# BUS 1160: Working in a Professional Environment


## Week 1 Course Outline

**Sections**

### Overview – Attitudes, Goal Setting, and Life Management

### It’s All About You

### Learning Styles

### Goals

**Readings**

* ***Professionalism Skills for Workplace Success*** (Anderson & Bolt), Chapter 1.

**Discussion Questions**

* “I am….” Describe yourself by completing this statement 12 times.
* How do you like to be rewarded and why?
* Why is it important for people to set personal and professional goals?
* How can recognizing teammates’ learning styles help a team’s performance?

**Assignments**

* Watch the videos listed below
* Complete the [VARK Learning Styles](http://www.vark-learn.com/english/page.asp?p=questionnaire) Assessment
* Complete the [Jung Typology Test](http://www.humanmetrics.com/cgi-win/JTypes1.htm)
* Exercise 1-1: All about you
* Exercise 1-3: Long-term career goal
* Exercise 1-4: Short-term goals
* Activity 1-1: Learning styles
* Activity 1-2: Ideal self-concept
* Activity 1-3: Education behavior influences
* Activity 1-5: Long-term goals
* Career Goal Setting (pg. 19)

**Videos to Watch**

[Professional Image (04:06)](http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalViewVideo.aspx?xtid=10888&loid=9233&psid=0&sid=0&State=&title=Professional%20Image&IsSearch=Y&parentSeriesID=)

Personal presentation involves physical appearance, body language, attitude, knowledge, and behavior.

[Attitude (02:37)](http://hrt-proxy.libraries.vsc.edu/login?url=http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalPlaylists.aspx?aid=6842&xtid=10888&loid=9216)Passion for the job, good communication with co-workers, and understanding the value of teamwork support positive attitudes.

[Becoming Successful at Work (01:56)](http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalViewVideo.aspx?xtid=8401&loid=13151&psid=0&sid=0&State=&title=The%20Exceptional%20Employee:%20A%20Guide%20to%20Success%20on%20the%20Job&IsSearch=Y&parentSeriesID=)

To help achieve success, students beginning new jobs should set ambitious goals, demonstrate enthusiasm for their work, be self-starters, keep an open mind, and deal positively with change.

[What Goals Do for Us (01:28)](http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalViewVideo.aspx?xtid=34514&loid=22439&psid=0&sid=0&State=&title=Goal-Setting%20and%20Action-Planning&IsSearch=Y&parentSeriesID=)

Goal setting lets us identify where we want to be in life and the path we will take to get there. Goals keep us moving in a direction that is important to us.

[Goal Setting: A Motivator (02:38)](http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalViewVideo.aspx?xtid=34514&loid=22439&psid=0&sid=0&State=&title=Goal-Setting%20and%20Action-Planning&IsSearch=Y&parentSeriesID=)

Goals are a powerful motivator and we are more likely to push ourselves when we have a goal. Investing time and energy into reaching a goal brings success.

["Hot Tip:" Visualize Your Goals (01:15)](http://hrt-proxy.libraries.vsc.edu/login?url=http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalPlaylists.aspx?aid=6842&xtid=34514&loid=22443)

Placing images that are reminders of our goals where we can see them everyday helps us visualize our goals as reality.

**Additional Resources**

* This **ColorQuiz** is partially based on research by Dr. Max LÃ»scher during the early 1900's. He devoted his life to the study of how color affects behavior. The quiz is based upon fundamentals in color psychology, which studies how certain colors can cause an emotional response in people. The quiz is not statistically reliable or valid, but is interesting just the same. If you are interested, visit <http://www.colorquiz.com> and take the free quiz.
* **Kolb Learning Style Inventory (LSI)**: Understanding how people learn can help you to target your training and development efforts, motivate teams, and make optimum use of your collective time, resources, and capabilities. The LSI, distributed exclusively by Hay Group, recognizes individual learning preferences, while encouraging individuals to expand their learning strengths. Based on experiential learning theory, the LSI was developed by David Kolb Ph.D. with research that began in 1971. It identifies four phases in the learning process:
* experiencing: learning from experiences, being sensitive to feelings and people
* reflecting: reserving judgment, taking different perspectives, looking for meaning
* thinking: logically analyzing ideas, planning systematically, using concepts
* acting: showing an ability to get things done, taking risks, influencing.

This instrument goes a lot more in depth than the VARK Learning Styles and has extensive research to back up its findings. With that, however, comes a fee of $25.00, for which you will receive a 16-page report that summarizes your results and describes all aspects of the LSI model. If you are interested in taking this instrument, visit [Hay Group Kolb LSI](http://www.haygroup.com/leadershipandtalentondemand/ourproducts/item_details.aspx?itemid=55&type=7&t=1).

* A definition of Locus of Control can be found at: <http://www.ncrel.org/sdrs/areas/issues/students/learning/lr2locus.htm>
* The following MindTools site provides step-by-step personal goal-setting process an tips on making your goals sustainable: <http://www.mindtools.com/pages/article/newHTE_06.htm>
* Top Achievement offers “Powerful Written Goals in 7 Easy Steps: <http://www.topachievement.com/goalsetting.html>
* Yet another goal-setting technique; this one is accomplished in 10 steps: <http://www.gems4friends.com/goals/index.html>

