

Personal Development	Mr. Orlando Bonnici
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Scholastic Year 2011/11

Yearly Scheme of Work Level 3	Lessons Per Week: 1 Lessons
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Overall Teaching Aims
<ul style="list-style-type: none"> ◆ To develop a proper communication technique with a sense of care and respect for others ◆ Learning to co-operate in planning and working with other individuals ◆ Develop a systematic problem solving approach to tackling everyday problems ◆ Develop a set of self-management skills to foster a sense of personal responsibility towards their own actions ◆ Understand the interdependence of the world in which they live and work

Teaching Methods	Assessment Methodology
<ul style="list-style-type: none"> ◆ Direct Observation ◆ Group Discussion ◆ Personal Experiences ◆ Prepared Materials 	<ul style="list-style-type: none"> ◆ Attendance ◆ Group Participation ◆ Practical Assessment

Week	Unit	Topic	Learning Outcomes	Comments
1	<i>Introduction</i>	Introduction with the class	<ul style="list-style-type: none"> • Introduce yourself to the students • Help the students introduce themselves and break the ice in the class • Students will disclose particular information to the class including hobbies, likes and dislikes and other relevant information • Setting Up Group/Class Rules 	
2	<i>Communication</i>	What is Communication?	<ul style="list-style-type: none"> • Appropriate communication in different life situation (formal & informal) • Communication Dynamics within a group • Understanding the difference between the values of the sender and that of the receiver (Audience) 	
3		Work-Related Communication	<ul style="list-style-type: none"> • Presentation Skills, using Charts, Communicating in front of a group of people, other Presentation techniques. • Good Decision Skills at Work. • Formal/Adequate Communication Skills at Work (emails, letters, grapevine etc) 	
4		Empathy	<ul style="list-style-type: none"> • Listening and Responding Sensitively • Showing understanding of the message passed by validating the message • Choosing appropriate communication channels when showing empathy • Understand different values of the sender 	
5	<i>Working with Others</i>	Working in a Group	<ul style="list-style-type: none"> • Understanding the different Leadership Styles • Identify the favourite leadership style • Learn how to give one-to-one feedback to the group 	

6		Leadership Styles	<ul style="list-style-type: none"> • What are the different Leadership Styles and when best to use each. • Leadership exercise with groups adapting a different leadership style. • Leadership Style Survey 	
7		Group Development and Roles	<ul style="list-style-type: none"> • Understand the different stages in group development • Learn the different roles within a group and the purpose of each role for the well-being of the group 	
8		Trade Unionism	<ul style="list-style-type: none"> • Understand basic concepts of trade unionism and its history. • Understanding Collective Agreements and how to contribute the them 	
9		Diversity	<ul style="list-style-type: none"> • Understanding the concept of Diversity of Beliefs, Race, Culture, Gender and other issues • Balancing one's own belief system with other beliefs system which we encounter every day at work/school 	
10	<i>Problem Solving</i>	Choosing a Career	<ul style="list-style-type: none"> • Understand the different career paths which evolve from the nature of the course chosen • Build a rational career path for the foreseeable future • Plan and manage resources needed to reach career goal 	
11		Looking for a Job	<ul style="list-style-type: none"> • Identify various means of looking for a job, traditional and electronic ways of finding a job. • Find real vacancies which might interest them and who might be good jobs for them 	
12		Decision Making Techniques	<ul style="list-style-type: none"> • Identify appropriate decision making techniques for people, resources and systems • Understand how to make constructive analysis of various work systems, people and technology at any given workplace 	

13		Goal Setting	<ul style="list-style-type: none"> • Setting realistic goals with the resources available • Creating and understanding monitoring systems to ensure that goals are reached on time • Use technology to gather data and information about the outcome of a job (Manufacturing/Services) 	
14	<i>Self Management Techniques</i>	Career Development	<ul style="list-style-type: none"> • Understand the career/study path they chose and the opportunities this can create to them • Learn how to manage one's own career development • Understand the importance of continuous development 	
15		Resource Management	<ul style="list-style-type: none"> • Learn how to organise and maintain own resources • Understand and learn how to monitor the different types of resources (intellectual, material, financial and other types) • Take Responsibility for the quality of work done 	
16		Time Management	<ul style="list-style-type: none"> • Understand in detail the concept of time management • Learn how to use a Personal Work Schedule 	
17		My Strengths and Weaknesses	<ul style="list-style-type: none"> • Identify Personal Strengths and Weaknesses. • Learn and appreciate what others think of me...what others see good in me and some points where I can improve. 	
18		Sexually Transmitted Diseases	<ul style="list-style-type: none"> • Discuss some of the S.T.Is in details and how they can be transmitted through inappropriate sexual behaviour. 	
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20		H.I.V and Aids	<ul style="list-style-type: none"> • Understand the difference between HIV and other STIs • Discuss the misconceptions that exist on HIV, Aids and the transmission of this disease. 	
21	<i>Civic Skills</i>	Workers' Rights and Duties	<ul style="list-style-type: none"> • Understand the rights and duties of local workers. • Relate Equal Gender Opportunities on a national framework. 	
22		Human Rights	<ul style="list-style-type: none"> • Learn about Human Rights and understand that in many countries around the world, human rights are something that don't exist. • Learn about Human Rights Organisations • Understand the United Nations Charter on Human Rights 	
23		Voluntary Work in Malta	<ul style="list-style-type: none"> • Learn about the various agencies who conduct voluntary work in Malta and what is their mission and how they can be reached. 	
24		Gender Equality	<ul style="list-style-type: none"> • Understand the concept of Gender Equality not only in a work environment but also in everyday life. • Learn about countries in which Gender is still a means of discrimination and how this impacts the people involved. 	
25		Green Week	<ul style="list-style-type: none"> • Learn about concepts like Renewable and Non-renewable resources, Alternative Sources of Power, Global Warming, Recycling and conservation of resources. 	
26		Justice, Equality and Fairness in our Society	<ul style="list-style-type: none"> • Identify, respond and influence social, moral and political challenges and situation • Understanding your political, social and moral duties towards your community. 	

27		National Industrial Relations	<ul style="list-style-type: none"> • Understand the concept of Industrial Relations and its connections to the Maltese industry. • Learn how Maltese workers compare to European ones. • Identify ways of enhancing relations in a way of mutual benefit to both workers and employers. 	

Additional Topics to be covered:

NA	<i>Physical World</i>	Matter	<ul style="list-style-type: none"> • Physical Properties of Objects (atoms, ions and molecules) • Physical State of Objects (solid, gas and liquid) • Basic properties of Acids and Alkalis (Acid/Alkali Strength) 	
NA		Energy	<ul style="list-style-type: none"> • Transfer of heat and the importance of insulation (Using heat sources and electrical devices safely and efficiently) • Flow of energy in terms of Voltage, Current and Resistance (Ohm's Law to calculate voltage, current and resistance in simple circuit) • Combustion of Fuels as a Chemical Reaction • Write a Basic Chemical Equation for combustion of a simple fuel (eg. Methane) 	
NA		Motion	<ul style="list-style-type: none"> • Newton's Law of Motion to calculate simple velocity, momentum and acceleration • Recognise and understand the effects of Friction 	
NA		Forces	<ul style="list-style-type: none"> • The principle of Moments • Levers and their use • Appliances that make use of electric motors, magnetic forces and their efficient and proper use 	

NA	<i>The Living World</i>	Human Life: Body Structure	<ul style="list-style-type: none"> • The structure of the human body (Muscles, Bones, nerves , veins etc etc) • The positions and functions of the main body organs • Body Movements in terms of muscle contractions, relaxations and joints. 	
NA		Body Functions	<ul style="list-style-type: none"> • Food, water and Air for proper body functions • Describe the function of the hear and explain the heart beat rate • Explain the function of the Epiglottis and Uvula • Understand and describe the process of digestions • Importance of good oral hygiene • The importance of a Kidney for digestion • Enzymes and their importance for digestion 	
NA		Diversity of Life	<ul style="list-style-type: none"> • Identify the different types of nutrition for living beings including plants, animals and fungi also in terms of their physical characteristics. • Understand the interaction between plants and animals and the effect of changing even the smallest thing in an ecosystem • Difference between viruses and bacteria 	
NA		Heredity	<ul style="list-style-type: none"> • Understand the genetic inheritance between once generation to the next • Explain why parents and offsprings are different • Identify the structure of the DNA as the molecule responsible for inheritance 	

NA		Cells	<ul style="list-style-type: none"> • Describe the different types of cells, sizes and their contents • Understand unicellular organisms and distinguish between prokaryotic and eukaryotic forms of structure 	
NA	<i>Health and Safety</i>	Health and Safety	<ul style="list-style-type: none"> • Reducing exposure to threats to health • Increasing the body's resistance to disease • Understand the needs of hygiene, sanitation, inoculations and suppression of harmful organism. • Reduce risk situations both at home and at work. 	
NA	<i>Entrepreneurship</i>	Motivation and Initiative	<ul style="list-style-type: none"> • Forecast customer requirements and being able to identify a possible market opportunity • Analyse the market condition and assess the feasibility of an idea 	
NA		Critical Thinking	<ul style="list-style-type: none"> • Marketing Mix – Price, Product, Place and Promotion • Identify resources needed to take an opportunity • Thinking outside the box 	
NA		Creativity	<ul style="list-style-type: none"> • Identify different decision making roles in an organisation. • Learn how to co-ordinate between those roles • Using established products for another purpose. 	
NA		Organisation	<ul style="list-style-type: none"> • Different Types of businesses (Private, public and sole trader) • Identifying common goals for a business (Vision & Mission Statement) • Identify authority structure • Self-Awareness and Control 	