



Course Outcome Summary

Course Information: **Transition**

Description: This course provides for individual instruction to meet social, behavioral, and transitioning needs. This class will focus on the social and behavioral skills our students need to be successful at school, community and work. They will learn strategies needed to be more productive and successful as they transition into a career and living independently. Our goal is to prepare students for what lies ahead after high school.

Instruction Level: Basic

Total Credits: 2

Prerequisites: Grade 5-7 skill level

Textbooks: Career, Life, Work / NWT Literacy Council
<https://www.nwtliteracy.ca/Youth%20and%20Adult%20Literacy%20%28Resources%29>
<https://agoratransitionclass.weebly.com/>

Course Standards:

Common Career and Technical Core:

- Communicate and collaborate with others to accomplish tasks and develop solutions to problems and opportunities.
- Identify and apply employability skills.
- Assess benefits and challenges of working in diverse settings and on diverse teams.

Unit

1. Goal Setting
2. Personal Management Skills
3. Communication Skills
4. Career Development
5. Job Success Strategies
6. Dealing with Conflict
7. Getting the Job
8. Soft Skills for Work
9. Dealing with Stress
10. Money Issues/Consumer Math

Unit Outlines

1. Goal Setting

Standards:

- IOD 505. Analyze presented information when given new, simple information
- EMI 503. Identify the strengths and weaknesses of models
- CD1.b: Demonstrate effective decision making, problem solving and goal setting.

Essential Question:

- What are my personal and career goals?
- What are the benefits / advantages of achieving these goals?
- What are the obstacles I'll need to overcome?
- How long will it reasonably take me to complete my goals?
- What is the plan to reach my goals?

Essential Knowledge:

- The student will demonstrate the ability to identify career and personal goals and the steps needed to successfully attain these goals.

2. Personal Management Skills

Standards:

- TOD 504. Use a word, phrase, or sentence to accomplish a fairly straightforward purpose (e.g., sharpening an essay's focus, illustrating a given statement)
- CD4.d: Develop positive relationships with others
- LE1.b: Employ teamwork skills to achieve collective goals and use team members/ talents effectively
- BC2.a: Formulate a positive self-image by exhibiting professional and ethical behavior in the work environment

Essential Question:

- How do I increase Confidence and Self-esteem?
- What are my Strategies for Healthy Living?
- What are my personal Values and Ethics?
- What are my Money Management skills; do I know the difference between wants versus needs, can I balance a household budget?

Essential Knowledge:

- This lesson is about personal development and reflection. The students will demonstrate the ability to reflect on their own lives as well as relate things to the working world. This lesson provides an opportunity for students to reflect on their strengths and build overall confidence.

3. Communication Skills

Standards:

- CLR 401. Locate important details in somewhat challenging passages
- TOD 504. Use a word, phrase, or sentence to accomplish a fairly straightforward purpose (e.g., sharpening an essay's focus, illustrating a given statement)
- BC1.a: Practice efficient and effective spoken communication skills
- BC6.b: Assess and respond to verbal and nonverbal messages

Essential Question:

- How do I Communicate effectively with others?
- What does good body language look like?
- What is assertive behavior versus passive or aggressive behavior?
- How do I demonstrate Active Listening?
- How do I deal with conflict at work and at home?

Essential Knowledge:

- The student will increase their skills in speaking, listening, working together as a team and dealing with conflict. These skills are essential in both personal relationships and the work environment.

4. Career Development

Standards:

- CLR 401. Locate important details in somewhat challenging passages
- SYN 501. Draw logical conclusions using information from two informational texts
- CD2.a: Apply academic experiences to the world of work, inter-relationships and the community.

Essential Question:

- Where do I want to be one, three, five or ten years from now?
- What are my interests, strengths and skills?
- What are employers looking for?
- What careers am I interested in?
- What education and skills will I need for these careers?
- How can I find and secure a job in today's market?

Essential Knowledge:

- Students will reflect on their skills and abilities, develop a career plan, research career options and search for employment.

5. Job Success Strategies

Standards:

- TOD 504. Use a word, phrase, or sentence to accomplish a fairly straightforward purpose (e.g., sharpening an essay's focus, illustrating a given statement)
- CD4.a: Identify and demonstrate positive work behaviors and personal qualities needed to be employable

Essential Question:

- What are Work Ethics: What are the characteristics of a good worker? What is ethical and unethical behavior? How can I deal with difficult situations at work?
- What are my Rights and Responsibilities: What are my rights at work? How can I be safe on the job? What does it mean to be responsible at work?
- How I Deal with Change: How do I handle change? How can I get rid of bad habits? How can I make new positive habits?
- What is Stress Management: What roles do we play in our lives? What stresses us out? How can I handle stress? How can I get work-life balance?
- What is Time Management: How can I manage my time better?

Essential Knowledge:

- Students will understand the demands of working full-time and develop strategies to deal with issues that might come up. Students will learn tools to help them balance work, entertainment, relationships and home.

6. Soft Skills for Work

Standards:

- WME 402. Interpret most words and phrases as they are used in somewhat challenging passages, including determining technical, connotative, and figurative meanings
- CD4.d: Develop positive relationships with others
- BC6.a: Demonstrate proper listening techniques.

Essential Question:

- What personal qualities do you exhibit that will help you maintain healthy relationships and maintain a job?
- How do you communicate effectively with others in the community, at home and at work?
- What are teamwork skills will help you maintain employment?

Essential Knowledge:

- Students will learn the soft-skills needed to maintain employment: non-technical skills, abilities, and traits like communication skills and working well with others.

7. Dealing with Conflict

Standards:

- SYN 501. Draw logical conclusions using information from two informational texts

Essential Question:

- What is Conflict?
- What are the causes and responses to conflict?
- What are the five styles of conflict management?
- What are the steps to working through conflict?

Essential Knowledge:

- Students will be able to understand conflict and how to deal with conflict situations at home, in their community and at work or school.

8. Getting the Job

Standards:

- TOD 403. Use a word, phrase, or sentence to accomplish a straightforward purpose (e.g., conveying a feeling or attitude)
- ORG 401. Determine the need for transition words or phrases to establish straightforward logical relationships (e.g., *first*, *afterward*, *in response*)
- ORG 402. Determine the most logical place for a sentence in a straightforward essay
- CD4.b: Demonstrate skills related to seeking and applying for employment to find and obtain a desired job

Essential Question:

- What are the top five skills employers want?
- What is a resume?
- What is a cover letter?
- How should you answer the following interview questions: *Tell me a little about yourself? What is your greatest strength? What is your greatest weakness? How do you handle stressful situations? Why do you want this position?*
- What does a good interview look like?

Essential Knowledge:

- Students will be able to create a resume, a cover letter and complete a job application along with exhibiting good interview techniques.

9. Dealing with Stress

Standards:

- TOD 403. Use a word, phrase, or sentence to accomplish a straightforward purpose (e.g., conveying a feeling or attitude)

Essential Question:

- What is Stressful for You?
- What are some of the Challenges You Face?
- What are Your Stress Signals?
- What are some unhealthy ways in managing stress?
- What are some healthy ways in managing stress?
- How do you create a Work-Life Balance?

Essential Knowledge:

- Students will evaluate their own stress levels and learn some tools to manage their stress.

10. Money Issues

Standards:

- AF 401. Solve routine two-step or three-step arithmetic problems involving concepts such as rate and proportion, tax added, percentage off, and estimating by using a given average value in place of actual values
- PF2.c: Create a plan for spending and saving to meet individual goals
- PF2.d: Develop a system for keeping and using financial records
- PF2.e: Describe the role of taxes

Essential Question:

- Why is it important to create a budget and how will this allow us to reach our financial goals?
- How do our spending habits affect us financially?
- What personal information is needed to develop a personal budget?

Essential Knowledge:

- The student will demonstrate the ability to use a problem-solving approach to create / maintain a realistic personal budget.