

# Course Plan

## Typical Seminar Agenda

1. Check-in and Get Settled (name tents, note cards, handouts)
2. Reading Debrief
3. Presentations, Discussion, Activities/Exercises
4. Reading Assignment and/or Homework Overview
5. Adjourn

Note that all readings are 1-2 pages on average. Reading homework will take an average of 15 minutes per week.

## Course Schedule

Week	Date	Topic	What's Due	Learning Objectives: You will be able to...
1	January 20	Introductions, Syllabus, Ground Rules, Plus/Delta		<ol style="list-style-type: none"> <li>1. Follow class procedures including check-in, name cards, plus/delta and clean-up.</li> <li>2. State the requirements for passing the course.</li> <li>3. Identify class ground rules.</li> <li>4. Describe the Plus/Delta system for providing feedback.</li> </ol>
2	January 27	Relationship Building for Success	<i>Reading</i> Articles 1-4	<ol style="list-style-type: none"> <li>1. Know two people in greater depth.</li> <li>2. Apply the ripple effect networking technique for building relationships.</li> <li>3. Identify at least 4 strategies for successful networking.</li> </ol>
3	February 3	Developing Your Brand	<i>Reading</i> Articles 5-6 <i>Homework</i> Gather from 3 classmates 5 words or phrases they would use to describe you.	<ol style="list-style-type: none"> <li>1. List characteristics/traits that constitute your personal brand.</li> <li>2. Identify steps and actions to build your personal brand.</li> <li>3. Build your personal brand through defined actions.</li> </ol>
4	February 10	How to Brand and Market Yourself	<i>Reading</i> Article 7	<ol style="list-style-type: none"> <li>1. State your personal brand.</li> <li>2. Articulate your introduction for at least two different scenarios.</li> <li>3. Develop an "atta girl/boy" file.</li> <li>4. Recognize 5 common mistakes people make and steps to address them.</li> </ol>
5	February 17	Perceptions in Image ~ How You Look	<i>Reading</i> Article 8 <i>Homework</i> Observe the body language of others...and of yourself.	<ol style="list-style-type: none"> <li>1. Recognize 5 common mistakes people make and steps to address them.</li> <li>2. Demonstrate confident, powerful body language.</li> <li>3. Recognize appropriate attire for career situations.</li> </ol>

## Course Schedule *Continued*

Week	Date	Topic	What's Due	Learning Objectives: You will be able to...
6	February 24	Deadly Character Traits	<b>Reading</b> Articles 9-10 <b>Homework</b> List what you consider to be "deadly character traits"?	<ol style="list-style-type: none"> <li>1. Classify your emotional intelligence.</li> <li>2. Identify the four key components to emotional intelligence.</li> <li>3. Recognize the five most deadly character traits.</li> <li>4. Describe at least 3 factors critical for behavioral change.</li> </ol>
7	March 3	Perceptions in Communication ~ How You Sound	<b>Reading</b> Articles 11-15 <b>Optional Reading</b> Article 16	<ol style="list-style-type: none"> <li>1. Recognize 5 common mistakes people make and steps to address them.</li> <li>2. Recite at least 3 powerful phrases.</li> <li>3. Identify five steps for better listening.</li> <li>4. Write effective email communications.</li> </ol>
8	March 10	10 Biggest Public Speaking Mistakes	<b>Reading</b> Articles 17-21	<ol style="list-style-type: none"> <li>1. Identify at least 5 strategies for effective public speaking.</li> <li>2. Illustrate appropriate speech body language.</li> </ol>
	March 17	Spring Break ~ No Class		
9	March 24	Spring Break Public Speaking	<b>Reading</b> Articles 22-24	<ol style="list-style-type: none"> <li>1. Identify steps to reduce the fear of public speaking.</li> <li>2. Recognize at least three strategies for effective visual aid usage in presentations.</li> <li>3. Improve your comfort level for presenting in class.</li> </ol>
10	March 31	The Best Team Player	<b>Reading</b> Articles 25-26	<ol style="list-style-type: none"> <li>1. Identify at least 5 qualities of an effective team player.</li> <li>2. Recognize at least 3 strategies to enhance your team player effectiveness.</li> </ol>
11	April 7	How You Play the Game	<b>Reading</b> Articles 27-30	<ol style="list-style-type: none"> <li>1. Recognize 5 common mistakes people make and steps to address them.</li> <li>2. Identify at least four effective strategies for playing office politics.</li> <li>3. Describe the value of office politics and playing the game.</li> </ol>
12	April 14	Managing Up	<b>Reading</b> Articles 31-33	<ol style="list-style-type: none"> <li>1. Define "managing up".</li> <li>2. Describe at least four strategies for managing up.</li> <li>3. Recognize the "managing up playing field".</li> </ol>
13	April 21	Politics and Networking	<b>Reading</b> Articles 34-36	<ol style="list-style-type: none"> <li>1. Describe at least 3 career advancing techniques.</li> <li>2. Identify at least 3 opportunities for networking within your current environment.</li> <li>3. Recall material from the Week 2 Relationship Building seminar.</li> </ol>
14	April 28	Strategic Thinking	<b>Reading</b> Article 37	<ol style="list-style-type: none"> <li>1. Describe the detail – strategic thinking continuum.</li> <li>2. Define at least 3 ways to develop strategic thinking.</li> <li>3. Recognize factors that contribute to a narrow focus.</li> </ol>
15	May 5	Reflections and Evaluations		<ol style="list-style-type: none"> <li>1. Celebrate successfully completing WEP's first Career Development Seminar!</li> </ol>