

Course Name: RWT 1402 (BIM)
Transferable Skills Training Syllabus
Fall 2019



Instructor/Facilitator:

Phone:

Email:

RW2 Catalog, Handbook, Syllabus: <https://www.clec-education.com/resources/>

Participants must notify the instructor of any absence or attendance matters

Contact/Instructional hours: 18 hrs.

Session Schedule Day: RWT, 9:00 AM – 9:45 AM, Tuesday and Thursday

Session Schedule Evening: RWT, 6:00 PM – 6:45 PM, Tuesday and Thursday

Course Description: The transferable skills course immerses participants in interactive and engaging learning experiences to introduce or reinforce key 21st Century skills for effectiveness in life and work. Varieties of instructional methods are used including situational and competency-based learning activities to deepen engagement and retention.

Objectives:

- Identify individual strengths, challenges and needs that promote or detract from resiliency
- Understand concepts of financial wellness as well as how to achieve and maintain it
- Demonstrate the use of the rational decision making model when solving problems
- Identify cultural variables that can interfere with clear communication and professional behavior
- Identify behaviors that are critical when working in a team environment
- Analyze and critically evaluate ideas, arguments and data
- Understand and apply strategies for conflict management to resolve differences in ways that build trust and confidence.
- Practice the interpersonal skills needed to build collaborative relationships
- Identify cues that characterize nonverbal communication
- Interpret situations, and identify appropriate professional behavioral responses
- Prepare the documents as well as the person for the employment process
- Understand all forms of conduct that derail respect, including incivility, abusive behavior and unlawful harassment

Required Resources: - Notebook, pencil and/or pen. Computers provided on-site for learning activities requiring computer usage.

Instructional Methods and Strategies

The curriculum employs a variety of instructional methods that support the objectives;

while fostering individual resiliency, transferable and soft skills, customer service, and employability skills.

To implement the objectives different instructional and assessment methods are used including but not limited to training-style sessions, collaborative and cooperative learning experiences, case studies, situational and competency-based learning experiences, discussions, demonstrations, individual or group presentations, and panel presentations. Whether assignments are graded or ungraded, participants are also regularly assessed using the Resiliency at Work Readiness Rubric[®]. (Separate hand-out.)

This variety of learning and assessment methods respect different learning styles, deepens engagement in learning, and allows participants to maximize learning opportunities.

DATE	Session Topic	Titles
9/10	Business Ethics	Business Ethics: What Employees Need to Know
9/11		<i>DISCUSSION & APPLICATION</i>
9/17	Time Management	How to Manage Time Wisely
9/18		<i>DISCUSSION & APPLICATION</i>
9/24	Teamwork	Working with Others to Get Things Done
9/25		<i>DISCUSSION & APPLICATION</i>
10/1	Cultural Responsiveness	Workplace Diversity for Employees
10/2		<i>DISCUSSION & APPLICATION</i>
10/8	Critical Thinking	Critical Thinking for Employees
10/9		<i>DISCUSSION & APPLICATION</i>
10/15	Interpersonal and Communication	Communicating Up: How to Talk to High-Level Management
10/16		<i>DISCUSSION & APPLICATION</i>
10/22	Conflict Resolution	Dealing with Workplace Change: What Employees Need to Know
10/23		<i>DISCUSSION & APPLICATION</i>
10/29	Organizing and Planning for Success	Organizing and Planning for Success: What Employees Need to Know
10/30		<i>DISCUSSION & APPLICATION</i>
11/5	Workplace Respect	Preventing Sexual Harassment
11/6		<i>DISCUSSION &</i>

		<i>APPLICATION</i>
11/12	Negotiating Skills	Negotiating Skills for All Employees
11/13		<i>DISCUSSION & APPLICATION</i>
11/19	Professionalism	Preparation for Professionalism Session
11/20		PROFESSIONAL PANEL
11/26		Closed
11/27		Closed
12/3	Stress Management/CPR	Stress Management
12/4		DISCUSSION & APPLICATION

Assessment Criteria	Weight
Attendance	20%
Timeliness (arrival & departure)	25%
Participation	25%
Assignment Completion	30%
Total	100%

Grading Scale: A= 100-90, B= 89-80, C= 79-70, D= 69 – 60, F= 59 & below

Attendance: Attendance is evaluated on a session-by-session basis. It is important that participants attend every session, lab, presentation, and field trips when provided.

Participants may be subject to being dropped or withdrawn for missing three (3) consecutive sessions or a total of six sessions. (See RW2 Catalog for more details.) Coming to sessions late or leaving early may be counted as half (½) of a missed session. Participants must notify the instructor of any absence or attendance matters.

Any participant deciding to drop or withdraw from the program is responsible to email or fill out a hard copy of the appropriate paper work with an RW2 staff member.

Assignment Completion: The majority of learning activities are structured to be completed in the class session. Any, deadlines for homework will be given by the instructor.

Incomplete Work: The Incomplete grade, or “I” grade, is a temporary grade designed for participants who, because of documented illness or other documented circumstance beyond their control, are unable to complete their program within the start and end date of the program. A participant must have completed at least 75 percent of the program with a grade average of “C” or better and have good attendance, before the end of the program.

The participant must meet with the instructor to prepare an Incomplete Grade Contract and make arrangements to complete the course on or before the time agreed upon or, if granted, in the appropriate subsequent program session. If the participant does not complete the program work by the established deadline, the instructor will change the “I” to the letter grade stipulated in the contract. Incomplete grades

not converted to a letter grade by the instructor as stipulated in the contract will automatically become an “F”.

Educational Integrity/Honest: Every participant is expected to follow the Program’s regulations and guidelines relating to academic honesty. Please refer to the Participant Handbook.

Educational Dishonesty includes any or all of the following as applicable:

1. Plagiarism - the intentional use of the ideas or words of someone else as the participant’s own work, e.g. assignment.
2. Cheating during examinations and assessments, whether by copying from another participant or by using information in the form of unauthorized aids brought to the examination or assessment is prohibited.
3. Submitting the work for any assignment that was done by another participant or other person is prohibited.
4. Submitting the same work in more than one program or session to fulfill the requirements in another program or session, without prior approval of both instructors is prohibited.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work and for attendance is prohibited.

Disciplinary measures will be taken for any participant suspected of educational dishonesty. At no point in this program is it acceptable for a participant to submit someone else’s work as their own, or use the ideas of someone else as their own. It is also unacceptable for a participant to share his/her own work with another participant. Any incidence of cheating will result in a grade or score equivalent to an “F” for the work.

American with Disabilities Act: In compliance with the American with Disabilities Act, RW2 makes every attempt to provide equal access for persons with disabilities. If you need an accommodation due to a disability, please contact an RW2 staff member at 816-875-0111. (See the RW2 catalog for more details.)

Code of Conduct

Participants are expected to conduct themselves in a manner consistent with the purpose of the program. Conduct deemed unacceptable toward maintaining a proper education and training environment will subject the participant to the Program’s disciplinary action. The Code of Conduct is outlined in the Participant Handbook.

Sexual Harassment:

Sexual harassment is prohibited by Federal and State law, as well as RW2’s policy. If you feel that you have been subjected to sexual harassment, please discuss this with the Program Administrator. (See the RW2 catalog for more details.)

Grievance Procedure: When a participant feels his/her rights or freedoms have been violated, he/she has the right to use the grievance procedure to seek recourse. The Resiliency at Work 2.0 grievance procedure is outlined in the catalog.

Program Closures Due to Inclement Weather: In the event of inclement weather, notices of closing, late starts, etc. will be communicated through email and/or through recorded messages on the Program phone line: 816-875-0111. **Please note that evening and Saturday sessions may still be open even if day sessions are cancelled.**

Computer and Computer Technology Usage: All computers used in the RW2 program must be strictly in support of and for acceptable education and training purposes. It is not acceptable to use any computer at any of the RW2 program sites for purposes, which violate any federal law or state law. It is not acceptable to use any computer at RW2 program sites in a manner that is harmful or harassing, including accessing sexual materials on the Internet. It is not acceptable to use any computers at RW2 program sites in a manner that disrupts network use and service. It is not acceptable to use any computers in the RW2 program for commercial activities, such as, but not limited to, commercial solicitation of business.

It is the responsibility of the computer user to comply with the above these and other regulations. Reported violations of these policies may result in disciplinary action and the participant may subject to forfeiture of their computer use privileges. (See the RW2 catalog for more details.)

Cell Phones: During program sessions, pagers and cell phones should be on silent mode and put away. Participants are not allowed to take or return calls or pages during sessions.

Smoking Policy: RW2 abides by the policies of the facilities where the programming is offered. The facilities where RW2 holds programs are “SMOKE- FREE” facilities. **If smoking is permitted at a program site,** participants will be informed by an RW2 staff member about any designated areas.

The instructor and RW2 administration reserve the right to update the syllabus to meet programmatic and session objectives.

