

1st 4-weeks

Classes									
<p>Week 1</p> <p><i>Introduction/ Course objectives</i></p> <p><i>Problems as opportunities</i></p> <p>Teamwork/life-skills</p>	Day	Learning	Life skills						
	1	<p>Intro, Ice breakers, My likes(what interests me)</p> <p>Attitude:</p>	<table border="1"> <tr><td>Introduction</td></tr> <tr><td>My likes</td></tr> <tr><td>Non-verbal</td></tr> <tr><td>Ice-breaker</td></tr> <tr><td>Language</td></tr> <tr><td>Reflection</td></tr> </table>	Introduction	My likes	Non-verbal	Ice-breaker	Language	Reflection
	Introduction								
	My likes								
	Non-verbal								
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Language									
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2	<p>Building a team, culture, values, rituals, language, communication</p> <p>Like a sports team</p>	<table border="1"> <tr><td>What is a team</td></tr> <tr><td>Culture</td></tr> <tr><td>Elements of a charter</td></tr> <tr><td>Roles</td></tr> <tr><td>Communication</td></tr> <tr><td>Reflection</td></tr> </table>	What is a team	Culture	Elements of a charter	Roles	Communication	Reflection	
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3	<p>Charter; roles, Role playing, Improv Keeping your focus</p>	<table border="1"> <tr><td>Build a team charter</td></tr> <tr><td>Improv exercise</td></tr> <tr><td>Dealing with issues</td></tr> <tr><td>Finding the good in each other</td></tr> <tr><td>Doing an exercise</td></tr> <tr><td>Reflection</td></tr> </table>	Build a team charter	Improv exercise	Dealing with issues	Finding the good in each other	Doing an exercise	Reflection	
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4	<p>Mapping our learning, mindset , brain plasticity</p> <p>Controlling your emotions</p>	<table border="1"> <tr><td>Planning exercise</td></tr> <tr><td>Info mapping</td></tr> <tr><td>SEL learning</td></tr> <tr><td>SEL learning</td></tr> <tr><td>SEL learning</td></tr> <tr><td>reflection</td></tr> </table>	Planning exercise	Info mapping	SEL learning	SEL learning	SEL learning	reflection	
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	5	Why teams are important to be successful Flexible	<table border="1"> <tr><td>Attitude</td></tr> <tr><td>Process mapping</td></tr> <tr><td>Customer focus</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	Attitude	Process mapping	Customer focus			
Attitude									
Process mapping									
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Week 2 <ul style="list-style-type: none"> Study project: Trip to the mall to observe retail work force <i>Selecting a problem, Team rules</i> Problem-solving	Day	Learning	Life-Skills						
	1	Work place problem to solve	Respecting others						
	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						
	<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 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						
				Physical appearance					
Week 4	Day	Learning	Life-Skills						



<i>Trip to the Framingham hospital;</i> Reflection/ Re-due Personal Hygiene & Dress <i>Non-verbal skills</i>	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	

Personal Appearance

Social & Emotional Learning (SEL)

- **Critical Reflection:** Analyze cultural and media influences in choices around personal appearance
- **Self-Awareness:** Learn the value of positive messages in dress and body language
- **Health Benefits:** Learn how personal hygiene and grooming habits can improve job opportunity
- **Dress for Success:** Choose appropriate dress for the occasion and demonstrate confidence in your choices

Community Building

Social & Emotional Learning (SEL)

- **Civic Duty:** Examine basic tenets of citizenship and value of community service
- **Vision Building:** Create a vision for a community that will improve education, economic empowerment, and quality of life for its residents



- **Consensus Building:** Inspire others to work for the good of the community
- **Resource Management:** Mobilize assets and resources to achieve goals
- **Collaboration:** Understand the power of diversity and working with others for stronger impact

Team Building

Social & Emotional Learning (SEL)

- Appreciate diverse and unique backgrounds of team members.
- Recognize the importance of uniting around a common goal.
- Learn to build trust, share values and exchange ideas.
- Develop practical tools for setting achievable goals.
- Learn how to take risks in advocating your position and taking action.
- Become accountable for accomplishing the team's mission and expected outcomes.

Conflict Resolution

Social & Emotional Learning (SEL)

- **Strategies:** Analyze conflict resolution styles and explore successful methods of dealing with conflict
- **Perspective-Taking:** Develop empathy, social awareness, and mutual respect with others
- **Effective Communication:** Create non-threatening environments, develop language and tone to find solutions
- **Accountability:** Learn the importance of taking responsibility for role in conflict

Financial Literacy

Social & Emotional Learning (SEL)



- **Value:** Learn to analyze and compare the cost and benefits of goods and services
- **Budgeting:** Develop skills to set goals and use budgeting as a tool to manage money
- **Decision-Making:** Learn the benefits of saving money, investing, and making smart financial decisions
- **Entrepreneurship:** Learn how to use skills and talents to start a business and learn the basics of entrepreneurship to build wealth
- **Banking:** Learn how to use bank services to achieve a long-term financial plan
- **Debt and Credit:** Understand loan interest, credit rating, and how debt can impact life goals

Self Discovery

Social & Emotional Learning (SEL)

- **Self-Improvement:** Identify strengths, personal interests and areas for increased achievement
- **Growth Mindset:** Cultivate a willingness to learn new things, become more positive in attitude and behavior, track daily progress and eliminate distractions
- **Short and Long Term Goals:** Set achievable goals and develop strategies for reaching them
- **Resilience:** Learn to see obstacles as opportunities, build confidence and perseverance to succeed

