

## WIT Professional Development Program

### Program Learning Objectives

	<i>Sessions</i>	<i>Learning Objectives (by the end of this session, participants should be able to...)</i>
Module One: Teams in the Working World	<b>Team Development</b>	<ul style="list-style-type: none"> <li>★ Explain why groups operate in different ways at different stages</li> <li>★ Recognize and demonstrate appropriate task and maintenance behaviors in group settings</li> <li>★ Decide strategies to ensure effective group performance</li> </ul>
	<b>Interpersonal Communication</b>	<ul style="list-style-type: none"> <li>★ Demonstrate appropriate listening and face-to-face communication techniques</li> <li>★ Demonstrate appropriate feedback techniques</li> </ul>
Module Two: Managing Your Work	<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>★ Describe common creative problem solving approaches and discuss their advantages and disadvantages</li> </ul>
	<b>Decision-Making</b>	<ul style="list-style-type: none"> <li>★ Describe common techniques and discuss their advantages and disadvantages</li> <li>★ Choose the appropriate decision-making process based on the task and the group</li> <li>★ List common decision-making stressors and traps</li> </ul>
Module Three: Managing Your Team	<b>Leadership</b>	<ul style="list-style-type: none"> <li>★ Describe leadership styles</li> <li>★ Discuss the implications of the situation and one's personal style in demonstrating leadership</li> </ul>
	<b>Conflict Management</b>	<ul style="list-style-type: none"> <li>★ Choose the appropriate conflict management style and technique for a given situation</li> </ul>
	<b>Task Management</b>	<ul style="list-style-type: none"> <li>★ Explain the different levels of planning and when each needs to be used</li> <li>★ Describe optimal usage of common task management and planning tools and techniques</li> <li>★ Structure and facilitate a meeting</li> </ul>
Module Four: Professional Presentation	<b>Oral Presentations</b>	<ul style="list-style-type: none"> <li>★ Make effective formal presentations using appropriate visual aids and delivery techniques</li> <li>★ Use the SPRA formula (for speaking in public)</li> </ul>



	<i>Sessions</i>	<i>Learning Objectives</i> <i>(by the end off this session, participants should be able to...)</i>
	<b>Business Writing</b>	<ul style="list-style-type: none"><li>★ Explain the structure and tone of common business report and correspondence types</li><li>★ Critique common errors and propose corrective adjustments</li></ul>
Module Five: Entering the Job Market	<b>Applying for the Job</b>	<ul style="list-style-type: none"><li>★ Draft an attractive, accurate and informative CV and cover letter</li></ul>
	<b>Job Interview Skills</b>	<ul style="list-style-type: none"><li>★ Anticipate and respond appropriately to common interviewer strategies used in a variety of work settings</li><li>★ Use appropriate techniques to begin and wrap up an interview</li></ul>