COM 200 Group Skills and Project Management CBT Modules

Group work is a key component of the COM curriculum. Consequently, training in group skills is a necessary and ongoing component of COM 200 as a gateway course and many other COM courses as well. We will engage in some training regarding group skills using computer based training. The certificate you take away from this assignment demonstrates to future employers that you have acquired group skills and are trainable through CBTs. Save a copy of the certificate for inclusion in your COM 400 portfolio and be prepared to use the content to work with your group and remediate problem members..

Point Value: 30 points.

Goals:
To improve group skills for success in COM 200, other COM classes and life in general.
To improve abilities to be "self taught" through training resources such as CBT.
To provide an "easy" way to earn points and an easy "warm-up" for groups to start with.
To provide vocabulary and principles to aid in peer reviews for COM 200 and beyond.

Key Core Skills: The following core skills are emphasized in this assignment: 1) responsibility, 2) collaboration, 3) problem solving, 4) praxis. These CBT lessons should help you be a more responsible group who can collaborate more effectively and solve problems more effectively in groups. The key to being successful at that is praxis—putting what you learn into practice with skill and self-awareness.

Basic Steps:

1. The group will get together and discuss which member will take which course. **Each member should take a DIFFERENT course** from the options listed in your COM 200 SkillPort folder.
2. Each member will individually take the **ONE** course below they've been assigned by the group
3. Each member must achieve an 80% on their assigned lesson to earn a certificate. Each member should then print out (preferably in color) a *certificate of completion* and keep it for your COM 400 portfolio. If you can "print to pdf" to make an electronic copy you should also do this and save it in your COM 400 folder on your computer (and a backup!). If you have not started a COM 400 folder/notebook do so ASAP.
4. I will run completion reports after the due date (see schedule) to see who has completed a CBT and record the points based on that report. I do NOT need a hard copy of your certificate.

Key Criteria for Grading

This assignment is graded pass/fail.

Some Hints

- Don't get bogged down just because it is a bit "corporate." Use this as a glimpse ahead to the kind of people, events and cultures you may encounter. Adapting things from one context to another is a key skill in life. Look for connections, don't focus on differences.
- Do not wait until the last minute to complete this assignment. Computer problems and access issues, etc. are not reasons to excuse a late submission.
- Leave audio off sometimes since you can read faster than it speaks, but turn it on when attention begins to wander. Mix it up.
- Take it to LEARN! Don't just retake the post tests until you guess right.
- Consider saving or printing the Job Aids and SkillBriefs after you complete the CBT to help you apply this information later in your groups.