

**GRANDE PRAIRIE REGIONAL COLLEGE
REHABILITATION SERVICES PROGRAM
TRANSITIONS - MAKING THE MOST OF CHANGE**

RP 2407:	Special Projects Modules
Winter:	January 9, 1996 to February 20, 1996
Class Time:	Tuesday, 9:00 am - 11:00 am
Location:	G111
Prerequisites:	All RP 1100 & RP 1200 Level Courses
Instructor:	Harry Gaines
Office Hours:	H227 Monday, 11:00 - 12:00 Wednesday, 11:00 - 12:00/ 3:00 - 4:00 or by appointment
Phone:	Office 539-2895

Description:

Basically this course provides a "snapshot" of learning new ways to work. This situation has come about by the continuing disappearance of the conditions that created jobs. We are losing the need to "package" jobs in the old way. The psychological process people go through to come to terms with this new situation is termed a transition. Taking care of yourself in this regard and learning about managing transitions for others constitutes the course.

Objectives:

1. Identify and discuss change and transition in the workplace.
2. Perform a personal inventory of desires, abilities, temperament and assets.
3. Illustrate how change creates opportunity.
4. Identify change related opportunities, personal markets and products.
5. The student demonstrates that he/she can see themselves as a business.
6. Identify & discuss strategies for dealing with non-stop change.
7. Identify actions that would allow the student to deal more successfully with the personal and organizational transitions in which they currently find themselves.

Evaluation:

Quiz #1	25%	January 30, 1996
Quiz #2	25%	February 13, 1996
Final Oral Exam	50%	March 4, 1996 & March 5, 1996

The quizzes will be short tests on knowledge of facts. They are intended to serve as a review in order to help prepare for the final exam.

The final exam will provide you with the opportunity to share knowledge and information verbally. This is an important skill when working with people and the exam will provide experience in this function.

Course Outline

Date	Topic
January 9, 1996	Change, Transition, Loss
January 16, 1996	Finding Your Life-work
January 23, 1996	How Change Creates Opportunity
January 30, 1996	Seeing Yourself as a Business
February 6, 1996	Letting Go, Dealing With Non Stop Change
February 13, 1996	Taking Care of Yourself
February 20, 1996	Review

Text: There is no assigned text for this course.

Reserve:

Bridges, William, Managing transitions: Making the Most of Change, Addison- Wesley 1991.