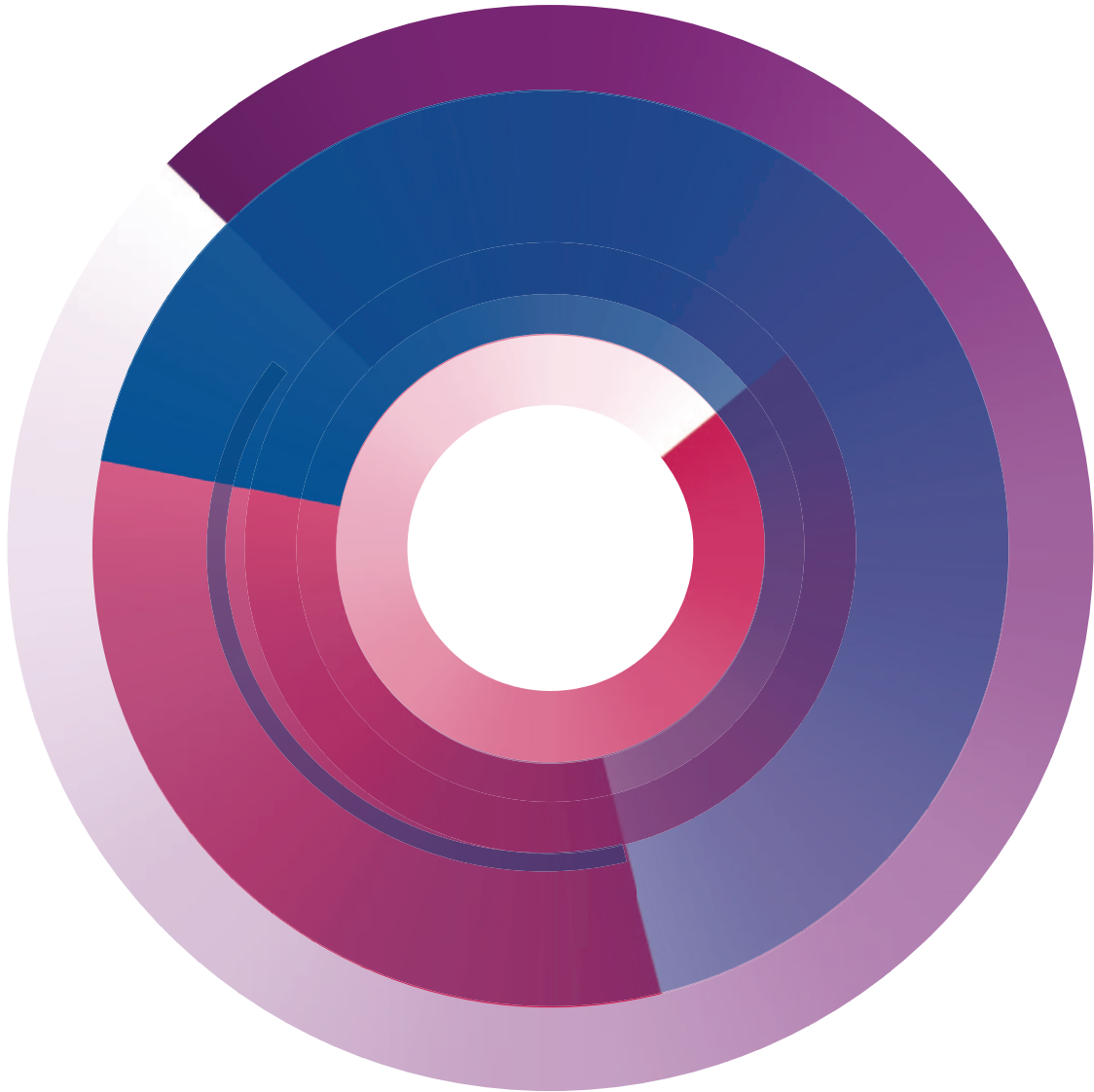


Collaboration

UNIT 3: THRIVING AT WORK



Instructor Guide

Skills for Success: Collaboration, Unit 3: Thriving at Work
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UNIT 3:

Thriving at work

Materials package

The materials package includes this guide, a PowerPoint presentation with notes for the instructor and a workbook.

Unit structure

The unit includes these sections:

- Collaborating to thrive at work
- Self-evaluation
- Denise's story
- What's next
- Answer key

Collaborating to thrive at work

The section includes examples of how learners could collaborate.

Self-evaluation

The self-evaluation focuses on topics such as giving feedback, giving clear instructions and prioritizing tasks.

SCORING

The self-evaluation is scored in the following way:

- Not at all well: 1 point
- Not very well: 2 points
- Pretty well: 3 points
- Very well: 4 points
- Extremely well: 5 points

How to use the self-evaluation

To measure gains, learners can take the self-evaluation as a baseline assessment at the beginning and repeat it as a follow-up assessment at the end of the unit.

Denise's story

The story focuses on topics such as giving feedback, giving clear instructions and prioritizing tasks.

It has these sections:

- When to collaborate? Identify areas
- What does collaborating look like? Identify actions
- Why collaborate? Identify the purpose
- How can you collaborate effectively? Identify and practise strategies
- Apply what you've learned

The sections have tasks and reflection activities. They help learners share their previous experiences as well as practise and apply strategies.

The main focus of the activities is on collaboration. However, through some tasks, learners practise other skills for success, such as adaptability, communication and reading (with document use).

What's next?

This section teaches learners how to talk about why they want to be promoted.

Answer key

This section includes answers for tasks that require specific answers as well as expected or possible answers for some tasks.