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**Week 10:** Assignment 2: **Soft Skill Development Role Play Video**

**Instructions:**

Throughout the course, we’ve been talking about the importance soft skills. Now, it’s time to practice helping your employees develop them. Using the questions listed below you will role-play with one of your classmates, employees, friends or co-workers, and record the session on video.

In the video, ask the following questions and then provide guidance and feedback in a manner that will help your employee/friend to improve their soft skills, and develop a better understanding of the context/situation. Your goal is to enable them to better adapt if they encounter a similar situation in the future. If you are having difficulty finding someone to do the video with, feel free to record on your own and simulate a conversation.

Post your completed video in the designated area in the Blackboard Course Shell during Week 10.

Here are the questions:

* Has having limited time ever impacted your performance at work? How so (give an example)? What did you do in that situation? How could you have adapted to it better? Can you anticipate being in that situation again in the future? What will you do next time?
* Have you ever dealt with too much work in the workplace? Can you give an example? How did you adapt? Do you think you will be in that situation again in the future? What will you do if it happens again?

* Have you ever had to deal with other people not doing their part in the workplace? Can you give an example? How did you respond? Can you anticipate being in that situation again in the future? When is that likely to happen? What options will you have if it does occur again?
* Have you ever dealt with conflict among employees in the workplace? Can you give an example of when you have been in that situation? What did you do? Do you think you will be in a similar situation again in the future? What options will you have if so and how will you respond?

Good luck with your video and reach out to your professor with any questions. All videos should be 7 minutes or under and be uploaded to Blackboard by Sunday midnight of Week 10. (If you are having issues uploading your video, upload it to YouTube and copy and paste the link in the designated area in Blackboard instead).

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| **Assignment 2 Grading Rubric (210 points)** | | | | | |
|  | **Unsatisfactory**  **0%** | **Partially Satisfactory**  **70%** | **Satisfactory**  **80%** | **Proficient**  **95%** | **Exceeds Requirements**  **100%** |
| **Limited Time Context/Feedback**  **20%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Too Much Work Context/Feedback**  **20%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Others Not Doing Their Part Context/Feedback**  **20%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Conflict Between Employees Context/Feedback**  **20%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Professional Presentation**  **10%** | Does not have a professional format/delivery and/or does not include all topics. | Has inconsistencies in terms of professional format/delivery and topics. | There are a few inconsistencies in terms of professional format/delivery and topics. | The format/delivery is professional, and all required topics are included. | The presentation is exemplary. It is presented professionally and goes above and beyond the requirements. |
| **Submitted on Time**  **10%** | 15 or more days late | 7-14 days late | 3-6 days late | 1-2 days late | Submitted on Time |