PORTFOLIO OF LEARNING

This Portfolio provides the elements of Project Academy's curriculum for young adults to enter both Society and the Business world.

Problem we are solving:

Project Academy is developing solutions (**American know-how**) that provide missing life-skill and foundational skills in a pre-employment training program in our community for young adults.

These skills are necessary for the student to successfully interface and provide value with societal, educational, and business organizations.

Jump start your pre-employment learning process with our learning modules & tools

PROVIDED MEASUREMENTS/ GOALS & OUTCOMES .

PROCESS SHEETS AND FLIP LEARNING

PROFESSIONAL DEVELOPMENT FOR YOUR STAFF

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Client Interface -*Module Incorporation*

Project Academy syllabus can be divided into modules to be used by the client in their particular environment. **As an example, the potential customer may train students in coding but does not have a module for teamwork.** In addition, we provide professional development to the customer to train their staff about our modules and their use and/or add additional foundational and life skills. Our approach is to work with the client and custom our processes to their needs.

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Questions answered

Our focus when dealing with a potential client is to help them answer the following questions:

❖What does the corporate customer need for their employees?

❖How do we get the trainee to embrace these new skills?

❖Is innovation and creativity built into the trainee's mindset?

❖Does the trainee see their life's purpose fitting their learning?

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Partner Training Organizations

○ **IBM… Skills Build** **Learning**

https://skillsbuild.org/ IBM a free digital platform that gives every adult the opportunity to develop technology and professional skills regardless of your background, education, or life experiences

Google Learning **https://grow.google/**

Free training, tools, and resources to help you grow your skills, career, or business. Tied in with

https://www.coursera.org/

Coursera **https://www.coursera.org/**

EdX

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Foundational thoughts-Our beliefs

- All young adults have **worth**.
- They **will thrive** in business & society. when provided with life skills and foundational career skills
- They will become life-long learners when they **own their learning…   Mindset thinking**
- A sense of purpose and goals are part of their journey.

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Overall process diagram

http://projectacademy.org/trainer/index.html

Thinking Associate
Developing people for the new economy
•Thinking Associates (TA)

Start

Learning about yourself
Icebreaker

Creating the Team
(Forming Community)

Business Tools
Life-Skills

Problem Selection

Possible Solutions

Testing & Reporting

Follow-up Sessions

END

Modules of our process

- ○ ▪ **About self.**
- ○ **Developing plans**
- ○ ▪ **Teamwork.**
- ○ ▪ **Analyzing direction.**
- ○ ▪ **Questioning.**
- ○ **Creativity & Innovation**
- ○ ▪ **Tools**
- ○ ▪ **Problem-solving.**
- ○ ▪ **Reflection/learning from mistakes.**
- ○ ▪ **Reporting/ Metacognition**
- ○ **Connection Themes**

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Learning to plan

Examples Detail

Development business plan
Creating a Project plan
Self-advocacy plan
Conflict management
Creating a cultural organization
Problem solving plan
Critical and creative thinking plan
System thinking
Balance Scorecard measurement
Quality management plan
Presentation plan

● **Teamwork**

Create Charter.. Purpose

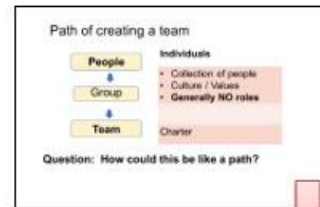**Culture.. Norms, Values, Roles**

Dealing with conflict

Similarities to business/ society

Teamwork/ Leadership

Communications

Introduction to creating a team:
Why do we need a team?

Is diversity good for a team?

Path of creating a team

People — Individuals
- Collection of people
- Culture / Values
- Generally NO roles

Group

Team — Charter

Question: How could this be like a path?

Essential Questions I must answer:

- 1. What do I bring to the team?
- 2. What are our commitments to one another?
- 3. What differences exist between us?
- 4. How will we operate?
- 5. How will we know we are succeeding? What benefits does a team approach help in solving problems?

How are we going to work together – handle conflicts

Do Organizations have a Culture?

Discussion of the elements of the community culture

What is the culture of the team?
How is a learning team like a sports team?

Write up the results

The school will foster a **Team/community** based culture of a learning environment, with all treated as adults and with respect. What is our classroom culture? (How are we going to operate?)
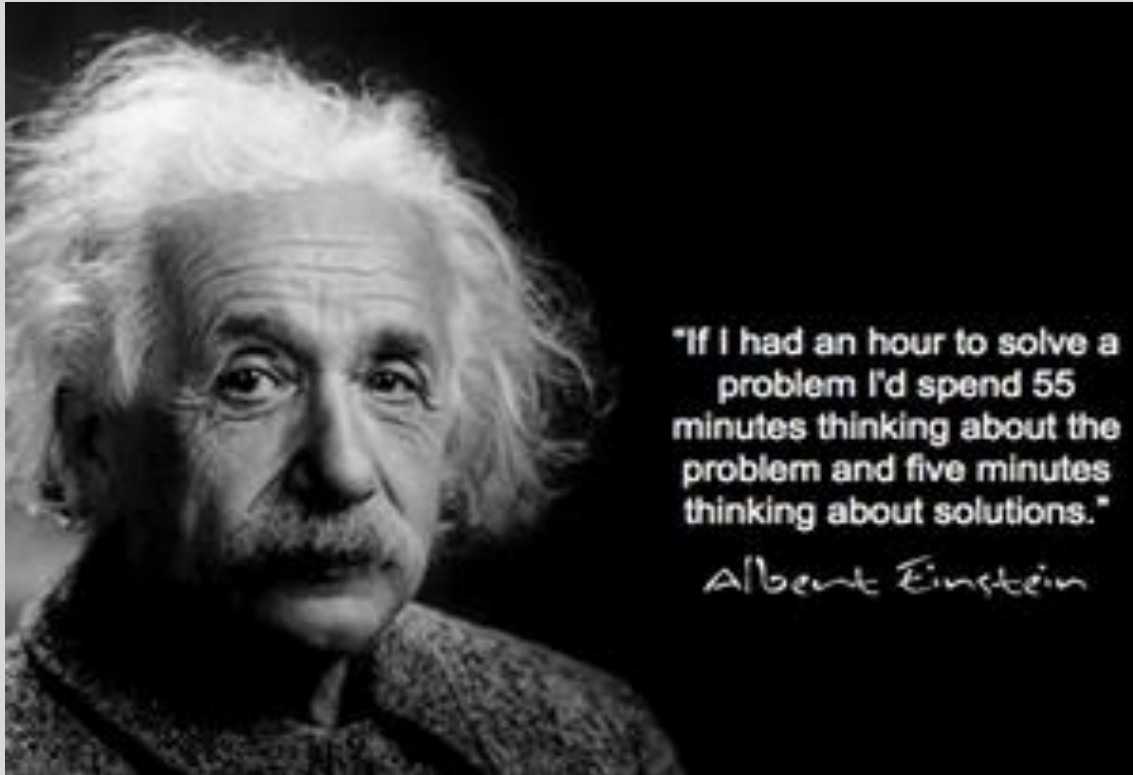
Creating a team charter

The Charter Covers:

- Goals (Fun, ...),
- How will we be measured at the end,
- Roles that the team will do, (Scribe, Captain, Planner, Advisor, Tester, Public reporter,.)
- Our values, ... Curiosity, Trust, Flexibility,
- Deliverables?
- How will we handle conflicts?

Elements to discuss

- Elements of Culture
  - Language
    - Communication
  - Symbol
    - Gesture, sound, color, design
  - Values
    - Goodness and beauty
  - Beliefs
    - Shared ideas
  - Norms
    - Rules and expectations
  - Rituals
    - Rites and Public ceremony

Sports team
Jazz group
Project team

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Module Detail

- **Analyzing Direction**

"If I had an hour to solve a problem I'd spend 55 minutes thinking about the problem and five minutes thinking about solutions."

Albert Einstein

Identify the need or problem
Research on the issue
Find Root Cause
Framing the issue
Developing Requirements

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• Questioning

Getting the Team / Individual to create their own questions

Isidore I. Rabi .. (Nobel Prize in Physics in 1944), says his mother would ask him each day when he returned from school "did you ask a good questions today" that made me become a scientist.

What makes a question good?

- A good question makes you think.
- A good question is one that does not have an immediate answer, because it requires some thinking, feeling and application to previous knowledge.
- A good question opens doors. It demands more than a yes or no answer.

Module Detail

Base thought… *to start*
Divergent … *Brain storming*
Discuss types of formats
Convergent … *3 Best*
Test questions
Make Just One Change   Teach Students to Ask Their Own Questions DAN ROTHSTEIN,LUZ SANTANA
A question is an invitation to keep on thinking

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• Creativity & Innovation

The bigger the problem the bigger the opportunity- No Problem -no solution Vinod Koslar

- Curiosity
- Open-mindedness
- Learn from your mistake
- Persistence

Module Detail

Curiosity, Questions & Fun
Introduction to thinking tools
Review Rubrics
Divergent/Convergent thinking
Teaching Innovation

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Corporate tools to support our learning

Module Detail

Some Specifics:
- Business & Learning tools
- Interpersonal skills
- Thinking skills
- Supply-chain innovation
- Process management
- Distribution infrastructure
- Customer focus, Quality Management
- Digital tools (cloud, social)
- Social media, Google docs

Corporate Tools
Life Skills
Job Finding
Communications
Measurement tools

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List of tools –Business (Foundational)

Info-Mapping --- <u>Makes the document easier to read</u>
Mind-Mapping---<u>A mind map is a diagram</u>
Process Sheets--- lists the exact sequence of operations needed to complete the job
Project Management---
Flow Map--- represents a workflow or process
Quality Processing--- tools to improve and continuous improvement
Balance Score card --- measurement in 4 buckets
6-Sigms--- Motorola's measurement of errors
Material-Flow JIT --- The <u>just-in-time (JIT) inventory system</u> /Toyota system
Closed-loop processing --- Regulates a process
Financial Literacy …   The riches man in Babylon by George S. Clason

• Community Life Skills

Module Detail

Community Attributes:

Thoughts	Life-Skills / Actions
Wisdom: good decisions and taking the path that provides value to all (society)	Thinking skills (creative, critical, system), SEL learning, Decision making, Reflection, Innovation
Community: People and relationships count	**Listening skills, communication skills, teamwork, Interpersonal skills, Relationship, Measurements, Trust, Honesty, Empathy**
Social justice: leaving the world a better place than you found it	Problem solving skills, positive outlook, Curiosity, Process skills, Executive functions
Purpose: Sense of direction that you achieve, the goals you set	Put first things first, Pro-active outlook, Begin with the ends in mind, and Win-Win for all, Time-management, Project planning,

We all need a set of core **life skills** (or, **adult** capabilities) to manage work, family, and relationships successfully
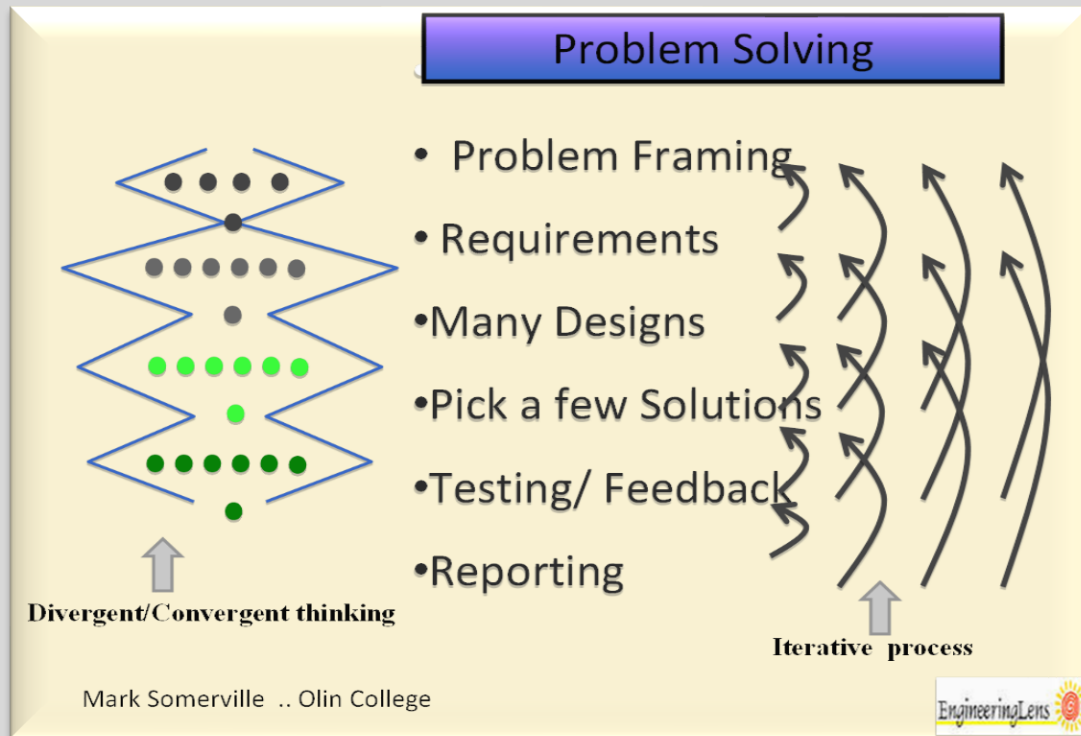
Respectful dealing with others (Professionalism)

Brain Plasticity … we continuously are able to learn new things

Trust, Respect, Empathy, Listening, Independence, Collaboration, Kindness,

Gratitude, Flexibility

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Problem Solving

Problem Solving

- Problem Framing
- Requirements
- Many Designs
- Pick a few Solutions
- Testing/ Feedback
- Reporting

Divergent/Convergent thinking

Iterative process

Mark Somerville .. Olin College

EngineeringLens

Module Detail

Brain writing … many designs
Converging
Shaping your design
Decision making/ Requirements

Module Detail

- **Reflection/ Learning from mistakes**

Reflecting on your design
Testing
Re-design
What have your learned

Criticism The ability to examine, analyze, compare, evaluate, make judgments, and form opinions

Creativity The ability to imagine, originate, invent, design, and develop new things

Curiosity The ability to wonder, question, investigate, explore and seek out new information.

Concentration The ability to pay close attention and stay on task.

Correction The ability to correct errors in one's own attitudes, beliefs, and actions

Control The ability to effectively govern one's own conduct.

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Module Detail

- ## Reporting / Metacognition

Meta-Cognition
Reaching out to others in your field
Reporting… Presentation
Leaving a time capsule for the next group of what you would change
Celebration

Students will work cooperatively to develop a verbal and visual presentation. Having a public product ups the stakes for students, leading them to do higher quality work.

No one wants to look bad in public.

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Follow-Up after the process

Module Detail

Monthly follow-up

Mentoring each other

Networking meetings

Continuous learning

"In my whole life, I have known **no** wise people (over a broad subject matter area) who didn't read all the time — none, zero. You'd be amazed at how much Warren reads — and at how much I read. My children laugh at me. They think I'm a book with a couple of legs sticking out." — *Poor Charlie's Almanack*

"Without the method of learning, you're like a one-legged man in an ass-kicking contest. It's just not going to work very well." — *2021 Daily Journal AGM*

Charles Munger

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FLIP Learning… Example

Module Detail

The idea for the "FLIP learning" is to review the course info. prior to either the classroom or on-line discussion to prepare yourself.

Work with your learning buddy	
Reading … *before class*	
Watch video…*on subject*	
Discuss with your teammates … *Skills*	

FORMING THE TEAM	Team Charter:	
It spells out the team's mission, scope of operation, objectives, consequences, and, if applicable, time frame		
Collaboration	Time management	Negotiation
Listening skills	Assessment & Reflection… Seeing the good in all of us. May not love the person, but they are a human being	
Communication Skills	Make your teammate successful.	**Empathy**
Create a Culture: Norms, Language, Symbols, Rituals, Values		**Diversity**
Description of training: How are we going to work together? What do I bring to the team? Similarities to Sports Team		

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Mindset Thinking

Owners mindset thinking:
 Students are shown how to be an owner of their own business; what's involved with their customers, suppliers and staff. Thinking like an owner allows you to interface and understand your boss/teacher and constantly improving your skills. A connection is made between ownership and creating a learning organization.

Cultural Engineering mindset thinking (CEM):
Activities around the process that cover all the details to make it successful. Its assuring that all the team are aware of items, plans are created, deliverables are met, problems solved, and the customer is informed. An analytical approach is taken and leadership / management is exercised.

Growth mindset:
Brain Plasticity… The brain is like a muscle … Use it or lose it.

Coach mindset:... Each team member becomes a coach to another in learning the life skills necessary to be successful in business and society. Team members are taught what it is to be a coach.

Team mindset:... To b successful you need to work and support each other.

Brand mindset:... Who are you and how do you share it with others

Module Detail

Think like an Owner Mindset
Growth vs fixed
Agile Mindset Customer, teams, flexibility
Coach   Learning with other
Engineering   problem solving
Team Flexibility & Culture
Branding   Presenting your strengths

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Connection items: *tying learning together*

- **Learning from strengths not weakness**
- **Project based learning.** *Doing versus caulk & talk*
- **Ownership.** *Act like an owner*
- ***Outcomes/ Reflection / Measurements***
- **Industry needs.** *What skills does business want*
- **Technology future.**

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Connections: Ownership. *Act like an owner*

○ This ownership mindset follows the path of owning your own business but applies to students owning there learning as well. It's you have control of what you do, identifying your customer and making things better for them; knowing what your product is and looking to make it better. It is treating your peers and suppliers in a respectful manner and being innovative in making things better.

#3.

Instill an Owner's Mindset

The third factor in reversing stall-out involves a management idea that first came into vogue 40 years ago: the owner's mindset.

Source: https://hbr.org/2016/03/branding-in-the-age-of-social-media

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Connections: Ownership. *Act like an owner*

- **What is your business** … Its you and your skills, attitude and values
- **Selling yourself**- What's your brand? How do you want people/organizations to see you? Learning to network with others
- **Becoming a process designer Who does steps, when they do steps and where are the steps preformed**
- **You have customers** (your teacher, supervisor, company) … How do you served them (What's their needs) and make them successful?
- **Improving your business** – Its being a lifelong learner, you sell knowledge and skills; **Developing your skills in problem finding and solving**
- **Partnering with others** – Working with your peers in a team environment … **Developing a learning team (culture)**
- **Connecting with community** – working with others for the benefit of your team.
- **Quality focus**- looking for continuous improvements in the services you provide.

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Connections: Industry needs. *What skills does business want*

WORLD ECONOMIC FORUM
COMMITTED TO IMPROVING THE STATE OF THE WORLD

2022 Skills Outlook

Growing

1. Analytical thinking and innovation
2. Active learning and learning strategies
3. Creativity, originality and initiative
4. Technology design and programming
5. Critical thinking and analysis
6. Complex problem-solving
7. Leadership and social influence
8. Emotional intelligence
9. Reasoning, problem-solving and ideation
10. Systems analysis and evaluation

Declining

1. Manual dexterity, endurance and precision
2. Memory, verbal, auditory and spatial abilities
3. Management of financial, material resources
4. Technology installation and maintenance
5. Reading, writing, math and active listening
6. Management of personnel
7. Quality control and safety awareness
8. Coordination and time management
9. Visual, auditory and speech abilities
10. Technology use, monitoring and control

Connections: Technology Changes

Industry specific … Discussion

General … AI, Robotics, IOT, Analytics

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Thank you for your interest:

Feedback

Questions?

Next Steps?

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