

Simply a Better Way to Learn!



S K I L L S U P G R A D I N G

Workplace Success/Intrapreneurship

Course Introduction

Workplace Success/Intrapreneurship is an introductory course that provides students with the essential tools to be successful in today's workplace environment.

The course combines theoretical, how-to information, with practical applications. Students are required to draw on their own experiences, to research information, and to apply their knowledge to typical workplace situations. The course provides a balance of hard and soft skills.

The soft skills students will develop and apply to realistic case studies include communication, writing, planning and organizing, and time management. The hard skills students will develop and apply include setting goals and objectives, preparing meeting checklists, and developing strategies.

At the end of the course there is a final exam. A certificate is issued upon successful completion of this course.

Course Prerequisite (s)

Word Processing and Spreadsheet – Level 1 courses or equivalent

Course Aim

To assist students in learning how to handle the basic responsibilities encountered in the workplace.

Of Interest to

People who are entering or re-entering the work force, and who wish to be successful in their careers.

Course Breakdown

Lesson 1:

Workplace Fundamentals; Workplace Information; Employability Skills; Workplace Attitude and Etiquette; On the Job; Workplace Health and Safety

Lesson 2:

Self-Empowerment; Office Culture; Thinking; Learning; Listening; Reading

Lesson 3:

Creating and Organizing Work Groups or Teams; Group or Team Development Process; Group/Team Needs, Positive Influences and Non-Supportive Roles; Co-operating in Teams

Lesson 4:

Conflict Fundamentals; Symptoms of Escalating Conflict; Sources of Conflict and the Conflict Process; Difficult Personality Types; Handling and Resolving Conflict; Building and Maintaining Positive Relationship

Lesson 5:

Career Options; Job Enrichment; Job Advancement; Annual Reviews; Mission Statements, Goals, Objectives and Action Plans

Lesson 6:

Job Stress; Time Management

Lesson 7:

Fundamentals of Writing; Prewriting; Writing; Proofreading and Editing

Lesson 8:

Communication; Communicating Effectively; Non-Verbal Communication; Presenting Yourself and Your Ideas

Lesson 9:

Meeting Fundamentals; Meeting Planning and Procedures; The Meeting; After the Meeting; Dealing with Criticism

Lesson 10:

Intrapreneurship; Intrapreneurship Concepts; Idea-Generation; Assertiveness

Course Notes

Course manual provided for on-going reference.

Upon completion of the course, there is a final exam. Participants who achieve 75% or higher on their exam will receive a certificate.



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