

## **PLAN OF ACTION REPORT**

**Meeting 1:** 21-11-2023

**Class:** Corporate Skills (C3)

**Mentor:** Kunisha

### **1. Increase Engagement for Low Attendance:**

- Implement more interactive elements in the classes to boost engagement.
- Explore ways to make the learning experience dynamic and participative.
  - Yeah, we can incorporate riddles/ “speak it professionally” segment in classes like you’ve incorporated in our cohort Kunisha

### **2. Encourage Better Work Ethic and Assignment Hygiene for Students**

- Motivate students to dedicate more time to corporate skills assignments.
- Give out clear rubrics with focus on opportunity areas to encourage focus
- Introduce online quiz applications to make assignments more interesting.
- Diversify out-of-class assignments to maintain interest and dedication.
- Add interesting challenges for bonus points
  - (eg. “Give a presentation on accountability” -to-> “Give a presentation on accountability: A Gamified Approach”)

### **3. Focus on Written and Technical Language Skills:**

- Conduct a special session to address the gap in written and technical language skills for students.
  - Topics to cover: Note-taking techniques, diary-making skills, and mastering minutes of the meeting.
- Another session to discuss presentation protocol and improve overall presentation skills.

### **4. Promote Peer-to-Peer Learning:**

- Introduce more breakout rooms to encourage peer-to-peer learning.
- Provide opportunities for in-class collaborative assignments to enhance teamwork and knowledge sharing.

