

A. Division: Educational Services

Date: December 3, 1996

Subject and Course Number:

Name of School and Division: _____

Name of Teacher: _____
Name of Student: _____

P. Course Content

Complete Form with Entries Under the Following Headings: O. Course Objectives
Q. Method of Instruction; R. Course Evaluation

O. COURSE OBJECTIVES

- 1. To develop time management and set personal goals.
- 2. To practice self-awareness in terms of their abilities, knowledge, skills and values

and values
 demonstrate mature workplace communication skills
 develop an awareness of the expectations of employees
 circumstances

P. COURSE CONTENT

- 1. Developing a personal work plan - goal setting.
- 2. Self assessment using student personal profile
- 3. employer expectations
- 4. Time management - work habits and behaviours.
- 5. mature workplace communications skills.

Q. METHOD OF INSTRUCTION

- 1. Instructor presentation.
- 2. Class discussions.
- 3. Guest employers.
- 4. Self awareness exercises.
- 5. Role playing problem solving situations.
- 6. Written assignments

R. COURSE EVALUATION

Progress will be monitored on a regular basis by the instructor in consultation with each student and evaluation of _____

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