Promoting Teamwork and Collaboration Online Courseware 49 minutes Slide # Topic Time 1-19 Collaboration 10 20-44 Diversity 15 45-54 Teamwork and Goal Setting 9 55-67 Leadership 15 Facilitated Activities Title Type Page Number Collaboration Are You a Team Player 30 Self Assessment Intro 3-5 Accepting Criticism 20 Self Assessment Formative 2 Diversity Connect the Dots 15 Activity Intro 6-8 Encircle Yourself with Descriptors 30 Activity Intro 9-10 Working With Others 20 Self Assessment Formative 19	softskills				
Collaboration Online Courseware 49 minutes Slide # Topic Time 1-19 Collaboration 10 20-44 Diversity 15 45-54 Teamwork and Goal Setting 9 55-67 Leadership 15 Facilitated Activities Title Type Page Number Collaboration Are You a Team Player 30 Self Assessment Intro 3-5 Accepting Criticism 20 Self Assessment Formative 2 Diversity Connect the Dots 15 Activity Intro 6-8 Encircle Yourself with Descriptors 30 Activity Intro 9-10 Working With Others 20 Self Assessment Formative 19					
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Slide # Topic Time 1-19 Collaboration 10 20-44 Diversity 15 45-54 Teamwork and Goal Setting 9 55-67 Leadership 15 Facilitated Activities Title Type Page Number Collaboration Are You a Team Player 30 Self Assessment Intro 3-5 Accepting Criticism 20 Self Assessment Formative 2 Diversity Connect the Dots 15 Activity Intro 6-8 Encircle Yourself with Descriptors 30 Activity Intro 9-10 Working With Others 20 Self Assessment Formative 19	Collaboration				
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Diversity Diversity Teamwork and Goal Setting Eacilitated Activities Title Type Page Number Type Page Number Are You a Team Player Accepting Criticism Diversity Connect the Dots Encircle Yourself with Descriptors Working With Others Diversity Diver	Slide #	Topic	Time		
Teamwork and Goal Setting 55-67 Leadership Title Type Page Number Collaboration Are You a Team Player Accepting Criticism Diversity Connect the Dots Encircle Yourself with Descriptors Working With Others Type Activity Page Number 20 Self Assessment Formative 2 15 Activity Intro 6-8 Encircle Yourself with Descriptors 20 Self Assessment Formative 19	1-19	Collaboration	10		
Leadership Title Type Page Number Collaboration Are You a Team Player Accepting Criticism Diversity Connect the Dots Encircle Yourself with Descriptors Working With Others Type Page Number 30 Self Assessment Intro 3-5 Self Assessment Formative 2 Activity Intro 6-8 Encircle Yourself with Descriptors 30 Activity Intro 9-10 Self Assessment Formative 19	20-44	Diversity	15		
Facilitated Activities Collaboration Are You a Team Player Accepting Criticism Connect the Dots Encircle Yourself with Descriptors Working With Others Type Page Number 20 Self Assessment Intro 3-5 Formative 2 Self Assessment Formative 2 Intro 6-8 Encircle Yourself with Descriptors Self Assessment Formative 19	45-54	Teamwork and Goal Setting	9		
Collaboration Are You a Team Player Accepting Criticism 20 Self Assessment Formative 2 Diversity Connect the Dots Encircle Yourself with Descriptors Working With Others 20 Self Assessment Formative 2 Self Assessment Formative 2 Self Assessment Formative 19	55-67	Leadership	15		
CollaborationAre You a Team Player30 Self AssessmentIntro 3-5Accepting Criticism20 Self AssessmentFormative 2DiversityConnect the Dots15 ActivityIntro 6-8Encircle Yourself with Descriptors30 ActivityIntro 9-10Working With Others20 Self AssessmentFormative 19	Facilitated Activities	Title		Type	Page Number
Diversity Connect the Dots Encircle Yourself with Descriptors Working With Others 15 Activity Intro 6-8 Intro 9-10 Working With Others 20 Self Assessment Formative 19	Collaboration	Are You a Team Player	30	Self Assessment	Intro 3-5
Encircle Yourself with Descriptors 30 Activity Intro 9-10 Working With Others 20 Self Assessment Formative 19		Accepting Criticism	20	Self Assessment	Formative 2
Encircle Yourself with Descriptors 30 Activity Intro 9-10 Working With Others 20 Self Assessment Formative 19	Diversity	Connect the Dots	15	Activity	Intro 6-8
Working With Others 20 Self Assessment Formative 19		Encircle Yourself with Descriptors		-	Intro 9-10
Teamwork and Setting Goals Leadership Style 30 Self Reflection Formative 5		Working With Others			Formative 19
	Teamwork and Setting Goals	Leadership Style	30	Self Reflection	Formative 5
Benefits and Challenges of Teamwork 30 Self Reflection Intro 11-12		Benefits and Challenges of Teamwork	30	Self Reflection	Intro 11-12
Respecting Others 15 Self Assessment Formative 7		Respecting Others	15	Self Assessment	Formative 7
Define Leadership 10 Reading Exercise Intro 13-14		Define Leadership	10	Reading Exercise	Intro 13-14
Setting Goals 20 Activity Formative 8		Setting Goals	20	Activity	Formative 8
Smart Goals 30 Activity Formative 9		Smart Goals	30	Activity	Formative 9
Working With Others 20 Self Assessment Formative 19		Working With Others	20	Self Assessment	Formative 19

Promoting Teamwork and				
Collaboration				
Online Courseware	49 minutes			
Slide #	Topic	Time		
Leadership	Spontaneous Collaboration	20	Scenario	Formative 10
·	Team Brain Power	20	Scenario	Formative 11
	Leadership, Teamwork and			
	Collaboration	30	Scenario	Formative 6
	Total Time:	389		
Supplemental Activities				
Collaboration	Using Effective Collaboration Skills	20	Scenario	Formative 14
Diversity	We Are So Alike	20	Activity	Formative 15
-	We are So Different		Activity	Formative 17
	Benefits of Diversity		Scenario	Formative 3
	Embracing Differences	15	Scenario	Formative 4
Teamwork and Setting Goals	Set a Team Smart Goal	30	Activity	Intro 15
	Working Cooperatively		Self Assessment	Formative 16
	Working Together		Scenario	Formative 18
Leadership	Team Effort	20	Scenario	Formative 12
	Team Players	20	Scenario	Formative 13
				Summative
	Summative Assessment	30	Review	Assessment

Communicating Effectively				
Online Courseware	48 minutes			
Slide #	Topic	Time		
1-8	Noise	5		
9-24	Active Listening	5		
25-31	Non Verbal Communication	6		
32-47	Spoken Communication	7		
48-61	Email/Phone Etiquette	10		
62-81	Conflict Resolution	10		
82-90	Effective Communication	5		
Facilitated Activities	Title		Туре	Page Number
Noise	Internal Noise		Scenario	Intro 3-4
Active Listening	Are You Listening?	20	Self Assessment	Formative 3
3	Learning To Listen		Activity	Formative 12
Non Verbal Communication	Nonverbal Expression	25	Activity	Formative 14
	What is the message		Activity	Formative 19
Spoken Communication	Importance of Spoken Communication	25	Self Assessment	Intro 5-7
Email/Phone Etiquette	Appropriate Communication	15	Reading Exercise	Intro 8-10
	Social Media		Activity	Intro 11-12
	Electronic Etiquette		Scenario	Formative 8
	Email Me	30	Self Assessment	Formative 9
Conflict Resolution	Resolve Conflict	30	Role Play	Intro 13-14
	Handling Constructive Feedback		Scenario	Formative 11

Communicating Effectively				
Online Courseware	48 minutes			
	10 11111101			
Slide #	Topic	Time		
Effective Communication	Are You Communicating		Activity	Formative 2
	Voices of an Organization	30	Scenario	Formative 18
	Total Time	388		
Supplemental Activities				
Non Verbal Communication	Detecting Emotion	15	Activity	Formative 6
Spoken Communication	Sending A Message	30	Self Assessment	Formative 16
	MY, Myself and I		Activity	Formative 13
Email/Phone Etiquette	Social Communication	30	Scenario	Formative 17
•				
Conflict Resolution	Dealing With Conflict	30	Scenario	Formative 5
	Getting Along with Others	15	Scenario	Formative 10
	Resolving Conflict	30	Self Assessment	Formative 15
Effective Communication	Be Assertive	20	Scenario	Formative 4
	Effective Communication	15	Scenario	Formative 7
	Accepting Change	20	Scenario	Intro 15-16
				Summative
	Summative Assessment	30	Review	Assessment

Conveying Professionalism				
Online Courseware	33 minutes			
Slide #	Topic	Time		
1-9	Appearance	5		
10-15	Work Ethic	5		
16-32	Positive Attitude/Image	7		
32-41	Motivation	8		
41-53	Work Habits	8		
Facilitated Activities	Title		Туре	Page Number
Appearance	Dress for Success	20	Scenario	Formative 8
	Dress for Success II	20	Scenario	Formative 9
Work Ethic	Are You Present on the Job	20	Self Assessment	Formative 2
	Greetings in a Business Setting	30	Activity	Formative 10
Positive Attitude/Image	Positive/Negative Attitude	30	Activity	Intro 6-7
	Internal/External Customers	30	Activity	Intro 8
	Attitude and You	30	Self Assessment	Formative 3
Motivation	How Motivated Am I?	30	Self Assessment	Intro 11-13
Work Habits	Paired Reflection	30	Self Assessment	Intro 4-5
	Punctuality		Scenario	Intro 9-10
	Create a Personal Action Plan	30	Activity	Intro 14-16
	Caring for Customers	30	Scenario	Formative 7
	Reliability In Action	20	Scenario	Formative 13
	Total Time	383		

Conveying Professionalism				
Online Courseware	33 minutes			
Slide #	Topic	Time		
Supplemental Activities				
Work Ethic	The Importance of Reliability	30	Scenario	Formative 11
	Responding to Customers	20	Scenario	Formative 14
	Setting Priorities	30	Activity	Formative 15
	Work Ethic Matters		Activity	Formative 16
Positive Attitude	Attitude Matters	30	Scenario	Formative 4
	You Can Count on Me		Scenario	Formative 17
Work Habits	Avoiding Demotivation	20	Scenario	Formative 5
	Career Advancement	20	Scenario	Formative 6
	Recognizing Initiative	20	Scenario	Formative 12
	Summative Assessment	30	Review	Summative Assessment

Thinking Critically and Solving				
Problems				
Online Courseware	52 minutes			
Slide #	Topic	Time		
1-26	Creativity	12		
27-44	Adaptability	10		
45-73	Reasoning	15		
74-93	Problem Solving	15		
Facilitated Activities	Title		Туре	Page Number
Creativity	Creativity Self Assessment	30	Self Assessment	Intro 5
	Animal Inspiration	20	Activity	Formative 3
	Brainstorming	30	Activity	Formative 4
	Creativity and Innovation	30	Activity	Formative 10
Adaptability	Define Adversity	30	Activity	Intro 6-7
	Adapting Careers		Activity	Formative 2
Reasoning	Critical Thinking	20	Reading Exercise	Intro 8-9
	Identifying Fallacies		Activity	Intro 10
	Inductive/Deductive Reasoning		Activity	Intro 11
Problem Solving	Creative Problem Solving	45	Activity	Intro 12-16
	Mystery Solved	30	Activity	Formative 14-15
	Six Steps to Problem Solving	20	Activity	Formative 17
	Total Time	387		

Thinking Critically and Solving				
Problems				
Online Courseware	52 minutes			
Slide #	Topic	Time		
Supplemental Activities				
Creativity	Creative Match	20	Activity	Formative 6
	Creative Metaphors	20	Activity	Formative 7
	Creative Thinker	20	Scenario	Formative 8
	Creative Thinker II	20	Scenario	Formative 9
	Cultivating Creativity	30	Activity	Formative 11
	Improving Creativity	30	Activity	Formative 12
	There's an APP for That	30	Activity	Formative 20
Adaptability	Changing Circumstances	30	Scenario	Formative 5
Reasoning	Inductive vs. Deductive	30	Activity	Formative 13
	Questioning Beliefs	30	Activity	Formative 16
	That's a Fact!	20	Activity	Formative 18
	That's My Opinion	20	Activity	Formative 19
Problem Solving	Why?	30	Activity	Formative 21