



Approved by Chair:

Sep 6, 2020

Signature

**COURSE SECTION INFORMATION**

**Professional Workplace Competencies**

**Teacher's Name:** Tyanne Fluke

**Course Code** COMP 2148

**Email:** [tyanne.fluke@georgebrown.ca](mailto:tyanne.fluke@georgebrown.ca)

**Course Section**

**Phone:** 416-415-0000 x 6898

**Academic Year:** 2020-2021

**Office**

**Term:** Fall 2020

**Out of Class Assistance**

**Detailed Evaluation System**

Assessment Tool:	Description:	Outcome(s) assessed:	EES assessed:	Date / Week:	% of Final Grade:
Participation	Active Engagement in Class	2, 3, 4, 5, 6	1,2,4,5,6,8,9,10,11	On-going	10%
In Class Presentation & Assignment	Elevator Pitch	2,3,5	1,2,10,11	3	6%
Assignment	Resume Drafts of Parts 1-4	1, 6	1,2,4,5,6,7, 10, 11	On-going	20%
Assignment	Final Corrected Professional Resume	1, 6	1,2,4,5,6,7, 10, 11	7	10%
Assignment	Cover Letter Drafts of Parts 1-3	2, 3, 4,	1, 2, 4, 5, 6, 8, 9, 10, 11	On-going	15%
Assignment	Final Corrected Professional Cover Letter	1, 6	1,2,4,5,6,7, 10, 11	13	5%
In Class Activity	Teamwork and Leadership challenge	2, 3, 4	1, 2, 4, 5, 6, 8, 10, 11	7	10%
In Class Presentation	Professional Presentation of Group Project	2, 3, 4, 5, 6	1, 2, 4, 5, 6, 7, 8, 9, 10, 11	13	24%
<b>TOTAL:</b>					<b>100%</b>

**Learning Schedule / Topical Outline (subject to change with notification)**

**TOPICAL OUTLINE:**

Professional Workplace Competencies / September 2020

Week	Topic	Outcome	Content	Resource
1 Sept 8-11	Course Intro, Company Culture & Organizational Change	1, 2, 3	<p>Introductions: Professor, Students, Course, Outline, Company Culture: Identification and categorization</p> <p>Organizational Change: Staff, management, and company</p> <p>Self-assessment of soft skills/goals</p> <p><b>BRING A PORGRAM ALIGNED JOB POSTING TO CLASS WEEK 2</b></p>	Slides
2 Sept 14-18	Professional Documents  RESUME  Elevator Pitch	1, 2, 3, 5, 6	<p>Foundational essentials: Resumes</p> <p>Elevating your documents to the next level: Resume Worksheets</p> <p>Detailed overview of Section 1 of Resume</p> <p>Elevator Pitch Discussion</p> <p><b>STUDENTS TO BRING A JOB POSTING TO CLASS</b></p> <p><b>ELEVATOR PITCH ASSIGNMENT INTRODUCED – PRESENTATION</b></p> <p><b>DUE WEEK 3 IN CLASS AND SUBMIT ON BB</b></p> <p><b>SECTION 1 RESUME DRAFT (w/ Job Posting) – DUE WEEK 3 BY 11:59PM 5%</b></p>	Career Services Sample Documents, Slides and Videos
3 Sept 21-25	Professional Documents	1, 2, 3, 5, 6	<p>Foundational essentials: Resumes</p> <p>Elevating your documents to the next level: Resume Template and Worksheets</p> <p>Detailed overview of Section 2 of Resume Template</p> <p><b>ELEVATOR PITCH PRESENTATIONS – DUE IN CLASS WEEK 3- 6%, ALSO SUBMIT ON BB</b></p> <p><b>SECTION 1 RESUME DRAFT (w/ Job Posting) – DUE WEEK 3 BB 11:59PM 5%</b></p> <p><b>SECTION 2 RESUME DRAFT INTRODUCED – DUE WEEK 4 - 11:59 PM</b></p>	Career Services Sample Documents, Slides and Videos
4 Sept 28-Oct 2	Interviews & Professional Documents	1, 2, 3, 4, 5, 6	<p>Interviews skills and strategies</p> <p>Detailed overview of Section 3 of Resume Template</p> <p><b>SECTION 2 RESUME DRAFT – DUE WEEK 4- 11:59 PM BB 5%</b></p> <p><b>SECTION 3 RESUME DRAFT – INTRODUCED- DUE WEEK 5- 11:59 PM</b></p>	Videos, Slides, Handouts
Week	Topic	Outcome	Content	Resource

5 Oct 5-9	Networking, Professional Etiquette, & Professional Documents	1, 2, 3, 4, 5	<p>Networking in-person and online</p> <p>Workplace etiquette including behavioral considerations, body language and physical communication</p> <p>Detailed overview of Section 4 of Resume Template</p> <p><b>SECTION 4 RESUME DRAFT INTRODUCED – DUE WEEK 6- 11:59 PM BB</b></p> <p><b>SECTION 3 RESUME DRAFT – DUE WEEK 5-11:50 PM 5%</b></p>	Images, Videos, Slides, Articles
6 Oct 12-16	Verbal and Non- Verbal Communication & Professional Documents	1, 2, 3, 4, 5	<p>Oral and written workplace communication considerations, including tone and language</p> <p>Email In Class Activity</p> <p><b>SECTION 4 RESUME DRAFT – DUE BEFORE 11:59 PM BB 5%</b></p>	Images, Videos, Slides, Sample Documents
7 Oct 19-23	Teamwork and Leadership Skills	2, 3, 4, 5	<p>Cooperative skills, strong vs weak leadership</p> <p>Supporting team members</p> <p><b>IN-CLASS ACTIVITY: TEAMWORK &amp; LEADERSHIP CHALLENGE 10%</b></p> <p><b>FINAL CORRECTED COMPLETE RESUME – DUE BEFORE 11:59 PM – BB 10%</b></p>	Work Sheets
8 Oct 26-30	<b>INTERSESSION WEEK</b>			
9 Nov 2-6	Problem-Solving & Professional Documents Cover Letter	1, 2, 3, 4, 5, 6	<p>Problem solving</p> <p>Performing a needs assessment</p> <p>The importance of contingencies</p> <p>Cover Letters, Calling Cards, Portfolios</p> <p>Detailed overview of Section 1 of Cover Letter Template</p> <p><b>SECTION 1 COVER LETTER DRAFT – INTRODUCED AND DUE WEEK 10 - 11:59PM BB 5%</b></p> <p><b>GROUP PROJECT &amp; PRESENTATION – INTRODUCED:</b> Assign groups, choose Company and Job Description for final presentations and review group presentation guidelines <b>24%</b></p>	Slides, Handouts
<b>Week</b>	<b>Topic</b>	<b>Outcome</b>	<b>Content</b>	<b>Resource</b>

10 Nov 9-13	Presenting Your Work & Professional Documents	1, 2, 3, 5, 6	<p>Casual pitch versus formal presentation</p> <p>Presenting ideas and results</p> <p>Oral versus written presentation formats</p> <p>Detailed overview of Section 2 of Cover Letter Template</p> <p><b><i>In-class group project time allocated</i></b></p> <p><b>SECTION 1 COVER LETTER – DUE BEFORE 11:59 PM BB 5%</b></p> <p><b>SECTION 2 COVER LETTER INTRODUCED DUE WEEK 11-11:59 PM BB</b></p>	Videos, Handout, Articles and Slides
11 Nov 16-20	Conflict, Listening, Emotional Intelligence & Professional Documents	1, 2, 3, 4, 5	<p>Conflict management, resolution and prevention</p> <p>Active listening and emotional intelligence</p> <p>Giving constructive versus destructive feedback</p> <p>Detailed overview of Section 3 of Cover Letter Template</p> <p><b><i>In-class group project time allocated</i></b></p> <p><b>SECTION 3 COVER LETTER INTRODUCED DUE WEEK 12-11:59 PM BB</b></p> <p><b>SECTION 2 COVER LETTER DRAFT – DUE WEEK 12-11:59PM BB 5%</b></p>	Articles, Videos and Slides
12 Nov 23-27	Negotiating, Time Management & Professional Documents	2, 3, 4, 5	<p>Negotiation skills</p> <p>Salary negotiations</p> <p>Time management and road blocks</p> <p><b><i>In-class group project time allocated</i></b></p> <p><b>SECTION 3 COVER LETTER DRAFT – DUE WEEK 12-11:59PM BB 5%</b></p> <p><b>FINAL CORRECTED COMPLETE COVER LETTER – INTRODUCED DUE WEEK 13 - 11:59 PM</b></p>	Articles, Case Study, and Slides
13 Nov 30- Dec 4	Group Presentations	1, 2, 3, 4, 5, 6	<p><b>GROUP RESEARCH PROJECT PRESENTATIONS – IN CLASS 24%</b></p> <p><b>FINAL CORRECTED COMPLETE COVER LETTER – DUE 11:59 PM 5%</b></p>	Student Presentations
14 Dec 7-11	Group Presentations	1, 2, 3, 4, 5, 6	<p><b>GROUP RESEARCH PROJECT PRESENTATIONS – IN CLASS 24%</b></p>	Student Presentations
15 Dec 14-18	Workplace Competencies Summary	1, 2, 3, 4, 5, 6	<p>Course wrap-up</p> <p>Q&amp;A: Students to bring workplace questions for discussion</p>	Articles, Slides and Worksheets

**Please note: this schedule may change as resources and circumstances require.**

For information on withdrawing from this course without academic penalty, please refer to the College Academic Calendar: <http://www.georgebrown.ca/Admin/Registr/PSCal.aspx>