

Integration of Working Smart Soft Skills Certificate in Curriculum Program – Advertising and Graphic Arts

Module	Lesson	Instructor	Time Allotted	Class Date	Class Time	Class Location
SPRING 2018						
Self-Awareness	Intro	Julie	1.5	1/10/18	9:30 – 11am	OCHA 330
	1. Personal Branding					
	2. Self-Change	Wendi	1.5	1/17/18	9:30 – 11am	OCHA 330
	3. Cognitive Cycle	Julie	1.5	1/24/18	9:30 – 11am	OCHA 330
	Review					
Self-Management Skills	Review	Wendi	1.5	1/31/18	9:30 – 11am	OCHA 330
	4. Dealing with Stress					
	5. Warning Signs	Julie	1.5	2/7/18	9:30 – 11am	OCHA 330
	6. Personal Reactions	Wendi	1.5	2/14/18	9:30 – 11am	OCHA 330
	7. Staying Calm & Clear	Julie	1.5	2/21/18	9:30 – 11am	OCHA 330
	Review					
Work Ethics	Review	Wendi	1.5	2/28/18	9:30 – 11am	OCHA 330
	8. Employer Expectations					
	9. Code-Switching	Julie	1.5	3/7/18	9:30 – 11am	OCHA 330
	Review					
Communication Skills	Review	Wendi	1.5	3/14/18	9:30 – 11am	OCHA 330
	10. Active Listening					
	11. Four C’s of Communication	Julie	1.5	3/21/18	9:30 – 11am	OCHA 330
	12. Expressing Concerns	Wendi	1.5	3/28/18	9:30 – 11am	OCHA 330
	13. Handling Feedback	Julie	1.5	4/11/18	9:30 – 11am	OCHA 330
	Review					
Problem Solving Skills	Review	Wendi	1.5	4/18/18	9:30 – 11am	OCHA 330
	14. Problems and Goals					
	15. Facts vs. Opinions	Julie	1.5	4/25/18	9:30 – 11am	OCHA 330
	16. Options and Outcomes	Wendi	1.5	5/2/18	9:30 – 11am	OCHA 330
	Review					