



EFFECTIVE: SEPTEMBER 2004 **CURRICULUM GUIDELINES**

A.	Division:	Educational Services	Date:	September 2004
B.	Department / Program Area	Student Development	New Course	<input type="checkbox"/> Revision <input checked="" type="checkbox"/>
			If Revision, Section(s) Revised	C, I, J
			Date Last Revised:	May, 2003
C:	LWTP 0101	D:	Light Warehouse Training Program	E: 2
	Subject & Course No.		Preparing for the Warehouse Environment	Seme
			Descriptive Title	

N: Course Content:

1. Developing self-awareness with a focus on finding the correct job match.
2. Developing self-esteem and a positive attitude to career development.
3. Effective communication as a tool for developing teamwork skills.
4. Problem solving in both personal and professional situations.
5. Anger management.
6. Conflict resolution, with particular focus on the work environment.
7. Assertiveness as a tool for job survival and career development.
8. Stress and time management.

O: Methods of Instruction

Instructor Presentation
Class Discussion
Videos
Guest Speakers
Role Play

P: Textbooks and Materials to be Purchased by Students

Nil. Topic relevant material will be provided in handout form throughout the course.

Q: Means of Assessment

A mastery model of ongoing evaluation will be used. A student will have completed the course when he/she has demonstrated through satisfactory completion of exercises and assignments that the course objectives have been achieved. Where formal tests are used mastery will be defined as a score of 70% or more.

The instructor in consultation with each student will monitor progress on a regular basis. The student will be expected to maintain regular attendance and progress,