Appendix A

Course Delivery Form

*Please note that the more advanced notice you are able to provide CCL for course postings, the more time we have to promote your course within the community. Please send completed form to:

education@canadiancentreforlearning.ca

Teacher Name: Tom Marazzo

Contact information:

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Course date and time:

2 October 2024, 7pm EST (Toronto Time)

Course fee:

$230 CAD

Course description:

This training course is designed to equip participants with the skills necessary to effectively plan and manage dynamic situations. Participants will learn a structured approach to planning, including analyzing situations, identifying assumptions and constraints, evaluating facts, making assessments, drawing conclusions, prioritizing assignments, defining primary objectives and expected outcomes, decision-making processes, and overcoming fear in emergency situations.

Course images (for CCL website):

Course syllabus (to view a sample course syllabus please go to this link):

How does this course teach students the key competencies that they will need to be successful in the future?

The "Effective Planning" course teaches students key competencies essential for future success by focusing on several critical areas:

1. Strategic Planning and Decision-Making

- Competency: Strategic thinking and decision-making are crucial competencies in any professional setting.
- Course Content: The course teaches students to approach planning systematically, analyzing situations, evaluating facts, and making informed decisions. These skills help students develop the ability to think ahead, anticipate challenges, and make sound decisions under pressure—key traits of successful leaders.

2. Risk Management and Problem Solving

- Competency: Risk management and problem-solving are essential for navigating complex and unpredictable environments.
- Course Content: Students learn to identify potential risks and opposition to plans, assess the impact of these risks, and develop strategies to mitigate them. This ability to foresee and address challenges is vital for managing projects, businesses, or crises effectively.

3. Adaptability and Resilience

- Competency: The ability to adapt and remain resilient in the face of uncertainty and change is critical in a rapidly evolving world.
- Course Content: Through exercises like "War Gaming," students are exposed to various scenarios where they must adapt their plans and strategies based on new information or changing conditions. This fosters resilience, helping them stay composed and effective even when faced with unexpected challenges.

4. Leadership and Collaboration

- Competency: Leadership and the ability to work collaboratively are foundational skills in almost any career.
- Course Content: The course emphasizes decision-making processes, fear management, and collaborative activities. By engaging in group exercises and discussions, students practice leading teams, making decisions in a group setting, and working together to solve problems.

5. Emotional Intelligence and Fear Management

- Competency: Emotional intelligence, including managing one's emotions and understanding others', is increasingly recognized as a key factor in professional success.
- Course Content: The course includes techniques for overcoming fear in emergency situations, which helps students build emotional resilience. Understanding and managing emotions in high-stress situations is crucial for maintaining performance and leading others.

6. Critical Thinking and Analytical Skills

- Competency: Critical thinking and the ability to analyze complex situations are essential for making informed decisions and solving problems.
- Course Content: The structured approach to planning taught in this course—such as evaluating facts, drawing conclusions, and prioritizing assignments—encourages students to think critically about the information they receive and how to apply it effectively.

7. Practical Application and Real-World Relevance

- Competency: The ability to apply theoretical knowledge to real-world situations is vital for translating learning into tangible success.
- Course Content: The course is designed with a practical focus, encouraging students to apply planning and decision-making skills to real-world scenarios. This prepares them to take on similar challenges in their careers, ensuring that they are not just theoretically knowledgeable but practically competent.

8. Confidence and Self-Efficacy

- Competency: Confidence and self-efficacy are important for taking initiative and leading others.
- Course Content: By mastering the planning process and learning to handle dynamic situations, students build confidence in their abilities, which is crucial for taking on leadership roles and driving projects to success.

Overall, the "Effective Planning" course equips students with a comprehensive set of competencies that are essential for thriving in future professional and personal challenges. The focus on practical application ensures that these skills are not just learned but are ready to be implemented in real-world situations.