

LESSON GOAL

Demonstrate understanding of what interpersonal skills are and how they apply to work.

ESSENTIAL QUESTION

How do interpersonal relationships influence organizational effectiveness? What strategies strengthen interpersonal communication?

INTEGRATING TECHNOLOGY

ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

MY PORTFOLIO

- Submit work to My Portfolio.

MY WORKSPACE

- Prepare your assignments in My Workspace.

LESSONS

- Review the lesson.
- Complete assignment.
- Submit assignment.

ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

GRADEBOOK

- Check Gradebook for your lesson evaluation.

SCHEDULE

- Check schedule for assignments and due dates.

COMMUNICATE

with your teacher or other students if desired

- Blogger
- Chat Room
- Drop box
- Mailtool

2 class periods

LESSON OVERVIEW

How can we have more positive interactions with others? How can we sharpen our interpersonal skills to use at our internships and in other aspects of our lives? In this lesson you will learn about interpersonal skills, how they apply to various work settings, and how they apply in our internships or school life.

STUDENT EXPECTATIONS

1. Engage in a presentation about interpersonal skills.
2. Participate in discussions and activities by answering questions.
3. Write answers to questions about interpersonal skills.
4. Set one specific interpersonal goal.
5. Write three paragraphs of reflection on execution of interpersonal goal.

There are three assignments in this lesson that require you to participate in the presentation and lesson activities.

How you can succeed in this lesson

1. Engage in the presentation and discussions by fully by offering thoughtful responses and/or recording group responses.
2. Write thoughtful responses with detailed observations about interpersonal relationships.
3. Develop a specific goal for using interpersonal skills and thoroughly explain why it was chosen.
4. Write at least three, well-developed paragraphs offering insight about practice of goal.



ASSIGNMENT 1

In class you have been engaged in a presentation about interpersonal skills and have discussed the types of interpersonal skills needed for different types of work. Think about your personal experience at your internship site or at school and reflect on the following questions in writing. Use the *Sakai* Assignments Tool to submit your answers for evaluation.

1. List some of the kinds of interpersonal skills that are needed in this work.
2. How important are interpersonal skills for this line of work?
3. What might happen if someone in your position has poor interpersonal skills?
4. What interpersonal skills do you use at your internship?



ASSIGNMENT 2

In class you have been engaged in a presentation about interpersonal skills and have discussed and written about interpersonal skills needed at work.

Review the different types of interpersonal skills.

1. Building positive group spirit
2. Fostering open communication
3. Cooperation
4. Negotiation/Compromise

Set an interpersonal goal for you to achieve at your internship, work, or school site.

- Choose a goal that will help you develop your interpersonal skills.
- Choose a goal that will improve your relationships.
- Choose a goal that is SMART (specific, measureable, attainable, relevant, time bound).

Use the *Sakai* Assignments Tool to submit your goal for evaluation.



ASSIGNMENT 3

In class you discussed and wrote about interpersonal skills. Then you set a goal for yourself. Now that you have attempted your goal, write a reflective journal entry of at least three paragraphs about your goal attempt. Use the following prompts to structure your reflection. Use the *Sakai* Assignments Tool to submit your reflection.

- Restate your goal and explain why you chose it.
- Did you achieve your goal? Why or why not?
- How did people react to your effort?
- Will you try another technique next? Which one?
- How do you feel after attempting your goal? Was it a positive or negative experience?
- Where else might you be able to apply your knowledge of interpersonal skills, other than at your internship?

Use the *Sakai* Assignments Tool to submit your reflections for evaluation.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
2	ASSIGNMENT 1 Individual Experience Answer questions about personal experience with interpersonal relationships.	Wrote thoughtful responses with detailed observations about interpersonal relationships.	Answered questions about personal experience with interpersonal relationships.	Wrote some responses to questions about interpersonal relationships.	Made a minimal effort to answer questions about interpersonal relationships.	
3	ASSIGNMENT 2 Goal Setting Establish one goal for developing interpersonal relationships.	Developed a specific goal for using interpersonal skills and thoroughly explained why it was chosen.	Developed a specific goal and explained why it was chosen.	Developed vague goal or part of a goal with some explanation.	Did not write much or any of a goal or explanation.	
3	ASSIGNMENT 3 Reflection Write a reflection about working towards interpersonal relationship goals.	Wrote at least three, well-developed paragraphs offering insight about practice of goal.	Wrote three paragraphs answering prompts.	Wrote less than required minimum but offered some insight about practice of goal.	Wrote little or nothing, showing little evidence of practicing goal.	