTEE** Reflection **TRACKING FORM**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

What Projects have you **completed** so far this Semester?

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List the Criterions reflected on to date (reminder **6**/8 **meets** standard **8**/8 **exceeds** standard):

1. **Communication Skills** Total Points to date (/8):\_\_\_\_\_\_\_\_\_\_

Circle components met:

* + A B C D E
1. **Group Processes**  Total Points to date (/8):\_\_\_\_\_\_\_\_\_\_

Circle components met:

* + A B C D E F G H I
1. **Managerial Skills**  Total Points to date (/8):\_\_\_\_\_\_\_\_\_\_

Circle components met:

* + A B C D E F G
1. **Self-Awareness** Total Points to date (/8):\_\_\_\_\_\_\_\_\_\_

Circle components met:

* + A B C D E F
1. **Human Relation Skills**  Total Points to date (/8):\_\_\_\_\_\_\_\_\_\_

Circle components met:

* + A B C D E

What Projects are you planning or working on for the rest of the Semester?

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What Criterions are you still planning to meet this Semester?

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**Criterions**

1. Communication Skills

Components:

* + - 1. Improve speaking skills in small or large groups.
			2. Improve listening skills in small or large groups.
			3. Improve group skills necessary to get others to listen.
			4. Increase poise while working in groups.
			5. Increase awareness of the importance of public relations.
1. Group Processes

Components:

* + - 1. Increase their awareness and effectiveness in group processes and skills as they apply to various situations.
			2. Increase their understanding of different leadership styles as they apply to various situations.
			3. Increase their understanding of concepts of conflict resolution.
			4. Increase their ability to apply effective motivation and involvement techniques.
			5. Increase their understanding of appropriate group decision-making processes.
			6. Increase their understanding of effective goal setting.
			7. Increase their understanding of the importance of identifying and utilizing available resources.
			8. Increase their understanding of the concepts of group dynamics.
			9. Increase their understanding of appropriate evaluation and/or debriefing techniques.
1. Managerial Skills

Components:

* + - 1. The essential elements necessary in planning, conducting and evaluating meetings, skits, assemblies, fundraisers, and other projects.
			2. Various problem-solving techniques.
			3. The value of delegation of authority, involvement techniques, and methods of motivation.
			4. The principle of chain of command.
			5. Time management, task analysis, and pre and post time lining.
			6. Respect for established procedures, legal parameters, and financial and budgetary management.
			7. Various goal setting and prioritization techniques.
1. Self – Awareness

Components:

* + - 1. Increase their self-esteem and self-concept through an increased understanding and awareness of self.
			2. Increase their understanding of self through, self-inventory, values clarification, goal setting and evaluating experiences.
			3. Increase their skills in areas of assertiveness, risk-taking, conflict resolution, and time management.
			4. Increase their self – help skills in areas of stress management, coping with failure/success, and dealing with criticism/praise.
			5. Time management, task analysis, pre and post time lining.
			6. Respect for established procedures, legal parameters, and financial budgetary management.
1. Human Relation Skills

Components:

* + - 1. Increase their understanding of the values of positive reinforcement, trust, and honest communication.
			2. Increase their awareness of social, cultural, ethnic, and racial diversity, and develop strategies to promote respect and acceptance of diversity.
			3. Increase their understanding of techniques used to develop positive school and community climates.
			4. Increase their understanding of the lonely/alienated students and ways to increase their sense of belonging.
			5. Increasing their awareness of good sportsmanship and the ways it can be generated.