COMMON COURSE OUTLINE: Course discipline/number/title: SMGT 1160: Strategies for Personal Effectiveness

A. CATALOG DESCRIPTION
   1. Credits: 1
   2. Hours/Week: 1
   3. Prerequisites (Course discipline/number): None
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

   This course will provide students with the tools and strategies to create an increased level of personal productivity from which they can more effectively solve problems and develop strong professional relationships. The course is based on the seven habits that, once learned and practiced, can become powerful forces in creating and nurturing quality relationships with others. Recommended entry skills/knowledge: Reading and writing at the college level is encouraged.

B. DATE LAST REVISED (Month, year): November, 2001

C. OUTLINE OF MAJOR CONTENT AREAS:
   This course will focus on the practical application of skills for supervisors to increase personal and professional effectiveness through the use of examples and exercises. These are essential to the development and integration of the seven habits.
   1. Personal mission statement
   2. Personality characteristics
   3. Paradigms
   4. Life balance
   5. Seven habits
   6. Personality vs. character ethic

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Identify characteristics of one's personality to develop a personal mission statement, which will create a new level of thinking and increase life balance.
   2. Identify how paradigms, principles, and habits affect one's life.
   3. Describe and demonstrate Seven Habits strategy.
   4. Write a personal mission statement.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Oral Presentations
   2. Textbook Problems
   3. Individual Projects
   4. Worksheets
   5. Application Papers

G. SPECIAL INFORMATION (if any): None