

**GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE**

**OA2101A3 – Professional Communications**

- INSTRUCTOR:** Sharron Barr  
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[Barr@GPRC.ab.ca](mailto:Barr@GPRC.ab.ca)
- TEXT:** TBA
- SUPPLIES:** Log Book, good quality resume paper, good quality binder for recruitment project team submission, portfolio for employability skills submissions
- PREREQUISITE:** OA1030 AND OA1040, or OA2040
- COURSE DESCRIPTION:** This course could be defined as gaining personal success for business through the development of a positive attitude in all aspects of life. Real life and simulated activities are specifically designed to unlock the human relation potential of students.
- COURSE OBJECTIVES:**
- To fully prepare an Employability Skills Portfolio that exhibits evidence of achievement of Canada Council's critical employability skills.
  - To work collaboratively and cooperatively as a member of a team to assist in the successful hosting of the CCAA Men's National Volleyball Championships.
  - To work collaboratively and cooperatively as a member of a selection committee to successfully recruit a new employee for a simulated company.
  - To apply and be interviewed for a simulated job as posted by selection committee teams.
  - To fully develop professional human relation skills and self-empowerment through the participation in classroom workshop style activities.

GRADING:	Employability Skills Portfolio	25%
	CCAA Men's National's Work	30%
	Team Log Book	15%
	Participation	15%
	Job Recruitment and Interview Project	30%
	Selection Committee Binder	20%
	Individual Participation	10%
	Human Relations Exam	15%

## COURSE SCHEDULE AND COURSE CONTENTS

The course schedule reflects the unusual nature of this course, in particular its emphasis on teamwork and learning through realistic activities. Students are entrusted to manage their time effectively by setting goals, organizing, planning, prioritizing, and scheduling activities, routines, and projects individually and in cooperation with their team members.

HUMAN RELATIONS SKILLS WORKSHOPS			
<p>This section of the course is designed for presentation in a classroom setting for the first 10 hours of the course. During this time students will meet in Room F310 from 12 Noon until 2 p.m. each day for a workshop style presentation of the human relations and self-management content. Attendance is required to receive a grade in this portion of the course. The materials will be tested through a take home exam that is due on Friday, January 29. Some research will be required to complete the exam. Materials will be placed on reserve in the College library.</p>			
January 4	5	6	7 8
		F310 12 p.m. – 2 p.m. Course Outline Course Objectives Course Schedule Exam Review Workshop 1 <i>More Power To You</i> This workshop focuses on accepting responsibility for one's self. It provides steps to self-management, and handling change.	F310 12 – 2 p.m. Workshop 2 <i>Handling Anger and Conflict</i> This workshop focuses on the secrets that keep you cool, calm, and in control in your personal and professional life.
11		13	15
<i>Meyers Briggs Personality Test</i> Students are required to complete a personality test that will be assessed and analyzed professionally with presentation of results on Friday, January 15. Workshop 3 <i>Decision Making</i> This workshop focuses on strategies and steps to enable students to be powerful decision makers <i>Critical Communications Skills</i> Focus on listening, non-verbal communications and communications within an organization.		Workshop 4 <i>Your Attitude is Showing</i> This workshop gives an complete overview of professional attitudes for work including: <ul style="list-style-type: none"> <li>• Holding on to your positive attitude</li> <li>• Vertical and horizontal working relationships</li> <li>• Productivity</li> <li>• Restoring injured relationships</li> <li>• The most important working relationship</li> <li>• Tolerance in the workplace</li> </ul>	Workshop 5 <i>A Winning Team</i> This workshop focuses on the qualities of a winning team. <i>Time Management: the next phase.</i> Focus on new strategies in time management and working effectively in the new office environment.  Final Examination Review

**CCAA MEN'S VOLLEYBALL NATIONALS TEAM WORK**

*Team meetings.* The class will meet at 8:00 a.m. each Tuesday morning (Room TBA) to discuss their team's work and progress and to receive the latest tournament updates and work requirements. The first meeting is scheduled for Tuesday, January 12, 1999. Coffee, juice, and muffins will be provided.

*Tournament Work Schedule, March 2 – 6, 1999.* Each student will be required to work two shifts during the tournament. A work schedule will be distributed for sign-up. Work will include information office management, statistics input and distribution (Internet web page and media fax fan), and program insert updates (the night shift).

**EMPLOYABILITY SKILLS PORTFOLIO**

Monday January 18, 1999

F310

9 a.m. – 12 Noon Workshop

This workshop will be presented by Gail Sherman and will present students with a plan to prepare an effective employability skills portfolio. A completed portfolio will be presented at the end of the course for assessment by a group of judges for cash award presentation. Three prizes of \$50 each are available. Students are expected to inform their instructors of absence from class on this morning and a formal notice will be circulated from my office.

**JOB SEARCH AND SELECTION PROJECT**

Monday, March 15, 1999

F310

12 Noon – 4 p.m.

Workshop 6

*Building Your Career*

This workshop will present the following topics:

- Successful job search
- Effective recruitment and interview techniques
- Succeeding in a New Job
- Initiate Rites
- Absenteeism and Human Relations
- Goal Setting and Attitudes
- Routes to the Top

**THE PROJECT – PRESENTATION**

The job search and selection project will be presented in detail. Deadline dates follow:

March 15 Initial Presentation and Project Handouts	16	17	18	19
22	23	24	25	26 Job Posting Deadline Company Profile and Job Description Available on File – A306
29	30	31	April 1	2 Application Deadline Room A307
5 Interviews	6 Interviews	7 Interviews	8 Interviews	9 Deadline for interview completions
12	13 Deadline for successful candidate submission and Project binder – B309 3 p.m.	14	15	16 Year end awards ceremony and Selection Committee Presentations.