



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

<p>A. Division: Educational Services</p> <p>B. Department / Program Area: Student Development</p>	<p>Date: September 2004</p> <p>New Course <input type="checkbox"/> Revision <input checked="" type="checkbox"/></p> <p>If Revision, Section(s) Revised: C, I, J</p> <p>Date Last Revised: May, 2003</p>	
<p>C: LWTP 0101</p> <p>Subject & Course No.</p>	<p>D: Light Warehouse Training Program</p> <p>Preparing for the Warehouse Environment</p> <p>Descriptive Title</p>	<p>E: 2</p> <p>Seme</p>

N: Course Content:

1. Developing self-awareness with a focus on finding the correct job match.
2. Developing self-esteem and a positive attitude to career development.
3. Effective communication as a tool for developing teamwork skills.
4. Problem solving in both personal and professional situations.
5. Anger management.
6. Conflict resolution, with particular focus on the work environment.
7. Assertiveness as a tool for job survival and career development.
8. Stress and time management.

O: Methods of Instruction

Instructor Presentation
Class Discussion
Videos
Guest Speakers
Role Play

P: Textbooks and Materials to be Purchased by Students

Nil. Topic relevant material will be provided in handout form throughout the course.

Q: Means of Assessment

A mastery model of ongoing evaluation will be used. A student will have completed the course when he/she has demonstrated through satisfactory completion of exercises and assignments that the course objectives have been achieved. Where formal tests are used mastery will be defined as a score of 70% or more.

The instructor in consultation with each student will monitor progress on a regular basis. The student will be expected to maintain regular attendance and progress,