

Course Name: RWT 1501
Transferable Skills Training for BIM
Syllabus – 2020/2021



RESILIENCY AT WORK 2.0®

rw2.moodlecloud.com – Online Course Link

www.rw2.education

team@rw2.education

Instructor/Facilitator:

Phone:

Email:

Session Schedule (Day): Monday - Thursday, 9:00 AM – 9:45 AM

Session Schedule (Evening): Monday - Thursday, 6:00 PM – 6:45 PM

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

Other Required Resources:

-Computer with Internet connection, camera and audio capabilities.

-Three-ring binder to organize notes, hand-outs, assignments, etc., paper, pencil, pen

Drop Period: The first week of the Program is the drop period. See refund policy in the catalog.

Withdraw Period: Any decision to discontinue the Program weeks two to seven. See refund policy in the catalog.

Course Description: This advanced transferable skills course immerses students in interactive and engaging learning experiences to introduce or reinforce key 21st Century skills for effectiveness in life and work. A variety of topics, reflecting the following objectives, are offered at different times. Different instructional methods are used to respect different learning styles.

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

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, students 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 students to maximize learning opportunities.

DATE	Session Topic	Titles
	Leadership Skills	Negotiating Skills for All Employees
	Time Management	Time Management Skills for Employees
	Teamwork	Working with Others to Get Things Done Training Course
	Cultural Responsiveness	Workplace Diversity for Employees
	Problem Solving	Critical Thinking for Employees Training Course
	Interpersonal and Communication	Communicating Up: How to Talk to High-Level Management
	Conflict Resolution	Dealing with Workplace Change: What Employees Need to Know
	Business Ethics	Business Ethics: What Employees Need to Know
	Workplace Respect	Preventing Sexual Harassment
	Interviewing, Resumes	Interviewing/Resume Writing
	Professionalism Session	Business and industry representatives panel

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: Regular attendance and punctuality are essential life and workplace skills; therefore, students are expected to attend all sessions as scheduled whether technical or transferable/soft skills, in person and/or online. Instructors maintain daily records of attendance - absences, tardiness, and leaving early. Students who miss excessive session time are subject to be removed from the Program.

Attendance is evaluated on a session-by-session basis. Session attendance, preparation, and participation are integral components to a student’s progress and completion. Students are strongly encouraged to attend every session and to spend an appropriate amount of time outside of class to prepare. Failure to attend sessions may result in reduced comprehension, engagement, and progress, which may have an impact on a student’s overall performance and progress toward completion.

Attendance Warning: In the instance that a student is absent from all sessions for one week (all days, consecutively) within a program, the instructor or Program administration will place the student on attendance warning. The student may also be subject to being administratively dropped or withdrawn. (See RW2 catalog for more information.)

Tutoring: Tutoring sessions are available to assist students in understanding the concepts. All students may take advantage of the tutoring; while those who are struggling to completing assignments, may be required to attend. The instructor and students decide on the tutoring sessions dates.

Incomplete: An incomplete grade, or “I” grade, is a temporary grade designed for students who, because of a documented illness, necessary absence (e.g. military) or other documented circumstance beyond their control, are unable to complete their program within the start and end date of a program.

The student must meet with an instructor to prepare an Incomplete Program Contract (IPC) and make arrangements to complete the course on or before the time agreed upon or, if granted, in the appropriate subsequent Program session. The IPC is also be reviewed by the Program administration. If the student does not complete the program work by the established deadline or a maximum of one year and meet the letter grade stipulated, the instructor will change the “I” to an “F”. (See RW2 catalog for more information.)

Educational Integrity/Honest: Every student is expected to follow the Program's regulations and guidelines relating to academic honesty. (See RW2 Handbook and Code of Conduct.)

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 student's own work, e.g. assignment.
2. Cheating during examinations and assessments, whether by copying from another student 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 student 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 student suspected of educational dishonesty. At no point in this program is it acceptable for a student 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 student to share his/her own work with another student. 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 RW2 catalog for more information.)

Code of Conduct: Students 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 student to the Program's disciplinary action. The Code of Conduct is outlined in the RW2 Handbook and Code of Conduct.

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 RW2 Handbook and Code of Conduct.)

Grievance Procedure: When a student 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, text, RW2 online platform announcement, and/or through recorded messages on the Program phone line: 816-875-0111. Please note that in person and hybrid evening sessions may still be open even if day sessions are cancelled or vice versa.

Computer and Computer Technology Usage: Any computers owned by and 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 these and other regulations. Reported violations of these policies may result in disciplinary action and the student may be subject to forfeiture of their computer use privileges.

Cell Phones: During program sessions, pagers and cell phones should be on silent mode and put away. Students should excuse themselves from the session to make or take necessary calls.

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**, students 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 at any time.