

Session Plan: Career Workshop - Developing Self-Awareness and Communication in the Workplace

Total Duration: 120 minutes **Break:**

15 minutes

Session Stage	Time	Learning Focus	Activity	Tutor Role	Student Activity	Resources Used
Welcome & Session Overview	10 mins	Introducing self awareness and workplace behaviour	Tutor outlines session aims, structure, and relevance to employability	Set context; link to workplace expectations	Listen, ask questions	Moodle / Slides
Understanding Self-Awareness	15 mins	Developing self awareness	Individual viewing of short video followed by brief reflection	Direct students to resource; prompt reflection	Watch video and note key points	Self-Awareness Explained – UWTSD MyCareer Video
Strengths & SelfReflection	20 mins	Using tools to understand strengths	Independent completion of strengths assessment	Support students; clarify questions	Complete assessment and review results	MyCareer Strengths Assessment Tool (50 questions)
Break	15 mins	—	—	—	—	—

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Conflict in the Workplace	15 mins	Managing conflict professionally	Guided independent learning via short course	Signpost key learning points	Complete short course and note strategies	Calm in Conflict – MyCareer Short Course
Evaluating Poor Communication	15 mins	Critical evaluation of professional behaviour	Watch video example of poor communication from a manager	Frame evaluation criteria; prompt analysis	Observe and identify communication issues	Video: Poor Communication from a Manager
Padlet Discussion & Evaluation	10 mins	Evaluative judgement and discussion	Students post analysis of manager's selfawareness and communication	Monitor Padlet; prompt deeper evaluation	Post evaluative comments	Padlet – Manager Communication Evaluation
Improved Communication Example	10 mins	Comparing professional practice	Watch improved communication video and discuss differences	Facilitate comparison discussion	Identify improvements and link to theory	Video: Manager with Improved Communication
Plenary & Reflection	10 mins	Consolidation and application	Tutor summarises learning and links to workplace readiness	Summarise; set reflective followup task	Reflect and note actions for development	Moodle

