



Advanced Employability

Course Outline



Advanced Employability Module 4

Title of Module: Advanced Employability	Duration: 15 Hours	Difficulty: 1-2-3
<p>Session Objectives: Trainees should demonstrate the following post training:</p> <ul style="list-style-type: none"> -An overall improvement in communication skills as an individual leader within the of a team; -An overall improvement in communication skills with the leader of a team; - An ability to solve work place problems as they arise; - Establishment of methods to maintain productive and harmonious team relationships; - An understanding of the difference between managing and leading; - An improvement in self-leading/self-management; - An improvement in critical thinking skills in sending and receiving messages; - An ability to use a range of technological & organizational skills for workplace communication; - An ability to employ listening and responding skills adapted to different communication contexts and illustrate tolerance and understanding in doing so without illustrating an abuse of power; - Development of a respect for the ethical codes that govern discourse: tolerance for reasonable differences of opinion; the preference for civility; the willingness to put evidence and arguments to test of rationality; and the fostering of interpersonal values that open and maintain channels of communication. 		

***NB:** The difficulty levels in the table illustrate the level of difficulty for the sample module with beginner (1), intermediate (2), and advanced (3) levels of experience with the topics. Each module can be adapted to all 3 levels by altering the methodology (higher or lower complexity level) for each lecture topic, but the elements for the lecture remain the same.

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Elements to be Addressed:	Topic Plan:
Day 1 Introduction: Introducing the Module - Pre-Test -Pre course discussion of personal objectives, needs, and expectations	- Lecture: Trainer, Module, & Pre-test introduction - Application: Pre-test of module knowledge
Day 1 Lecture Topic 1: Negotiation Skills -Conflict and negotiation: resolving conflict, conflict management and negotiation, agree to disagree, - Principles of negotiation -Techniques of negotiation - Strategies of negotiation	- Lecture: The Fundamentals of negotiation and 3 approaches to resolving disputes - Discussion 1: Discussion on lecture and how negotiation has diffused a stressful situation or conflict before - Worksheet: Negotiation Checklist - Discussion 2: Discussion on the checklist and how to use it - PPT: Power and Negotiation, and Untapped power - Discussion 3: What role does power play in negotiations - Video 1: Never Split the Difference (Chris Von TedX) - Discussion 4: Video 1 discussion - Video 2: Harvard Principles of Negotiation - Discussion: Video 2 - Worksheet: Terms of Negotiation - Case: Negotiation Case Study
Day 2 Lecture Topic 2: <i>Strategic thinking</i> - Essential Skills to hone & apply - Balance agility and consistency - Don't say it...do it! - Spotting trends, looking forward and when to zoom in and zoom out. - Blue Oceans & the power of 'No' -Creative culture	- Lecture: The Essential Skills - Discussion 1: Discussion on lecture and how strategic thinking can change our workplace environment and our overall performance at work - Worksheet 1 : Don't Say it...Do it! - Worksheet 2 : 7 Pillars of Strategic Thinking - Discussion 2: Discussion on the pillars and how to use them - PPT: Spotting Trends in the future and when to zoom in and when to zoom out - Discussion 3: Spotting trends and the reality of this in a stressful environment. Where do we look to spot a trend? And what trends are profits and what trends are losses?

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<p>Lecture Topic 3: Leadership</p> <ul style="list-style-type: none"> -Motivation, Leadership & Teams - Foundation for performance - Leadership & becoming a leader - Teams and performance - Effective Teams <p>Conclusion: Concluding the Module</p> <ul style="list-style-type: none"> - Post-Test -Reflection/discussion of whether or not personal objectives, needs, and 	<ul style="list-style-type: none"> -Video 3: Working backwards to solve a problem -Discussion 4: Video 3 discussion - Group Case: Strategic Thinking - Presentation of Group Case <ul style="list-style-type: none"> - Lecture: Motivation –Leaderships and Teams...how are these related? -Discussion 1: Discussion on lecture and leadership. Do we all have leadership abilities? Do we all have a responsibility to be a leader? Video 4: Stop Managing, Start Leading -Discussion 2: Discussion on Video -PPT: Teams, Performance, and Effective Team Leadership - Discussion 3: What role does effective leadership play on team dynamics when the team is a temporary team? -Case Study: Leadership <p>Introduction to the post test and diffusion of worries that this is not a typical assessment.</p> <ul style="list-style-type: none"> - Reflection of what was learned, what wasn't, and what the group feels that they would like to know more about or expand on if an opportunity arose for another workshop on a similar topic.
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expectations were met or exceeded and how such a course can be applied in the future.	
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Materials Needed:	Learning Activities:
LCD Projector (Physical presence) Laptops or desktops for students Worksheet printout (Physical presence) Pre-Test and Post-Test printouts (Physical presence)	Worksheet: Negotiation Checklist Worksheet: Terms of Negotiation Case Study: Negotiation Case Study: Leadership Worksheet: Phrases to use to improve - Worksheet Don't Say it...Do it! Worksheet 7 Pillars of Strategic Thinking Strategic Thinking Group Case: Strategic Thinking Presentation on Strategic Thinking
Assessments:	
Pre-Test & Post-Test	
Video Links:	
Video 1: https://www.youtube.com/watch?v=MjhDkNmtjy0 Video 2: https://www.youtube.com/watch?v=RfTaIFeEKKE Video 3: https://www.youtube.com/watch?v=v34NqCbAA1cideo Video 4: https://www.youtube.com/watch?v=d_HHnEROy_w	