

Schedule

Session 1

October 13

Intro, Icebreaker, Grading, Expectations, DiSC Lesson 1 and 2

Writing tip

Reading-

Goleman pages 1-45 (about 15 pages) (intro, foundation)

Opening- pages 3 and 4

What Employers Want pages 12 and 13

Domains of Excellence pages 18 thru 20

The Second Domain pages 20 and 21

The Third Domain pages 22 and 23

Emotional Competence pages 24 thru 28

The Best: What It Takes pages 28 and 29

The Ratio of Excellence page 31

The Tipping Point pages 37 and 38

The Computer Nerd pages 44 and 45

Shulberg Chapters 1 and 2

Optional- Covey pages 15 thru 62 (intro and overview)

Assignments

Buy all the books and bring them next week

Self Assessment

Short memo #1- What I hope to get out of this class

News article

Work on Resume-due Session # 5 (Optional- only if you want me to review it)

Look at job spec- not test on this though

Session 2

October 20

Due-

Bring all four books to class

Bring DiSC to class!

Short memo due- What I hope to get out of this class

News article

DiSC Lessons 3 and 4, Writing

Reading-

Goleman- Chapter 4 (about 15 pages) (know self)

The Source of Gut Feeling page 51

Emotional Awareness pages 54 thru 61

Accurate Self-Assessment page 61

Our Strengths and... pages 64 thru 66

Roads to Improvement page 67

Self-Confidence page 68

Having Talent pages 70 and 71

Schulberg Chapter 3

Optional- Covey pages 66 thru 94 (Habit 1- Be Proactive)

Assignment

Memo #2- How will non-technical skills make a technician more productive?

Rapid write due Session 3

Memo due Session 4

News article

Session 3

October 27

Due-

**Bring DiSC to Class!
Rapid write for Memo #2 due
New article**

DISC lessons 6, 8 and 9, Feedback on Memo #1

Reading

Goleman Chapter 5 (about 15 pages) (self control)
The Three Million... pages 74 and 75
When Emotions Boil Over pages 75 thru 77
The Just Say No Neurons pages 77 and 78
The Marshmallow Kids... pages 78 thru 80
Self Control pages 82 and 83
When Work is Hell page 84
Now Self Awareness Pays... pages 86 and 87
Resilience... pages 88 and 89
Trustworthiness and... pages 89 thru 91
Quiet Virtue... pages 93 and 94
Innovation... page 95
Serving Change... pages 98 and 99
The Innovators pages 99 and 100

Schulberg

Optional- Covey pages 96 thru 144 (Habit 2- Begin With End In Mind)

Assignment

**Memo #2 due next week
News article**

November 3

Session 4

Due-

Memo #2 and News article

Know self, well rounded, optimism, Feedback on Memo #1 & Rapid Write

Reading

Goleman Chapters 6 and 7 (about 15 pages, pages 103 -162)
(What moves us and social radar)
Achievement Drive page 113
Commitment page 118
Initiative and Optimism page 122
Ways to Seize the Day pages 123 and 124
Hope and Perseverance pages 124 and 125
Persisting... pages 123 thru 128
Optimism and Hope pages 128 and 129
Empathy Begins Inside pages 135 and 136
A Subtle Dance pages 136 thru 138
Understanding Others pages 138 and 139
The Art of Listening pages 140 thru 141
Service Orientation page 151
Political Awareness pages 160 and 161
Political Savvy pages 161 and 162

Schulberg

Optional- Covey pages 146 thru 203 (Habit 3- Put First Things First and Paradigms of Interdependence)

Assignment-

**Memo #3- A personal nontechnical skills learning program-due
Session #8**

News article
If you want resume reviewed, turn in next week

Session 5 November 10
Self Control, Take initiative, Be Proactive, Tolerate ambiguity, Set
Priorities
Due-

News article
Resume (optional, only if you want me to review it)

Reading

Goleman Chapter 8 (about 13 pages) (influence, 163-197)
Emotions are Contagious pages 164 thru 165
Influence pages 168 thru 170
The Failure to Convince pages 172 thru 173
Communication pages 174 and 175
Mood and Meaning pages 175 and 176
Keeping Cool page 177
Conflict Management pages 178 and 179
Reading the Signs pages 179 and 180
Negotiating Channels pages 180 and 181
Resolving Conflict- Creatively pages 181 thru 183
Leadership page 183
The Virtual Leader pages 191 and 192
Change Catalyst page 193

Schulberg Chapter 7
Optional- Covey- pages 205 thru 259- (Habit 4 and Habit 5)

Assignment

Work on Memo # 3- A personal nontechnical skills learning
program- due Session #8
Begin Memo #4- Field Trip Report- due Session #9
No news article due from now on

Session 6 November 17
Field trip to CLSA meeting, at Michelle's restaurant

Reading

Goleman Chapter 9, first half
(pages 198-216)
Schulberg Chapter 8
Optional- Covey- pages 262 thru 284 (Habit 6- Synergize)

Assignment

Work on Memo #3 due Session # 8, and Memo #4 due Session #9

Session 7 November 24
Interviewing, Resumes, Question and Answer

Reading

Goleman second half of Chapter 9 (pages 216-231)
Schulberg Chapter 9
Optional- Covey- pages 287 thru 307
(Habit 7- Sharpen the Saw)

Assignment

Working on Memo #3, due next week, and Memo #4 due Session #9

Session 8 December 1
listening, speaking, selling, politics and compromise, integrity, honesty

Due- Memo #3- personal nontechnical skills learning program
Reading
Goleman chapter 13 (skim)
Schulberg Chapter 10 and 11
Optional- Covey pages 309-310 (Inside Out)
Assignment
Writing assignment Memo #4 due next week

Session 9 December 8
Teamwork, networking, trust, non-adversarial
Due- Writing Assignment #4 due
Reading
Schulberg- Chapter 12

Session 10 December 15
Final
Be well rounded (review)
Have fun
optimism
Graceful recovery from mistakes
Tolerate ambiguities and gray areas
Take initiative, be proactive
All problems are people problems

How to get in touch with me:

Leave message at Department of Applied Technology
527-4603

e-mail (must arrive before 10:00 p.m. Tuesday if you want me to get
the message for Wednesday)
moshier@sonic.net

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Bibliography

Required books

Working With Emotional Intelligence, Daniel Goleman

The 7 Habits of Highly Effective People, Stephen Covey

Errors in English, Harry Shaw

What Makes Sammy Run, Budd Schulberg

Other good books

Emotional Intelligence, Daniel Goleman

Principle Centered Leadership, Stephen Covey

Writing On Both Sides of The Brain, Henriette Klauser

On Writing Well, William Zinser

Writing With Power, Peter Elbow

Learned Optimism, Martin Seligman

How to Get Control of Your Time and Your Life, Alan Lakein

Why Didn't you Say That in the First Place?, Richard Heyman

That's Not What I Meant, Deborah Tannen

The Book- On the Taboo Against Knowing Who You Are, Alan Watts

The Prince, Niccolo Machiavelli

Trust, Francis Fukyama

The Challenger Launch Decision, Diane Vaughan

The Condition of Man, Lewis Mumford

Any good novel

Any good history

5