



### **Course Description**

#### **CLP1006 | Psychology of Personal Effectiveness | 3.00 credits**

This is an applied psychology course which emphasizes understanding of the principles of effective human behavior and applying these to the areas of personal awareness, interpersonal relations, communication, and work/career development. Students will learn strategies to apply these principles in both their personal and professional lives.

### **Course Competencies:**

**Competency 1:** The student will explore theoretical perspectives regarding personal effectiveness by:

1. Describing an overview of the major theoretical approaches to personality and human behavior with emphasis on optimal functioning
2. Analyzing the theory of self-concept and the factors involved in its development, relating this to personal behavior
3. Distinguishing the causes and characteristics of high and low self - esteem, including strengths and weaknesses, and the relationship of these to behavior
4. Discovering the holistic nature of humankind including the cognitive, emotional, social, spiritual, and physical influences on behavior

**Competency 2:** The student will learn to manage stress and enhance wellness by:

1. Demonstrating knowledge of stress, its sources, and the physical, psychological, and behavioral outcomes
2. Applying effective stress management theory and techniques to developing a healthy lifestyle
3. Demonstrating effective self-management in the use of resources such as time, money, and personal assets

**Competency 3:** the student will understand the theories of healthy & successful relationships by:

1. Describing how these theories apply to family, friends, social groups, work teams, and culturally diverse groups
2. Describing emotional intelligence and its relation to optimal functioning
3. Practicing effective verbal and nonverbal communication
4. Applying effective listening skills
5. Applying theories related to assertive behavior
6. Practicing conflict resolution skills and analyzing the process

**Competency 4:** The student will understand the nature of the changing nature of the world of work by:

1. Exploring future occupational and academic trends
2. Using knowledge and skills of personal and interpersonal effectiveness to achieve career related goals
3. Valuing diversity and a global perspective in the workplace

**Competency 5:** The student will understand the role of personal responsibility in workplace success by:

1. Describing the characteristics of effective employees and their responses to performance assessment and varying leadership styles
2. Demonstrating understanding of the necessity for policies and procedures in the workplace
3. Demonstrating knowledge of job satisfaction, including intrinsic and extrinsic work motivations
4. Describing factors that interfere with effective job performance such as alcohol and drug use; sexual harassment; racial, gender, and age discrimination; and violations of the ethical and moral standards

### **Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills.
- Formulate strategies to locate, evaluate, and apply information.
- Create strategies that can be used to fulfill personal, civic, and social responsibilities.