Tying Skills to activities in the Project:

Project activity	Skill	Skill application
Ice-breaker/ Intro	**Greeting skills, eye contact**	Stand Up. When you're greeting new people, do so face-to-face. ... Look 'Em in the Eye. Making **eye contact** indicates engagement and **focus**. ... **Smile** (and the World Smiles With You) ... Take the **Initiative** With a Handshake. ... Say Who You Are. ... Observe the Hierarchy. ... Get the Name Game Right.
	Positive attitude	A positive attitude doesn't mean ignoring life's troubles. It just means being an optimist and looking for the good in things, rather than being a pessimist and concentrating on the bad in things. Sometimes your perspective can make all the difference in the world. Identify those areas of your life that might not be going so well. These are the areas likely to make you think negative thoughts. Focus on one area at a time and think of ways you can find the positive in things. Smile and laugh! Yes, it can be that simple. Learn to love life, no matter what's going on. Smile at others and they will smile back at you. Have fun and find the humor in life. Sometimes laughter really is the best medicine.

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		Exercise! Get off the couch and get moving. Being active and healthy can give you a completely different outlook on life. When you feel better physically, you often naturally feel better mentally, too. Hang out with optimists! Remember that question at the beginning of today's Wonder? The more you hang out with positive people, the easier it will be to have a positive attitude.
	Self-control	Self-control—or our ability to subdue our impulses, emotions, and behaviors in order to achieve longer-term goals. The ability to exert self-control is typically called willpower. Willpower is what allows us to direct our attention, and it underlies all kinds of achievement, from school to the workplace.
Forming the team	**Active Listening**: **Empathy** **Active listening techniques include:** Building trust and establishing rapport. Demonstrating concern. Paraphrasing to show understanding.	• Step 1: Face the speaker and maintain **eye contact**. ... • Step 2: Be attentive, but relaxed. ... • Step 3: Keep an open mind. ... • Step 4: Listen to the words and try to picture what the speaker is saying. ... • Step 5: Don't interrupt and don't impose your "solutions." • Brief verbal affirmations like "I see," "I know," "Sure," "Thank you," or "I understand." • Nonverbal cues which show understanding such as

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		nodding, eye contact and leaning forward.
	Goal setting … If you want to succeed, you need to set goals. Without goals you lack focus and direction. **Goal setting** not only allows you to take control of your life's direction;	The simple fact is that for goals to be powerful, they should be designed to be SMART. There are many variations of what SMART stands for, but the essence is this – goals should be: • **S**pecific. • **M**easurable. • **A**ttainable. • **R**elevant. • **T**ime Bound.
	Time management: This step is often missed in the process of goal setting. You get so focused on the outcome that you forget to plan all of the steps that are needed along the way. By writing out the individual steps, and then crossing each one off as you complete it, you'll realize that you are making progress towards your ultimate goal.	Know your goals. Make sure you're engaging in activities that support your business goals, both short- and long-term. ... Prioritize wisely. ... Just say no. ... Plan ahead. ... Eliminate distractions. ... Delegate more often. ... Watch what you spend. ... Take care of yourself.
	Collaboration In our experience, teams that have the necessary skills to collaborate effectively largely outperform those which don't. In this article, we share our expertise and insight by looking at 6 crucial skills that will	# C O M M U N I C A T I O N One of the most crucial factors in collaboration is communication. Your team members need to be able to express themselves clearly to each other and successfully manage

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	largely transform the way your team interact with each other.	channels of communication with regards to their project. **AUTHENTICITY** One of the reasons why collaboration is such a successful tool, is because it brings people from different walks of life together and harnesses the different strengths of each individual personality. **COMPROMISE** For any team to work together in harmony and collectively solve problems, all individuals on the team need to have the skill of compromise. **TOLERANCE** Everyone on your team must have the ability to be tolerant and accepting of others. Creating a team, means grouping individuals together who more than likely have an endless list of differences. Members may have different values, culture, perspectives, work methods as well as diverse ways of handling conflict and stress. **TEAM PLAYER** For effective collaboration to occur, every person involved needs to be a team player who is focused on reaching a common goal. **RELIABILITY** Collaboration requires trust, and trust comes from reliability and consistency.

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	6 – hats	
	Values of a culture: **Cultural values** are the core principles and ideals upon which an entire community exists. This is made up of several parts: customs, which are traditions and rituals; **values**, which are beliefs; and **culture**, which is all of a group's guiding **values**. 1. Important and lasting beliefs or ideals shared by the members of a culture about what is good or bad and desirable or undesirable. Values have major influence on a person's behavior and attitude and serve as broad guidelines in all situations. Some common business values are fairness, innovation and community involvement.	Why **values** are **important**. Our **values** inform our thoughts, words and actions. Our **values** are **important** because they help us to grow and develop. ... The decisions we make are a reflection of our **values** and beliefs, and they are always directed towards a specific purpose. Then, develop a metric to measure the culture and see if the real values are consistent with the stated values: ▪ **Knowledge** – Do people understand the values and can they identify behaviors linked to them? ▪ **Perceptions** – What are people's perceptions about the real values of the organization versus the stated ones? ▪ **Behavior** – Count instances of behavior and decisions that are consistent or inconsistent with the values ▪ **Process** – Assessment of policies, practices, and work/leadership processes that are consistent or inconsistent with the values ▪ **Outcomes** – Awards/recognition, people fired or demoted for behavior

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		inconsistent with values, image, audit findings, etc.
	Negotiation: **Get Clear on Your Negotiating Goals** Now, you might think this is obvious, but the reality is that most people who go into a negotiation haven't thought about what they want to walk away with. Negotiations: Conflict resolution strategy that uses both assertiveness and cooperation to seek solutions advantageous to all parties. It succeeds usually where the participants' goals are compatible, and the interaction among them is important in attaining those goals. Read more: http://www.businessdictionary.com/definition/collaboration.html	To get clear about your goals, there are three key questions you should ask yourself: A. **What's the best possible outcome?** Let's say you're negotiating to sell a product, service, or company -- what's the most you could realistically go after? Is it $50,000 for your service contract? Or perhaps $22 million to sell your company? B. **What's your bottom line?** This refers to the least acceptable offer. If you're the seller, what's the lowest offer you'd be willing to accept? And if you're the buyer, what's the most you'd be willing to pay? C. **What's your plan B?** Roger Fisher and William Ury, members of the Harvard Negotiation Project and the authors of *Getting to Yes,* call this your "BATNA" -- your best alternative to a negotiated

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		agreement. What are you going to do if you don't reach an agreement?
Picking a project **Essential Questions** • What excites us? • What bothers us? • What are typical problems facing us in our community, school and the world? • Can we use existing items to build upon in choosing our project?	**Handling adversity:** Nobody gets through life without facing some sort of adversity. Sometimes it's family issues or health problems. Other times it's work-related, in the form of difficult co-workers, impossible deadlines, communication problems with your boss, long hours, or any number of issues.	**A positive outlook and sense of purpose in life.** **A sense of personal control over situations.** **A welcoming attitude towards change.** **Future goal orientation.** But how we choose to respond is the most important factor.
	Project planning:	**Step** 1: Identify & Meet with Stakeholders. A stakeholder is anyone who is affected by the results of your **project plan**. ... **Step** 2: Set & Prioritize Goals. ... **Step** 3: Define Deliverables. ... **Step** 4: Create the **Project** Schedule. ... **Step** 5: Identify Issues and Complete a Risk Assessment. ...

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		Step 6: Present the **Project Plan** to Stakeholders.
	Decision making: **Kepner Tregoe method** [see](#)	**Step** 1: Identification of the purpose of the **decision**. ... **Step** 2: Information gathering. ... **Step** 3: Principles for judging the alternatives. ... **Step** 4: Brainstorm and analyze the different choices. ... **Step** 5: Evaluation of alternatives. ... **Step** 6: Select the best alternative. ... **Step** 7: Execute the **decision**.
Research & planning	**Measurement:**	Determination and evaluation of the results of an activity, plan, process, or program and their comparison with the intended or projected results. See also output measure.
	Info-mapping:	