

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: DISABILITY RESOURCE CENTRE **IMPLEMENTATION DATE:** Jan. 1995

<u>Career Education Certificate CED 014</u>	<u>Organizational Structures/Teamwork</u>	Revised: _____
SUBJECT/NUMBER OF COURSE	DESCRIPTIVE TITLE	<u>none</u>
		UCFV CREDITS

CALENDAR DESCRIPTION:

A workplace simulation program, this is an experiential group program designed to teach the skills essential to successful performance in the workplace. Five skill sets are emphasized: basic math and literacy skills, self-management, problem-solving, teamwork and leadership. Participants work in four parts of a simulated company: Administration, Production, Sales and Marketing and Materials Handling.

RATIONALE: As long as workplace theory is taught in the classroom, it remains theory. No matter how many examples are provided of applicability to the workplace, students will not fully realize its transferability. While a workplace simulation is still somewhat artificial, carried out as realistically as possible, it puts students in closer touch with the workplace and allows the opportunity to emphasize workplace skills in a more real to life way than the regular classroom. This program and several others were developed by the Canadian Guidance and Counselling Foundation to prepare Canadians for the labour market.

COURSE PREREQUISITES: none

COURSE COREQUISITES: none

HOURS PER TERM FOR EACH STUDENT	Lecture		hrs	Student Directed Learning		hrs
	Laboratory		hrs	Other - specify:		
	Seminar	36	hrs	Work Simulation	40	hrs
	Field Experience		hrs	TOTAL	76	HRS

MAXIMUM ENROLMENT: 20

Is transfer credit requested? Yes No

AUTHORIZATION SIGNATURES:

Course Designer(s):	Chairperson:
	Curriculum Committee
Department Head:	Dean:
PAC: Approval in Principle	PAC: Final Approval:
(Date)	March 22, 1995 (Date)

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OBJECTIVES con't:

Skill Set #4-Teamwork:

Participate effectively in team meetings.

Collaborate with other members of work group.

Take a team approach to tasks and demonstrate ability to look at perspectives of other employees and the employer.

State how each participant's performance affects company performance.

Participate in interpersonal problem-solving within work group.

Reliably perform own assigned responsibilities.

Skill Set #5-Leadership and Initiative.

Suggest ways to improve productivity and/ or product quality.

Identify potential sources of problems and suggest preventative action.

Independently identify own behaviour change requirements

Act as role model to fellow employees.

Enhance team cohesion and assist in developing and maintaining a positive work environment.

METHODS:

Lecture, group discussion and work simulation.

STUDENT EVALUATION PROCEDURE:

20% Job Application: Resume, interview

20% Journals: 10 daily journals

60% Performance Appraisals: each day participants are rated on performance of skills in each of the five skill sets by their supervisors. The supervisors are rated by employees.

COURSE CONTENT:

Session #1	Introduction to Work Skills Simulation Exercises in teamwork Posting of jobs
Session #2	Review of job interview skills Role plays-interviewer and interviewee
Session #3	Job interviews Review problem-solving skills
Session #4	Work Simulation-Orientation Day

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COURSE CONTENT con't:

Session #5	Work Simulation-Start-Up Day
Session #6-#8	Production Days 1 through 3
Session #9	Debriefing and evaluation of work simulation Review of skills requiring further work
Session #10-12	Work Simulation-Orientation Day through Production Day 3- second run-through
Session #13	Final evaluations, skills review

Following each work simulation session during the first run through, students will identify skills which require further work and lectures and exercises emphasising these skills will be introduced during the next session, prior to the simulation process.