Creating the schedule and training:

Learning schedule:

Week 1 **Who am I? My strengths;** Introduction Teamwork Culture in an organization Physical appearance	**Week 2** Interpersonal skills Role play Managing self Workplace discussion
Week 3 Problem solving elements	**Week 4** Thinking skills
Week 5 Team problem solving	**Week 6**
Week 7	**Week 8** Reflection / Rubrics
Week 9 **Ownership mindset/ Business**	**Week 10** **Assessment** **Balance scorecard**
Week 11 **Finance literacy** **Entrepreneurship**	**Week 12** **Summary/ Review Failure is a form of learning**
Week 13 **Engineering mindset**	**Week 14** **Project Planner?** **Thinking Technician**
Week 15 **Business & Thinking tools** • **Flow charts** • **Process sheets** • **Info mapping**	**Week 16** **Technology future direction ... AI, Robots, Internet of things & Analytics** **Celebration**

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Day1

Hour	Activity
	About this program • Us • You • Program structure • Note taking and the book • Where information is located on the web
	Ice breaker
	What is the mission of Project Academy
Program structure	Building a learning team Working on problems to learn skills Reporting to the community Becoming a valued employee and Citizen
	You and your goals … what are you looking for?
	Reflection and recording our thoughts
	Use of the web for learning and searching

Day2

Hour	Activity
	How to use our computer
	Google docs… How are we going to learn?
	YouTube
	Ownership Thinking ..What do you think this means?
	Brain Plasticity
	Life skill discussion---name some
	Life skill discussion --- definition

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Day3

Hour	Activity
	Who we are? Strengths, Our Goals
	Branding ourselves
	Branding ourselves
	Interpersonal skills Attitude \Hand-shake Inter-personal
	Building bridges to others
	What is a learning team?
	What is a learning team?

Day4

Hour	Activity
	Questions are the answer
	What is a sports team? How is it like a learning team; what about a jazz group?
	Building a team, culture, values
	Building a team, culture, values
	Communication skills? Is listening a part of that?
	What tools do we need for the teams success ?

Day5

Hour	Activity
	What roles do we have in the team?

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	Why teams are important for successful
	How does diversity play a role in a team?
	Doing our first team meeting
	Doing our first team meeting
	Reflection for the week

Week 2

Day1

Hour	Activity
	Process learning
	Process learning
	Develop to problem solving process
	Present your findings & redesign

Day 2

Hour	Activity
	Manage your-self / SEL
	Manage your-self / SEL

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Day 3

Hour	Activity

4.2 Monthly class details

Month 1

Week 1 **Introduction/ Course objectives Problems as opportunities Teamwork/life-skills** **Who am I? My skills;** Here's an [excellent video](#) Culture in an organization	**Day**	**Learning**	**Life-skills**
	1	Intro, Ice breakers, My likes (what interests me)	Attitude Hand-shake Inter-personal
	2	Building a team, culture, values	Positive attitude
	3	Role playing, Improv **Negotiation**	Keeping your focus
	4	Mapping our learning, mindset , brain plasticity	Controlling your emotions
	5		Flexible
Week 2 **• Study project: Trip to the mall to observe retail work force**	**Day**	**Learning**	**Life-skill**
	Day	Learning	Life-skill
	1	Work place problem to solve	Respecting others

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Selecting a problem, Team rules Problem-solving	2	Research the problem we will work on	Active listening	
	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	
	• Discussion web tools; problem solving Process • Collaboration 6 hats • Engr. Is everywhere			

Week 3 **Study project: Trip to the Waltham manuf. Museum or MIT** **Physical appearance**	Day	Learning	Life-skill	
	1	Testing, Reflection	Responding to conflicts in a positive manner	
	2	Elevator pitch	Helping customers	
	3	Field trip	Time management	
	4	Branding … what doe it mean and how does it apply to us.	Planning ahead	
	5	Work environment, customer, processes, metrics; a day at work	Work place ethics	

Week 4 **Trip to the Framingham hospital;** **Reflection/ Re-due** **Personal Hygiene & Dress** **Non-verbal skills**	Day	Learning	Life-skill	
	1	Work environment, planning	Info mapping writing	
	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	Preparing for the project		
	Discussion web tools; problem solving Process • Collaboration 6 hats • Engr. Is everywhere			

Month 2 Week 5,6,7,8,

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Working as a Team & Problem solving… Follow-up on second 4 weeks

- Create team organization & guidelines

- Pick problem to solve and report on

- Using good reporting tools (elevator pitch, mapping)

- Mistakes are what we learned from

Picking a problem

Month 3

Week 9 • Process designer • Customer needs and the business improvement • Working between two organizations	Day	Learning	Skills
	1	Critical & creative thinking	Asking questions
	2	Communication	Listening
	3	System thinking	Thinking skills
	4	Common sense	Reasons
	5	Make your-self easy to do business with	

Week 10 Assessment/ measurements Balance scorecard	Day	Learning	Life-skill
	1	Process	
	2	End to end processing	
	3	Measurement	
	4	Financial thinking	
	5	Reflection	

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Week 11 **Finance literacy** **Entrepreneurship**	**Day**	**Learning**	**Life-skill**
	1	**Goal setting**	
	2	**Customer value**	
	3	**Personal management tools**	
	4	**Testing process**	**Learning from failures**
	5	**entrepreneurship pathways provide value by engaging opportunity youth and developing noncognitive skills.**	
Week 12 **Summary/ Review** **Failure is a form of learning**	**Day**	**Learning**	**Life-skill**
	1	**Elevator pitch**	
	2	**Presentation skills**	
	3	**Branding process**	**How did it change?**
	4	**Community presentation**	
	5	**Review**	

Elevator pitch: http://www.projectacademy.org/Documents/elevator-pitch-09182016.pdf
Presentation check-list:

http://www.projectacademy.org/fuller/Presentation%20Day%20Check%20list.pdf

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Month 4 +

Week 13	**Day**	**Learning**	**Life-skill**
	1	**Critical thinking**	

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Evidence Based: Create and iterate approaches based on research and experience with partners across the labor market	**2**	**Customer value**	
	3	**Change management**	
	4	**Data analyzes**	**Learning from failures**
Partnership Oriented: Collaborate with existing players to pursue the fastest, most effective path to change	**5**	**Engineering mindset**	

Week 14	Day	Learning	Life-skill
Are we creating another category of worker?	**1**	Process designer	
	2	Change management	
Project Planner?	**3**	Info.-mapping,	
	4	math (algebra, tables)	
Thinking Technician	**5**		

Week 15	Day	Learning	Life-skill
Business & Thinking tools	**1**	Info mapping	
	2	Process diagrams	
	3	Balanced Scorecard	
	4	Flow charts	
	5	**Data sheets & Summary**	

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Week 16	Day	Learning	Life-skill
Technology future direction ... AI, Robots, Internet of things & Analytics	1	AI	
	2	Robotics	
	3	Internet of Things	
	4	Analytics	
	5	**Cerebration**	

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