

INTRODUCTION TO ADAPTABILITY AND LEARNING

MAL029

COURSE DESCRIPTION

This course teaches participants how to develop and achieve personal goals for future learning, work, and community involvement. Participants will assess their interests, skills, and characteristics and investigate current economic and workplace trends, work opportunities, and ways to search for work. The course prepares participants for managing work and life transitions, and helps them focus on their goals through the development of a career plan.

COURSE GOAL

To enhance the participants' knowledge, skills and abilities necessary to achieve personal goals for future learning, work, and community involvement.

COURSE OBJECTIVES

By the end of this course, participant will be able to:

- Use a self-assessment process to develop a personal profile for use in career planning.
- Evaluate and apply the personal management skills and characteristics needed for success, document them in his portfolio and demonstrate their use in a variety of settings.
- Demonstrate effective use of interpersonal skills within a variety of settings.
- Be familiar with research process to locate and select relevant career information from a variety of sources for inclusion in a portfolio.
- Identify current trends in society and the economy and describe their effect on work opportunities and work environments.
- Identify a broad range of options for present and future learning, work and community involvement.
- Use appropriate decision-making and planning processes to set goals and develop a career plan.
- Analyze changes taking place in their personal lives, their community, and the economy, and identify strategies to facilitate smooth transitions during change.
- Demonstrate an understanding of, and the ability to prepare for, the job-search process.

WHO SHOULD ATTEND

The course is for those who need to develop and achieve personal goals for future learning, work, and community involvement.

COURSE DURATION

5 Working Days

COURSE OUTLINES

1. **Adaptability – A key skill we must develop in ourselves and in others**
2. **Who Am I?**
 - Developing a personality profile.
 - Identifying essential skills and describing their importance.
 - Verbal and non-verbal communication skills.
 - Teamwork and leadership skills.
3. **What are My Opportunities?**
 - Fields of work.
 - Researching career-related information.
 - Workplace safety.
 - Workplace trends.
 - Identifying personal options.
4. **Preparation for Transitions and Change**
 - Producing a career plan.
 - Managing change.
 - Searching for work, (resumes, interviews, cover letters, thank you letter etc.).
5. **Achieving Adaptability through Inquiry Based Learning (IBL)**
 - Key Characteristics of IBL.
 - Rationale for IBL.
 - The Components of the IBL Approaches.

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