Task A Plan out the Semester

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| **Your name**: |

The theme for PPIT is to develop non-technical skills to succeed in the workplace. This course is all about professional self-development. Listed below are the pre-set topics covered in each assignment. Since everyone is unique with different levels of knowledge, skills and experience, choice is an important element of the course. You can choose what topic to focus on for each assignment.

To appreciate what choices are available to you, please sign into NSCC LinkedIn. **If you follow the specific instructions, then you won’t be asked to pay money to watch the videos.** Nor will you continually be prompted to pay money in the future. Once in you can check out the options. If none of the listed choices is suitable, then you can choose other NON-TECHNICAL topics.

There are four parts to the compass:

1. Taking stock of PPIT 1

2. Planning out the PPIT 2 ASSIGNMENTS

3. Deciding on a goal for your PPIT 2 PROJECT

4. After setting up your academic schedule in the NSCC outlook calendar (not gmail) place a screenshot of the second month of the semester.

# 1. Taking stock of PPIT 1

In PPIT 1 you developed successful habits (like study skills and time management) as well as developed a resume. Are you satisfied with the state of your time management, study and resume skills? If not, would you like to continue to develop them? Please place your thoughts on this below and incorporate it into section 2.

Your answer:

# 2. Planning your PPIT 2 Tasks, Assignments and Project

The topics listed below are the default topics that I set for those with the least amount of knowledge and experience in this area. Do these default topics apply to you?

| **Session** | **Course Work** | **Proposed work for you** | **Confirming your work** |
| --- | --- | --- | --- |
| S2 | Assignment 1  Theme: Emotional Intelligence | **Choose 1 video to watch:**   * Developing your emotional intelligence * Communicating with empathy * Enhancing resilience * Developing self-awareness | Choose 1 video. Put your video choice here.  What specifically do you need from the video?  Enhancing resilience  I’m hoping this will help me find a better way to deal with large tasks |
| S3 | Task B  Theme: Self Awareness | Self-reflection exercise to recognize your strengths. Alternatively, you might take a personality test to understand yourself better. | A personality test seems like it would be very insightful, I’ll try this. |
| S4 | Assignment 2  Theme: Relationships | **Choose 1 video to watch:**   * Effective listening * Building trust * Building business relationships * Managing your career as an introvert * Taking charge of your career | Put your video choice here.  What specifically do you need from the video?  Taking charge of your career.  Finding steps to grow even outside school would be very nice skills to have. |
| S5 | Task C  Theme: Personal Brand | Complete a thought-provoking worksheet to identify your personal brand. | After some extra insight exercises in the earlier tasks, I will find a personal brand to be useful. |
| S6 | Assignment 3  Theme: Cross-cultural communication | **Choose 1 video to watch:**   * Developing cross-cultural intelligence * Communicating across cultures virtually * Unlocking authentic communication in a culturally diverse workplace * Multinational communication in the workplace | Multi-national communication in the workplace.  With IT being such a global thing, being able to understand and better communicate with other communities and cultures would also be a great skill. |
| S7 | Task D  Theme: Meeting requirements | Meeting job requirements exercise. We analyze a job posting and a resume to see how suitable it is for a job. In doing so, we get insights as to what an employer is looking for when reviewing applications. | Please confirm that you need this skill. If not, identify something else that you need to work on. |
| S8 | Assignment 4  Theme: Collaboration | **Choose 1 video to watch:**   * Mastering self-motivation * Collaboration principles & process * Working with difficult people * Finding your introvert/extrovert balance | Put your video choice here.  What specifically do you need from the video? |
| S9 | Task E  Theme: Portfolio | Make a first draft portfolio work sample. | Please confirm that you need this skill. If not, identify something else that you need to work on. |
| S10 | Task F | During project presentations, be a good audience by taking notes and formulating questions. | Please confirm that you need this skill. If not, identify something else that you need to work on. |
| S11 | Project | Work on a non-technical self-development project, 15 minutes per day, for 6 weeks. Instructor recommends emotional intelligence, or something to develop the corporate athlete four capacities. | Select a project topic |

# 3. Establish your PPIT Project Goal:

By session 3 of this course, you will need to start a 6 week project to develop a non-technical skill. This is a practical (doing things) project, not a fuzzy research project. Think about a non-technical skill that you need to develop and use the SMART goals format to help flesh out your idea so that you can work on it and properly record evidence of your results.

Come up with a sentence to respond to each of these elements of SMART goals:

* Name your project:
* Specific (Don’t use vague wording. Focus on concrete actions or products.)
* Measurable (Set a measurable target)
* Attainable (How busy is your life? Can you focus on this within the timeframe?)
* Realistic (Do you have access to resources, tools and knowledge to achieve the goal?)
* Timebound (Set specific dates to accomplish the goal)

# 4. NSCC Outlook Screenshot for the second month of this semester showing your academic schedule

Put every single course you are taking at NSCC in NSCC outlook calendar.

Put the dates you will present assignments in the calendar as well.