

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

HMDV 575W

WORKSHOP TITLE

PERSONAL DEVELOP/GROWTH WRKSHP

TYPE WORKSHOP

NON-FEE

WORKSHOP DESCRIPTION

A course designed to develop techniques for improving one's self-image, personality, and physical attributes pertinent to career development and improving one's lifestyle. Pre-employment preparation. (FT)

WORKSHOP LENGTH

4 - 15 hours

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

WORKSHOP GOALS

Achievement of workshop objectives will help the student develop:

1. Skills in identifying a preferred lifestyle and career/job choice.
2. An awareness of feelings and attitudes needed to make a lifestyle change.
3. Skills in value clarification, goal setting, and decision making as they relate to career/job and lifestyle changes.
4. Knowledge career direction.
5. Knowledge of skills and information needed for pre-employment preparation.
6. Skills in personal grooming and clothing selection as they relate to employment.

WORKSHOP OBJECTIVES

At the end of the Workshop the student will:

1. Identify a preferred lifestyle and career/job choice and explore feelings and attitudes towards possible changes in lifestyle.
2. State his/her values and set goals - long and short range - to acquire a desired lifestyle and career/job.
3. Describe and use the decision-making process.
4. Demonstrate knowledge of some or all of the following areas:
 - 4.1. Planning career direction.
 - 4.2. Exploring career and educational opportunities.
 - 4.3. Critical issues:
 - 4.3.1. Legal concerns.
 - 4.3.2. Dealing with separation, divorce and death.
 - 4.3.3. Time, energy and money management.
 - 4.3.4. Other current concerns.
 - 4.3.5. Job search techniques.
 - 4.3.6. Communication - verbal and non-verbal.

SECTION II

WORKSHOP CONTENT AND SCOPE

1. Self-Evaluation
 - 1.1. Interests and aptitudes
 - 1.2. Skills
 - 1.3. Physical and mental abilities
 - 1.4. Education background
 - 1.5. Communication skills
 - 1.6. Self-esteem and self-confidence
2. Value Clarification and Goal Setting
 - 2.1. Values - personal and family
 - 2.2. Goal setting process
 - 2.3. Prioritizing
3. Family and Career Related Decision-Making
 - 3.1. Identification of problem
 - 3.2. Information/alternative search
 - 3.3. Weighing of alternatives
 - 3.4. Making and implementing decision
 - 3.5. Evaluation and reassessment
4. Knowledge Development in the Following Areas
 - 4.1. Planning career direction
 - 4.1.1. Family responsibilities/concerns
 - 4.1.1.1. Sharing of home workload
 - 4.1.1.2. Sharing of child care responsibilities
 - 4.1.1.3. Two paycheck family (psychological effects)
 - 4.1.1.4. Planning family leisure time
 - 4.1.2. Skill/ability assessment
 - 4.1.3. Skill refinement/saleable skills
 - 4.1.4. Experience - paid and volunteer
 - 4.1.5. Goal setting
 - 4.1.6. Researching companies
 - 4.1.7. Factor to consider when seeking employment
 - 4.1.7.1. Geographical location
 - 4.1.7.2. Working conditions
 - 4.1.7.3. Physical environment
 - 4.1.7.4. People
 - 4.1.8. Resume writing
 - 4.1.9. Interviewing
 - 4.1.9.1. Information interviewing techniques
 - 4.1.9.2. Job interview techniques
 - 4.2. Exploring career and educational opportunities
 - 4.2.1. Current employment opportunities
 - 4.2.2. Career ladders and lattices
 - 4.2.3. Nontraditional jobs
 - 4.2.4. Local employment patterns
 - 4.2.5. Future employment trends
 - 4.2.6. Non paid/volunteer experience

WORKSHOP CONTENT AND SCOPE (CONTINUED)

- 4.2.7. Educational opportunities
 - 4.2.7.1. R.O.P. job training program
 - 4.2.7.2. Apprenticeship programs
 - 4.2.7.3. Two-year college programs
 - 4.2.7.4. Four-year college programs
 - 4.2.7.5. In-service educational programs
 - 4.2.7.6. Federal and state programs
 - 4.2.7.7. Adult education
- 4.3. Appropriate personal appearance and grooming for career/job choice
 - 4.3.1. Role of clothing - social and psychological
 - 4.3.2. Color selection and coordination
 - 4.3.3. Line and design compatibility to body type
 - 4.3.4. Wardrobe planning and purchasing
 - 4.3.5. Clothing care
 - 4.3.6. Personal grooming
 - 4.3.6.1. Skin care
 - 4.3.6.2. Make-up selection and application
 - 4.3.6.3. Hair care and hair styles
 - 4.3.6.4. Nail care - hands and feet
 - 4.3.6.5. Personal hygiene
 - 4.3.6.5.1. Oral
 - 4.3.6.5.2. Hair removal
 - 4.3.6.5.3. Deodorants/fragrances
 - 4.3.7. Nutrition, exercise, and posture
 - 4.3.7.1. Nutritional needs
 - 4.3.7.2. Weight control/diet
 - 4.3.7.3. Exercise
 - 4.3.7.3.1. Stress control
 - 4.3.7.3.2. Weight control/muscle tone
 - 4.3.7.4. Posture
- 4.4. Critical issues
 - 4.4.1. Legal concerns
 - 4.4.1.1. Legal rights and responsibilities
 - 4.4.1.2. Protecting financial interests
 - 4.4.1.3. Legal terminology
 - 4.4.1.4. Selecting an attorney
 - 4.4.2. Dealing with separation, divorce, and death
 - 4.4.2.1. Personal and emotional aspects of divorce, separation and death
 - 4.4.2.2. Depression/anger
 - 4.4.2.3. Friendships
 - 4.4.2.4. Creating a new lifestyle
 - 4.4.2.5. Financial changes

WORKSHOP CONTENT AND SCOPE (CONTINUED)

- 4.4.3. Time, energy, and money management
 - 4.4.3.1. Organizing your life
 - 4.4.3.2. Setting priorities/stress reduction
 - 4.4.3.3. Time management techniques
 - 4.4.3.4. Budgeting - energy and money
 - 4.4.3.5. Other areas of concern
- 4.5. Job search techniques
 - 4.5.1. Ways of seeking employment
 - 4.5.2. Employment attitude
 - 4.5.3. Myths and facts
 - 4.5.4. Job application forms
 - 4.5.5. Interviewing
 - 4.5.5.1. Information interview
 - 4.5.5.2. Job interview
 - 4.5.5.3. Telephone techniques
 - 4.5.5.4. Do's and don'ts
 - 4.5.5.5. Closing interview
 - 4.5.5.6. Salary negotiation
 - 4.5.6. Follow-up
 - 4.5.6.1. Thank you letter
 - 4.5.6.2. Call backs
- 4.6. Communication
 - 4.6.1. Written
 - 4.6.2. Verbal
 - 4.6.3. Facial and body language

APPROPRIATE READINGS

NONE

WRITING ASSIGNMENTS

NONE

OUTSIDE ASSIGNMENTS

NONE

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

NONE

EVALUATION

The student and the teacher will evaluate the success of the Workshop using student evaluations of the course content.

METHOD OF INSTRUCTION

Lectures, guest speakers, films, class discussion, student projects and field trips.

TEXT AND SUPPLIES

There is no required text. The instructor will provide a copy of the course syllabus and all relevant handouts. The student will provide a pen/pencil and a notebook.

PREPARED BY Phyllis Cooper/Marjorie Howe DATE May, 1984

DATA REVISED BY Instructional Services, SLOs Added DATE February 2, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog