



Grande Prairie Regional College

CD 2080 A3 - PERSONAL DEVELOPMENT II Course Outline Winter 2009

CREDITS: 2

LOCATION: H 135

OFFICE: E 401

E-MAIL: sjones@gprc.ab.ca

CLASSES: M 9:00-10:50, W 13:00-14:50

INSTRUCTOR: Sally Jones

PHONE: 539-2235

OFFICE HOURS: by appointment

COURSE DESCRIPTION: This course explores the interrelationship between self-concept and self-awareness, and their relationship to effective communication. Concepts involved in group dynamics will be explored and skills in working within groups will be developed. Strategies for recognizing and dealing with stress and conflict will be examined.

REQUIRED TEXTS: Readings, self-tests, and notes will be provided in class.

DELIVERY MODE: Course work includes lectures, class discussions, and group work.

CLASS POLICY: The following will assist you in understanding the expectations of this course and help ensure that the rights of all class members are respected.

1. You must be familiar with the college calendar and the ECD Student Manual. You are responsible for obtaining a copy of the manual and the calendar and being familiar with their contents.
2. You can see me by scheduled appointment. You can contact me at 539-2235 or email at SJones@gprc.ab.ca. Please leave me messages, and I will return them.
3. You are encouraged to offer your opinions in this course. Please share your thoughts and feel free to diplomatically challenge material and opinions presented.
4. Please ensure that you arrive at class on time including coffee breaks. Late arrivals can disrupt the flow of class discussions, presentations and/or work.
5. Please refrain from completing assignments during class unless specifically asked to do so. Students who do homework during class time seem to misunderstand the presented material and/or assignment expectations.
6. Cell phones must be **turned off** during class time; this means texting is also prohibited.

COURSE OBJECTIVES:

1. The learner will gain increasing insight into the relationship of self-awareness and communicative processes.
2. The learner will demonstrate an understanding of the importance of selfconcept and interpersonal relationships.
3. The learner will explore the relationship of appropriate self-disclosure to effective relationships and examine appropriate situations in which to self-disclose.
4. The learner will demonstrate an understanding of stress and its positive and negative influences on job performance and personal well-being.
5. The learner will become acquainted with strategies to manage stress.
6. The learner will become acquainted with and implement strategies for identifying and resolving conflict in the workplace.
7. The learner will understand various group process theories.
8. The learner will become knowledgeable about, and practice skills in, being effective in working with groups.

COURSE EVALUATION:

Reflection Exercises	40%
Group Work	40%
Final Quiz	10%
Attendance/participation*	10%

*Class participation is based on the student's contribution to the class, including attendance, involvement in discussions, posing and responding to questions, and general enthusiasm.

GRADING POLICY: Check your student handbook for program information on minimal pass requirements.

Alpha Grade	4-point Equivalence	Descriptor	Raw Score
A+	4.0	Excellent	90-100
A	4.0	Excellent	85-89
A-	3.7	Excellent	80-84
B+	3.3	Good	76-79
B	3.0	Good	73-75
B-	2.7	Good	70-72
C+	2.3	Satisfactory	67-69
C	2.0	Satisfactory	64-66

C- 1.7
D+ 1.3
D 1.0
F 0.0

Satisfactory 60-63
Poor 55-59
Minimal pass 50-54
Fail Less than 50

COURSE SCHEDULE:

DATE	TOPIC
1/7/09	Introduction: Interpersonal Skills and Perception
1/12/09	Identifying Stress: Reflection exercises 1 & 2
1/14/09	Stress Management Analysis: Reflection exercise 3
1/19/09	Coping with Stress: "Humour your Stress"
1/21/09	Self-esteem and Self-concept: Reflection exercise 4
1/26/09	Conflict Management: Personality theory
1/28/09	Conflict Management: Leadership theory
1/29/09	Group Situation 1: Report 1
2/2/09	Group Situation 2: Report 2
2/4/09	Group Situation 3: Report 3
2/9/09	Group Situation 4: Report 4
2/11/09	Final Exam