

### ESTIMATED TIME

2 class periods

### PREREQUISITES

- Students will need to have spent a significant amount of time at their internship or job sites. Alternatively, students can consider interpersonal relationships in the school setting.
- Lesson 6 *Reflection* is beneficial for writing the reflective journal entry in this lesson.
- Computer access for online journaling

### RESOURCES AVAILABLE

- ***Interpersonal Relationships Rubric***
- ***Interpersonal Skills*** Presentation

### ACROSS THE CURRICULUM

Students will need to use interpersonal skills nearly everywhere in life. Although the focus of this lesson is about how those skills are applied in a work setting, students are asked to reflect on where else they may use the skills. Students may apply these skills to school, home, work, or any other aspect of life where they interact with others.

### 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?

### 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.

### LESSON OBJECTIVES

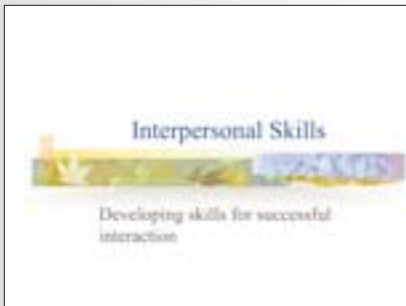
1. Describe interpersonal relationships in a work setting.
2. Establish and work toward a specific goal for interpersonal skills on site or in school.

### RATIONALE

As students go out to internships and through the experiential program or in their lives in and out of school, they will need to be increasingly aware of their interactions with others. Students will have learned about professionalism, and this lesson builds on similar concepts to show students how interpersonal skills can make a real difference in their work with others.



Interpersonal Relationships Rubric



Interpersonal Skills Presentation

## PROCEDURES: WHAT TO DO

- 1. WHOLE GROUP** Hand out the *Interpersonal Relationships Rubric* to introduce the lesson and explain how students will be evaluated. Then show the *Interpersonal Skills* presentation about interpersonal skills at work sites. Stop and discuss the questions and complete the activity in the presentation. On the fourth slide, break students into groups of 3-4 and have them write answers to the questions on the next slides. Each slide should take approximately 5 minutes to complete, although the first set of questions could take a few minutes longer to explain the process and get into groups.

### ASSESSMENT

**Presentation Questions** Discuss interpersonal relationship questions.

- 2. INDIVIDUAL** Beginning with slide seven, have each student write answers to the questions about interpersonal skills at their individual sites. Have students use the *Sakai* Assignments Tool to submit their answers for evaluation.



### ASSIGNMENT 1

### ASSESSMENT

**Individual Experience** Answer questions about personal experience with interpersonal relationships.

- 3. INDIVIDUAL** In slides 9 and 10, have students set one specific goal about practicing an interpersonal skill, according to the instructions in the presentation. Remind students that goals should be SMART (specific, measurable, attainable, relevant, and time bound). Have students use the *Sakai* Assignments Tool to submit their goals for evaluation.



### ASSIGNMENT 2

### ASSESSMENT

**Goal Setting** Establish one goal for developing interpersonal relationships.



Student Pages

## REFLECTION



## ASSIGNMENT 3

After students have attempted to achieve their interpersonal relationship goal, have each student write a reflective journal entry of at least three paragraphs about his or her goal attempt using the following prompt.

- 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?

Have them use the *Sakai* Assignments Tool to submit their reflections for evaluation.

### ASSESSMENT

**Reflection** Write a reflection about working towards interpersonal relationship goals.

### ASSESSMENT

Use the *Interpersonal Relationships Rubric* to evaluate student performance. Have students complete the rubric as a self-evaluation and then discuss the results.

In addition to the rubric, each submission should be evaluated individually for appropriateness for submission to the ePortfolio before posting.

## INTEGRATING TECHNOLOGY

### ANNOUNCEMENT

- Use Announcements to remind students of assignments and due dates.
- Announcements should be coordinated with Assignments and Schedule.

### SCHEDULE

- Add Assignments to the Schedule.

### EVALUATE/REVIEW

- Student Assignments
- Student Portfolio
- Add a test or quiz if desired.

### LESSONS

- Review Lessons.
- Add Resources if desired.
- Change a Lesson if desired.
- Schedule a Lesson.
- Unschedule a Lesson.

### COMMUNICATE IF DESIRED

- Blogger
- Chat Room
- Drop box
- Mailtool
- Roster

### Ohio Academic Content Standards

#### English Language Arts

#### Writing Applications

6. Produce informal writings (e.g., journals, notes and poems) for various purposes.

## DIFFERENTIATING INSTRUCTION

### SPECIAL NEEDS

Plan to provide support for all of the writing assignments in this lesson. Pair students with prearranged assistants or provide the support yourself.

### GIFTED AND TALENTED

Students may set further goals or attempt more than one initially. Students could also add 1-3 slides to the presentation using the additional resources or resources they discover.

## ADDITIONAL RESOURCES

### WEBSITE SOURCES

Preview sites for appropriateness before recommending them to students. If links are broken, search for similar information.

Access these sites for lessons and activities to build interpersonal skills.

- <http://www.coe.uga.edu/workethic/less3.htm>
- <http://ilearn.senecac.on.ca/careers/succeed/developing.html>

### BOOK SOURCES

- Hayes, John. *Interpersonal Skills at Work*. Routledge, 2002. Use this book for a thorough understanding of interpersonal skills.