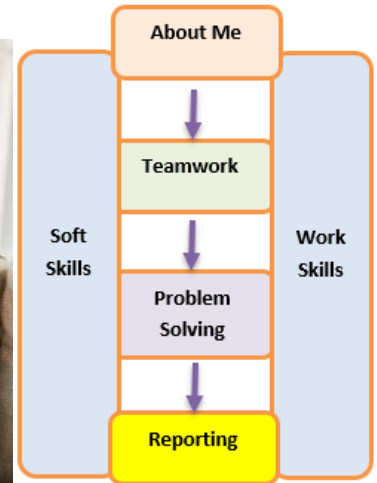
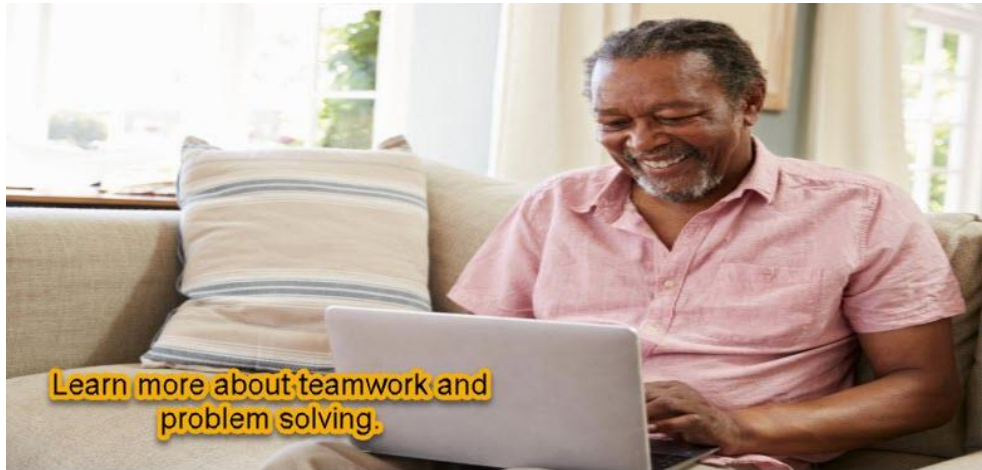


Updating careers-09262021



Concept: Training that focuses on a combination of soft-skills, work related foundation skill tools plus a learning process that includes the elements of learning about self, teamwork, problem solving process and reporting to create for the corporate world a “**Thinking Technician**” employee. The learning process uses a combination of on-line tutorials plus face-to-face classroom discussion.

Goals:

- Drive improvements in adult learning that boost middle class wages.
- Create the career opportunity for young adults to enter the work force

Est. Time	Label	Detail
4 hr	Discuss about you	Utilize the Experience and Wisdom of your past
4 hr	Class schedule	How the classes will run & our responsibility
8 hr	About you	Creating a brand for the individual- <ul style="list-style-type: none"> • Strength & Goals
4 hr	know your customer- Their needs	Discuss Corp Culture and expectations <ul style="list-style-type: none"> • Organization • Expectations, Professionalism





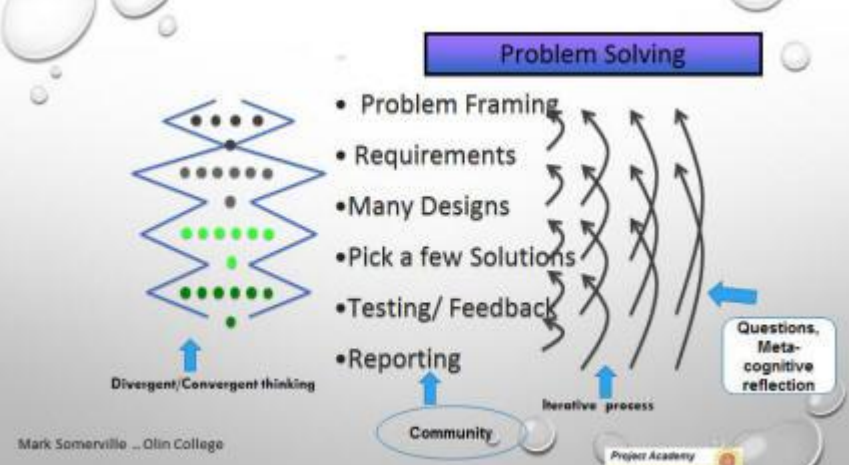
Est. Time	Label	Detail						
		<ul style="list-style-type: none"> Learning – Curiosity 						
8 hr	Your inner strength	Review the importance of your Attitude and Social & Emotional thoughts						
8 hr	Mindset thinking	<table border="1"> <tr> <td>Ownership</td> <td>Think like an owner</td> </tr> <tr> <td>Growth</td> <td>The brain is like a muscle, use it or lose it</td> </tr> <tr> <td>Engineering</td> <td>Manage tasks around a project</td> </tr> </table>	Ownership	Think like an owner	Growth	The brain is like a muscle, use it or lose it	Engineering	Manage tasks around a project
Ownership	Think like an owner							
Growth	The brain is like a muscle, use it or lose it							
Engineering	Manage tasks around a project							
8 hr	Life-Skills discussion <i>Trust, Respect, Independence, Collaboration, Kindness, Listening, Empathy</i>	<ul style="list-style-type: none"> Creative & critical thinking, Learning skills Wisdom- good decisions and taking the path that provides value to all (society) Community- People and relationships count Social justice- leaving the world a better place than you found it Purpose- Sense of direction that you achieve, the goals you set 						
16 hr	Basic computer literacy	Email, Web, Search, Software tools						
8 hr	Communication components	<ul style="list-style-type: none"> Written-image mapping Verbal- Difficult conversations Listening 						
8 hr	Module Design	Review the design of the learning process modules and how they can be used http://www.projectacademy.org/resources/Portfolio%20of%20Learning-0992021.pdf						



Est. Time	Label	Detail
16 hr	<p>Team work skills</p> <p>“The work world has changed so that social skills are at a premium. Over 70% of jobs today involve membership of a team... Increased technology in the workplace is associated with interdependence ... teams cooperate with teams. In today’s world teamwork skills are employability skills.” Dr. Spencer Kagan</p>	<p>Introduction to creating a team: Why do we need a team? Review U-Tube video's, searches</p> <p>Path of creating a team</p> <p>People ↓ Group ↓ Team</p> <p>Inhibitors • Culture of people • Culture / history • Diversity / IQ ratio Chaper</p> <p>Question: How could this be like a path?</p> <p>Do Organizations have a Culture? Discussion of the elements of the community culture What is the culture of the team? How is a learning team like a sports team? Write up the results</p> <p>Example: The school will foster a Team/community based culture of a learning environment, with all treated as adults and with respect. What is our classroom culture? (How are we going to operate?)</p> <p>Elements to discuss: Define for our team</p> <p>Elements of Culture - Leadership - Communication - Symbols - Values - Goals and Identity - Rituals - Shared ideas - Norms - Rules and expectations - Rituals - Roles and Public ceremony</p> <p>Is diversity good for a team? WHY?</p> <p>Essential Questions I must answer:</p> <ul style="list-style-type: none"> 1. What do I bring to the team? 2. What are our commitments to one another? 3. What differences exist between us? 4. How will we operate? 5. How will we know we are succeeding? What benefits does a team approach help in solving problems? <p>How are we going to work together – handle conflicts</p> <p>Creating a team charter</p> <p>The Charter Covers:</p> <ul style="list-style-type: none"> Goals (Fun, ...). How will we be measured at the end. Roles that the team will do, (Scribe, Captain, Planner, Advisor, Tester, Public reporter...) Deliverables? How will we handle conflicts? <p>Compare & Discuss to a learning team</p> <p>Sports team Jazz group Project team</p> <p>Page 1 of 1</p> <p>Project Academy</p>
8 hr	Planning & organizing	<ul style="list-style-type: none"> • Time management, Prioritization • Question process • Gantt Chart, Note taking
16 hr	Analysis & Analytical	Basic math, Graphing Problem Framing





Est. Time	Label	Detail
8 hr	Foundational skills	Tools used in the corporate world to manage and improve projects & tasks http://www.projectacademy.org/Foundation-Handbook-12.pdf
24 hr	Problem solving <ul style="list-style-type: none"> • Brain-writing • Shaping • Decision making • Reflection 	 <p>Problem Solving</p> <ul style="list-style-type: none"> • Problem Framing • Requirements • Many Designs • Pick a few Solutions • Testing/ Feedback • Reporting <p>Questions, Meta-cognitive reflection</p> <p>Community</p> <p>Iterative process</p> <p>Divergent/Convergent thinking</p> <p>Mark Somerville ... Olin College</p> <p>Project Academy</p>
8 hr	Testing and feedback	<ul style="list-style-type: none"> • Reflection • Evaluation
4 hr	Example: Project Process (google)	What project managers do <ul style="list-style-type: none"> • The major phases of a project Plan and organize projects • Manage a team to complete tasks • Budget and control project costs • Complete projects on time Average entry-level starting salary ¹ \$59,000/yr
8 hr	Discussion of corporate roles and job functions	http://www.projectacademy.org/careers-09142021.pdf
16 hr	Reporting & Job internships	Available Career Options





Est. Time	Label	Detail
	Practice	<ul style="list-style-type: none"> • Participate in self-reflection. In order to improve, you must first be honest about where your shortcomings are. This isn't always easy. If you are struggling, ask a friend or family member to help you identify your true strengths and weaknesses. • Observe others. Look to others who exemplify the soft skills you want to improve. If you have a relationship with them, ask for their advice or coaching. • Practice. All soft skills will improve with practice. Once you have obtained training or coaching, practice using your new-found skills with friends or family before your interview. This will give you the confidence to take these skills into the workplace.
	Monthly follow-ups	Mentoring and product updates, one year plan
	Web sites used	https://signalsuccess.org/ MA educational resource <i>Work Readiness Curriculum</i>

Total= 148hr / 8= 19.5 days Need to add practice time to schedule

Add 2 days for additional reflection & review periods

