



M: Course Objectives / Learning Outcomes :

To increase student self-confidence, self-awareness, assertiveness, problem solving and interpersonal skills. Student will demonstrate by class discussion and role-play an understanding of work place expectations and be able to apply the skills learned.

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: