



# Skills for Success Virtual Lessons

## Unit Overview

Lesson	ECAP & AZ Career Literacy Standards	Lesson Overview	Student Learning Outcomes	Time
<b>Skills for Success Virtual Lesson</b> <a href="#">Lesson 1: What is Communication?</a>	<b>AZ Standards:</b> 4.2	In this lesson, you will participate in a series of activities that promote effective communication. You will begin by answering the question, “What is communication?” and interact with how messages transfer between individuals. You will then learn the components that make up the communication process and create a model. Then you will build on your understanding of communication by viewing a drawing game entitled, “Exquisite Corpse,” which models co-constructive communication. Next, you will build upon your knowledge of co-construction by creating a presentation of how love is communicated. This lesson concludes with reflecting upon your communication skills and how you would like to develop, improve and apply these skills in the future. <b>Lesson PDF should be added to ECAP Portfolio.</b>	<ul style="list-style-type: none"><li>• Demonstrate understanding of the 4 categories of communication</li><li>• Identify the 7 components of communication and provide examples of each</li><li>• Talk about social construction using the example of love</li></ul>	45- 60 minutes
<b>Skills for Success Virtual Lesson</b> <a href="#">Lesson 2: Listening to Understand</a>	<b>AZ Standards:</b> 2.1, 2.2, 3.1, 3.2, and 3.3	In this lesson, you will review and practice the principles of listening first to understand. First, you will learn about the Habits of Highly Successful People, one of which is “Seek First to Understand, Then to Be Understood.” Next, you will learn about the PAQ strategy to reaffirm understanding, acknowledge feelings, and ask clarifying questions as part of active listening. When applied, these strategies fulfill that fundamental need to be understood. Then, you will utilize and apply those strategies to analyze	<ul style="list-style-type: none"><li>• Analyze a case study and apply the listen first to understand principle to create a win-win solution.</li><li>• Identify the four qualities of empathetic listening.</li><li>• Identify times to use empathetic listening skills.</li></ul>	50 minutes



		an individual scenario to create a win-win scenario and create a presentation demonstrating what you have learned about seeking to understand before trying to be understood. After that, you will learn about the four qualities of empathetic listening skills and distinguish the differences between active listening and empathetic listening to make connections with empathetic listening at home, at school, and in the real world. Lastly, you will reflect upon new understandings of listening first to understand.	<ul style="list-style-type: none"> <li>• Compare and contrast empathetic listening and active listening.</li> <li>• Practice empathetic listening skills.</li> </ul>	
<b>Skills for Success Virtual Lesson</b>  <a href="#">Lesson 3: Communication Bridges and Barriers</a>	<b>AZ Standards:</b> 4.1, 3.1, and 3.2	<p>In this lesson, you will identify bridges and barriers that commonly occur in communication. You will watch three short clips and look for things that form connections or things that form obstacles to effective communication. Learn how to advocate for yourself using assertive communication and 'I' statements. Finally, you will reflect on what barriers and bridges you commonly use when communication gets difficult and express why self-advocacy is important by explaining how it improves your communication. <b>Lesson PDF should be added to ECAP Portfolio.</b></p>	<ul style="list-style-type: none"> <li>• Identify barriers and bridges that affect communication</li> <li>• Transform 'you' statements into 'I' statements</li> <li>• Advocate for yourself by using assertive communication and 'I' statements</li> </ul>	45- 60 minutes
<b>Skills for Success Virtual Lesson</b>  <a href="#">Lesson 4: Communication Skills That Pay the Bills</a>	<b>AZ Standards:</b> 1.6 and 6.1  <b>ECAP:</b> Describe actions that make an outstanding employee	<p>This lesson provides you with an introduction to the importance of strong communication skills. You will begin by examining some mystery data. Next, you will check off the importance of basic communication skills and better understand their claims. Then, you will evaluate the actions of employees in different scenarios to determine the perspectives of the employee and employer and provide recommendations for changes that the employee could make to improve their professionalism. Last, you will solidify your new learning by providing your future self</p>	<ul style="list-style-type: none"> <li>• Identify the economic benefits of strong communication skills</li> <li>• Evaluate the actions of an employee and create alternatives</li> <li>• Describe actions that will make you an outstanding employee in their first job</li> </ul>	45-60 minutes



with some advice to help you succeed in your first job.

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<b>Skills for Success</b> <b>Virtual Lesson</b> <a href="#">Lesson 5: Operation Collaboration</a>	<b>AZ Standards:</b> 4.1, 3.2	In this lesson, you will develop an understanding of behaviors that contribute to collaborative communication. You will begin with an exercise that emphasizes how chaotic communication can become and how that makes collaboration difficult. Next, you will brainstorm collaborative communication skills, practice them, and begin working on a chart with specific examples of what collaborative behaviors look and sound like. This lesson concludes with a self-assessment of your collaboration strengths and weaknesses. <b>Lesson PDF should be added to ECAP Portfolio.</b>	<ul style="list-style-type: none"> <li>• Identify example and non-example behaviors that contribute to collaborative communication</li> <li>• Talk about key skills for collaborating effectively in a group</li> <li>• Share examples of your own collaborative and non-collaborative behaviors</li> </ul>	45-50 minutes
<b>Skills for Success</b> <b>Virtual Lesson</b> <a href="#">Lesson 6: Five Pillars of Effective Collaboration</a>	<b>AZ Standards:</b> 3.1 and 4.1	In this lesson you get to reflect on what makes collaboration effective or ineffective. What can be learned from collaboration successes and challenges? How do you work toward positive collaboration? You will also learn about the five pillars of effective collaboration and apply this new knowledge to thinking about how to improve your own collaboration skills. <b>Lesson PDF should be added to ECAP Portfolio.</b>	<ul style="list-style-type: none"> <li>• Reflect on a previous collaborative initiative to identify areas of improvement</li> <li>• Develop a working understanding of the five pillars of effective collaboration</li> <li>• Evaluate collaborative experiences using the five pillars model</li> </ul>	45-60 minutes
<b>Skills for Success</b> <b>Virtual Lesson</b> <a href="#">Lesson 7: Collaboration Across Cultures</a>	<b>AZ Standards:</b> 4.3	This lesson introduces a framework for thinking about culture and cultural differences that is not judgmental or value-laden. You will first think about the terms they might use when describing a culture that is different from your own. You will then learn about some of the profound cultural differences in communication and entry points for	<ul style="list-style-type: none"> <li>• Distinguish between two different dimensions of culture: Communication (direct versus indirect) and Expressiveness (effective versus neutral)</li> </ul>	45- 60 minutes



considering some of the dimensions of other cultures.

**Lesson PDF should be added to ECAP Portfolio.**

<b>Skills for Success</b> <b>Virtual Lesson</b> <a href="#">Lesson 8: Win-Win Approach</a>	<b>AZ Standards:</b> 2.1, 3.1, and 3.2	This lesson begins with a reflection on social deposits or withdrawals—adding or subtracting from trust and goodwill. Next, you learn about the four different types of negotiation outcomes: 1. Win-Lose; 2. Lose-Win; 3. Lose-Lose; 4. Win-Win. Then, you examine different situations that people might encounter at work, in sports, and in other settings that require negotiation and work to find win-win solutions. Lastly, you reflect on a conflict you negotiated in the past that you felt you lost, apply your new knowledge, and determine how different actions could have resulted in a win-win. <b>Lesson PDF should be added to ECAP Portfolio.</b>	<ul style="list-style-type: none"> <li>Identify situations where compromise can lead to gains for yourself and others</li> <li>Reflect on how a win-lose conflict in your own life could be turned into a win-win</li> </ul>	45-50 minutes
<b>Skills for Success</b> <b>Virtual Lesson</b> <a href="#">Lesson 9: Celebrating Failure</a>	<b>AZ Standards:</b> 2.4	Failure is unavoidable, but how we view failure influences the conditions for a growth mindset or a fixed mindset. The object of this lesson is to normalize—and even celebrate—failure. First, the concepts of perspective and reframing failure will be introduced. You will then be challenged in your understanding of failure in order to plant the seeds that success, talent, and intelligence are not fixed traits, but are often the results of application, effort, and support. <b>Lesson PDF should be added to ECAP Portfolio.</b>	<ul style="list-style-type: none"> <li>Describe how people may have different perspectives on the same event</li> <li>Experience examples of “failing forward” and how it applies to learning, growth, and/or success</li> <li>Determine the differences between a fixed mindset and growth mindset.</li> </ul>	45- 60 minutes
<b>Skills for Success</b> <b>Virtual Lesson</b> <a href="#">Lesson 10: The Power of Yet</a>	<b>AZ Standards:</b> 2.1, 2.2, 6.1	You will begin by thinking about a repeated challenge/frustration in your life and identifying the accompanying internal narrative. You will then be introduced to the “power of yet” and categorize phrases that inspire a growth mindset—or encourage a fixed one.	<ul style="list-style-type: none"> <li>Identify the self-talk used in moments of personal frustration.</li> <li>Compare and contrast phrases that affect mindsets.</li> </ul>	45-50 minutes



		Then, you will learn about the Dare Dot principle and present a growth-mindset challenge.	<ul style="list-style-type: none"> <li>Summarize this lesson's learnings to a family member.</li> </ul>	
<b>Skills for Success</b> <b>Virtual Lesson</b> <a href="#">Lesson 11: The Hero and the Scholar</a>	<b>AZ Standards:</b> 2.1	In this lesson, you will learn about the development of fast and slow systems of thinking and its purpose. You will analyze different situations to see what kind of thinking each situation provokes or supports: fast or slow. Based on your growing understanding of fast and slow thinking, you will reflect on recent situations that have triggered your hero or scholar brain. <b>Lesson PDF should be added to ECAP Portfolio.</b>	<ul style="list-style-type: none"> <li>Describe the purposes of the hero and the scholar brains</li> <li>Analyze situations to determine which thinking system may be triggered</li> <li>Evaluate plans and spaces in your lives that tend to encourage either fast or slow thinking</li> </ul>	45 minutes
<b>Skills for Success</b> <b>Virtual Lesson</b> <a href="#">Lesson 12: The Myth of Multitasking</a>	<b>AZ Standards:</b> 7.2	In this lesson, you will learn about the assumptions associated with multitasking. You will analyze and compare multitasking and single-tasking. Based on your analysis and understanding, you will reflect on your own assumptions about multitasking	<ul style="list-style-type: none"> <li>Understand the assumptions associated with multitasking</li> <li>Compare and contrast multitasking versus single-tasking</li> <li>Reflect on your own assumptions about multitasking</li> </ul>	45-50 minutes