



Explore individual differences through the use of personality inventory tools  
Develop insight into how personality, mental ability, emotional intelligence and values differ from others  
Respond to differences in personality, mental ability and values among people

Identify types of teams in organizations  
Explain advantages and disadvantages of teams  
Apply interpersonal-related tactics for effective team play

Describe the difference between rational and political decision making  
Make effective use of brainstorming  
Use a variety of problem solving tools such as check sheets, nominal group techniques and fishbone diagrams

Recognize personal methods of resolving conflict  
Identify styles of handling conflict  
Develop effective techniques for resolving conflict in work and personal life

Identify key leadership traits for personal development  
Explore charismatic leaders and understand their abilities  
Develop team leadership skills

Manage effectively the impressions you give, including business etiquette  
Implement political techniques for building relationships in and outside the organization  
Demonstrate how to avoid committing political blunders

Recognize the importance of ethical behavior in establishing strong interpersonal relationships in organizations  
Identify character traits associated with being an ethical person  
Use systematic methods for making ethical decisions and behaving ethically

Complete a pre-employment simulation that includes a resume, cover letter and thank you letter  
Participate in a peer and/or outside evaluator interview  
Develop a personal website presence on an instructor approved career website

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: [Faribault: Room](#)

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.