

Scheme of Work 2008/09

This form is downloadable from the Quality Improvement page of the College Intranet.

A Scheme of Work must be completed and available in the Course Folder for each Module or Subject of the programme of study

Department: _____ Tutor Name: _____

Course Code: _____ Course Name: _____

Subject / Unit: Working Together Level: L1

Aims of Unit: To improve communication, tolerance and listening in order to become more effective team workers

Codes for Teaching and Learning Strategies: Methods and Resources column

A Lectures	E Practical Work	I Problem Solving	M Videos (showing or using)	Q Case Studies
B Dictation	F Assignments	J Computers	N Visits	R Open Access / Learning Facility
C Note Taking	G Group Work / Discussion	K Demonstrations	O Invited Speakers	
D Tutorials	H Integrated Work	L Role Play	P Work Experience (actual or simulated)	

Week and Date	Lesson Objectives Please use columns for sub-divisions if useful, e.g. grammar, reading, writing, listening, speaking, pronunciation, study skills	Key / Basic Skills Reference	Teaching and Learning Strategies: Methods and Resources, incl. student activity, use of ILT and other materials
1.	Introduction to unit: understand importance of effective teamwork, Know the characteristics of a good team worker, Identify own team work skills		
2.	identify own style of communication/group role, identify skills which need to be developed, develop problem solving skills		
3.	know qualities of effective listening, develop listening skills be able to use positive body language be able to ask for clarification and paraphrase		
4	Understand the importance of confidence Be able to use appropriate verbal and body language to express selves confidently develop listening skills		
5.	know characteristics of an assertive communicator, understand difference between passivity, assertion and aggression, be able to use appropriate language/body language to be assertive		

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6	Dealing with conflict, be aware of body language, be aware of behaviour SS find challenging, develop techniques for controlling anger		
7	Working as a group / assessment & summary		
8	Working as a group / assessment & summary		