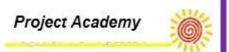
# Creating the schedule and training:

# Learning schedule:

Week 1 Who am I? My strengths;	Week 2 Interpersonal skills
Introduction Teamwork	Role play Managing self
Culture in an organization	Workplace discussion
Physical appearance	
Week 3	Week 4
Problem solving elements	Thinking skills
Week 5	Week 6
Team problem solving	
Week 7	Week 8
	Reflection / Rubrics
Week 9	Week 10
Ownership mindset/ Business	Assessment
	Balance scorecard
Week 11	Week 12
Finance literacy	Summary/ Review Failure is a form of
Entrepreneurship	learning
Week 13	Week 14
Engineering mindset	Project Planner?
	Thinking Technician
Week 15	Week 16
Business & Thinking tools	Technology future direction Al,
<ul> <li>Flow charts</li> </ul>	Robots, Internet of things &
<ul> <li>Process sheets</li> </ul>	Analytics
Info mapping	Celebration



## Day1

Hour	Activity					
	About this program					
	• Us					
	• You					
	Program structure					
	<ul> <li>Note taking and the book</li> </ul>					
	<ul> <li>Where information is located on the web</li> </ul>					
	Ice breaker					
	What is the mission of Project Academy					
Program	Building a learning team					
structure	Working on problems to learn skills					
	Reporting to the community					
	Becoming a valued employee and Citizen					
	You and your goals what are you looking for?					
	Reflection and recording our thoughts					
	Use of the web for learning and searching					

## Day2

Hour	Activity				
	How to use our computer				
	Google docs How are we going to learn?				
	YouTube				
	Ownership ThinkingWhat do you think this				
	means?				
	Brain Plasticity				
	Life skill discussionname some				
	Life skill discussion definition				

### Day3

Hour	Activity					
	Who we are? Strengths, Our Goals					
	Branding ourselves					
	Branding ourselves					
	Interpersonal skills Attitude \Hand-shake Inter-personal					
	Building bridges to others					
	What is a learning team?					
	What is a learning team?					

## Day4

Hour	Activity
	Questions are the answer
	What is a sports team? How is it like a learning
	team; what about a jazz group?
	Building a team, culture, values
	Building a team, culture, values
	Communication skills? Is listening a part of that?
	What tools do we need for the teams success?

## Day5

Hour	Activity			
	What roles do we have in the team?			

Why teams are important for successful
How does diversity play a role in a team?
Doing our first team meeting
Doing our first team meeting
Reflection for the week

#### Week 2

## Day1

Hour	Activity					
	Process learning					
	Process learning					
	Develop to problem solving process					
	<b>+</b>					
	Present your findings & redesign					

## Day 2

Hour	Activity					
	Manage your-self / SEL					
	Manage your-self / SEL					

### Day 3

Hour	Activity						

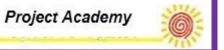
## 4.2 Monthly class details

#### Month 1

Week 1	Day	Learning	Life-skills	
Introduction/ Course	1	Intro, Ice breakers, M	y Attitude	
objectives Problems as		likes (what interests	Hand-shake	
opportunities		me)	Inter-personal	
Teamwork/life-skills	2	Building a team, culture, values	Positive attitude	
Who am I? My skills;	o am I? My skills;  Role playing, Improv Negotiation		Keeping your focus	
Here's an <u>excellent</u>	4	Mapping our learning mindset, brain	, Controlling your emotions	
video Culture in an		plasticity		
organization	5		Flexible	
Week 2	Day	Learning	Life-skill	
Study project: Trip to the	Day	Learning	Life-skill	
mall to observe retail work	1	Work place problem	Respecting others	
force		to solve		

Selecting a problem, Team	2	Research the	Acti	ive listening	
rules Problem-solving		problem we will	1100	retive listening	
		work on			
	3	Field trip How do	Woı	Working together	
		people act when		8 - 2 - 3	
		serving the			
		customer			
	4	Problem activity	Beir	ng reliable	
	5	Problem solving		lerstanding the problem-	
				ing process	
		ussion web tools; prob		=	
	1 1	oration 6 hats • Engr.			
Week 3	Day	Learning	Life-s		
Study project: Trip to the	1	Testing,		onding to conflicts in a	
Waltham manuf. Museum		Reflection		ve manner	
or MIT	2	Elevator pitch		ng customers	
	3	Field trip		management	
Physical appearance	4	Branding what	Plann	ing ahead	
		doe it mean and			
		how does it apply			
		to us.	XX7 1	1 11	
	5	Work	Work	place ethics	
		environment,			
		customer,			
		processes, metrics; a day at work			
Week 4	Day	Learning		Life-skill	
	1 1	Work environment,		Info mapping writing	
Trip to the Framingham hospital;	•	planning		mio mapping witting	
Reflection/ Re-due	2	Social & Emotional	1	Thinking skills (creative	
Personal Hygiene & Dress		learning		& critical), questions &	
Non-verbal skills				reflection	
	3	Field trip -self-directed		Measurements &	
		work team		Feedback	
	4	Branding, interviewing,		Problems as	
		dealing with others		opportunities	
	5	Preparing for the			
		project			
		Discussion web tools; problem solving Process • Collaboration			
	6 hats	6 hats • Engr. Is everywhere			

Month 2 Week 5,6,7,8,



Working as a Team & Problem solving... Follow-up on second 4 weeks

- Create team organization & guidelines
- Pick problem to solve and report on
- Using good reporting tools (elevator pitch, mapping)
- Mistakes are what we learned from

Picking a problem

#### Month 3

Week 9	Day	Learning	Skills
<ul><li>Process designer</li><li>Customer needs and</li></ul>	1	Critical & creative thinking	Asking questions
the business	2	Communication	Listening
<ul><li>improvement</li><li>Working between</li></ul>	3	System thinking	Thinking skills
two organizations	4	Common sense	Reasons
	5	Make your-self easy to do business with	
Week 10	Day	Learning	Life-skill
Assessment/	1	Process	
measurements	2	End to end processi	ng
Balance scorecard	3	Measurement	
4		Financial thinking	
	5	Reflection	

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Week 11	Day	Learning	Life-skill	
Finance literacy	1	Goal setting		
Entrepreneurship	2	Customer value		
	3	Personal management tool	s	
	4	Testing process	Learning from failures	
	5	entrepreneurship pathways provide value by engaging opportunity youth and developing noncognitive skills.		
Week 12	Day	Learning	Life-skill	
Summary/ Review	1	Elevator pitch		
Failure is a form of learning	2	Presentation skills		
	3	Branding process	How did it change?	
	4	Community presentation		
	1 1	1	i .	

Elevator pitch: http://www.projectacademy.org/Documents/elevator-pitch-09182016.pdf Presentation check-list:

 $\underline{http://www.projectacademy.org/fuller/Presentation\%\,20Day\%\,20Check\%\,20list.pdf}$ 

Month 4 +				
Week 13	Day	Learning	Life-skill	
	1	Critical thinking		

Evidence Based: Create and iterate approaches based on research and experience with partners across the labor market

#### **Partnership Oriented:**

Collaborate with existing players to pursue the fastest, most effective path to change

2	Customer value	
3	Change management	
4	Data analyzes	Learning from failures
5	Engineering mindset	

Are we creating
another category of
worker?

Week 14

**Project Planner?** 

**Thinking Technician** 

Day	Learning	Life-skill
1	Process designer	
2	Change management	
3	Infomapping,	
4	math ( algebra, tables)	
5		

Week 15	Day	Learning	Life-skill	
Business & Thinking	1	Info mapping		
tools	2	Process diagrams		
	3	Balanced Scorecard		
	4	Flow charts		
	5	Data sheets & Summary		

Week 16	Day	Learning	Life-skill
Technology future	1	Al	
direction AI,	2	Robotics	
Robots, Internet of things & Analytics	3	Internet of Things	
triings & Arialytics	4	Analytics	
	5	Cerebration	

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