

Work Force-Syllabus

Title	World Problem Activity		
Description	Pre-employment training for individuals to join the workforce with needed life-skills		
LEARNING OUTCOMES / OBJECTIVES	<ul style="list-style-type: none"> • Life- long learner skills • Join the work force with a positive attitude and engineering mind-set. 		
Weekly Schedule	4 weeks; 5 days/week; 7 hours/day = 140 hours		
Course Rubrics	Standards, learning targets Three areas of learning targets <ul style="list-style-type: none"> • Knowledge ... Content • Skills ... Processes, trainability assessment • Reasoning ... Thinking skills, character development 		
Course Expectations	Students will develop skills to be part of a work-force with a positive attitude of seeing problems as opportunities creating a joyful work environment		
What Is a work force centric culture?	<ul style="list-style-type: none"> • Seeing the work environment as a place to learn • Grow professional as if you're in your own business 		
Classes			
Week 1 <i>Introduction/ Course objectives</i> <i>Problems as opportunities</i> Teamwork/life-skills	Day	Learning	Life skills
	1	Intro, Ice breakers, My likes(what interests me)	Attitude:
	2	Building a team, culture, values	Positive attitude
	3	Role playing, Improv	Keeping your focus
	4	Mapping our learning, mindset , brain plasticity	Controlling your emotions
5	Connect to a work organization	Flexible	
Week 2 <ul style="list-style-type: none"> • <i>Study project: Trip to the mall to observe retail work force</i> 	Day	Learning	Life-Skills
	1	Work place problem to solve	Respecting others
	2	Research the problem we will work on	Active listening



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<i>Selecting a problem, Team rules</i> Problem-solving	3	Field trip... How do people act when serving the customer	Working together
	4	Problem activity	Being reliable
	5	Problem solving	Understanding the problem-solving process
	<ul style="list-style-type: none"> • Discussion web tools; problem solving Process • Collaboration 6 hats • Engr. Is everywhere 		
Week 3 Study project: <i>Trip to the Waltham manuf. Museum or MIT</i> Life-skills	Day	Learning	Life-Skills
	1	Testing, Reflection	Responding to conflicts in a positive manner
	2	Elevator pitch	Helping customers
	3	Field trip	Time management
	4	Branding ... what does it mean and how does it apply to us.	Planning ahead
	5	Work environment, customer, processes, metrics; a day at work	Work place ethics
			Physical appearance
Week 4 <i>Trip to the Framingham hospital;</i> Reflection/ Re- due Personal Hygiene	Day	Learning	Life-Skills
	1	Work environment, planning Financial literacy	Financial literacy
	2	Social & Emotional learning	Thinking skills (creative & critical), questions & reflection
	3	Field trip -self-directed work team	Measurements & Feedback
	4	Branding, interviewing, dealing with others	Problems as opportunities
	5	Celebration Presentation	



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Follow-up	Meet with students to get feedback and support their on-going needs.
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Take away

- Acquire self-awareness and apply self-management skills to achieve personal well-being and effectiveness
- Act with integrity and make responsible decisions that uphold moral principles
- Acquire social awareness and apply interpersonal skills to build and maintain positive relationships based on mutual respect
- Be resilient and have the ability to turn challenges into opportunities

Module	Description	Learning Objectives Students will be able to	Behavioral Goals
Introduction	Students will form groups and do an ice-breaker exercise & discuss what they learned & observed	<ul style="list-style-type: none"> • Understand goals of the course • Begin to see the benefits of working together 	Students will demonstrate a positive attitude about team-work
Team format	<p>Though a series of activities students will develop a team charter and learn various life-skills for working together</p> <p>Teams will compete in various games & Improv activities.</p>	<ul style="list-style-type: none"> • Understand to similarities of a learning team to a sports team • Relate the team to a community organization 	<ul style="list-style-type: none"> • Students will be able to work together and deal with issues in a positive manner • Interpersonal skills will be practiced
Problem selection	Discussion of community, school & world issues to work on as teams	Setting ground rules for the task	Begin the understanding of the Engineering mind-set
Problem solving	Students learn the problem-solving process and implement it working as a team. Skills are practiced doing this activity	<ul style="list-style-type: none"> • Students use on-learning learning tutorials. • Students can understand thinking skills, problem solving and decision making 	<ul style="list-style-type: none"> • Students will understand that all problems as opportunities • Students will see learning as a fun activity
Testing	Questioning and finding feedback on the teams work. Listening to the community	Ability to use feedback and iterate to find details of what has been accomplished	<ul style="list-style-type: none"> • Learning that failure is a method to get better at what you are doing • Be able to communicate with others to gather feedback
Public Reporting	Prepare results of this activity through creating	Gather thoughts and share results with the community organizations	<ul style="list-style-type: none"> • Learning to develop conclusions of the teams



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	documents & charts about what has be learned		activity and create what's next for the project <ul style="list-style-type: none"> • Students will demonstrate the use of life-skills moving forward
Tying into the work environment	Visit & discuss what the needs of companies are. Obligation to you?	Students will understand their pluses & minus. Why you need to think of your self as in your own business.	<ul style="list-style-type: none"> • Branding • Operating your business, its needs

Examples of particular day activities:

Financial literacy Day:

Income
Expenses
Bank book; transactions; credit cards
Saving
Charge card math
Planning, life goals, reflection What's it going to cost, does it fit?
Giving, donating

Day at work: Integrating life-skills

Getting to work
Dealing with People ,, communication, teams
Processes
Planning the work
Doing
Observation, reporting
Planning the future / Reflection

Self-directed work teams

Ownership of the process
Measurements & improvement
Reporting & communication... What are the measurements for my work?





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Life-skills:

Attitude:

- Positive attitude
- Keeping your focus
- Controlling your emotions
- Flexible

Teamwork:

- Respecting others
- Active listening
- Working together
- Being reliable
- Understanding the problem-solving process
- Understand non-verbal communications

Social Skills:

- Responding to conflicts in a positive manner
- Helping customers
- Time management
- Planning ahead
- Work place ethics
- Physical appearance

Personal Skills:

- Financial literacy
- Thinking skills (creative & critical), questions & reflection
- Measurements & Feedback
- Problems as opportunities

