

Design Worksheets

WS-J.3.A		Design Worksheet – Module Blueprint	
Project		SUPCIV FOT	
Designer	Pratima Sampat-Mar	Date	02-16-21
UNIT	Employee Relations		
MODULE	Resolve Employee Conflict		
Unit		Rationale	
Final Culminating Event/Unit	<input type="checkbox"/> Capstone <input checked="" type="checkbox"/> Multi-lesson scenario / Integrated Assessment Other / Describe:		

WS-J.3.C		Design Worksheet – Lesson Blueprint	
Project		SUPCIV FOT	
Designer	Pratima Sampat-Mar	Date	05-04-2021

Item No.	Lesson	TOPICS <i>Presentation / Demonstration / Practice / Lab / Assessment / Capstone</i>	Media <i>CBT / Paper-based / graphics / video / audio / Computer</i>	Length of Time
1	Types of Conflict			
1.1		Definition of Conflict (Tier II)	Lecture - Presentation	5 min
1.1A		Engagement Activity – Conflict at USCG	Interactive Questions (Tier II slide 6 p.242) and debrief.	20 min
1.2		Top 3 myths about conflict	Lecture – Presentation (Tier II slide 12 p.246)	5 min
1.3		Sources of Conflict	Lecture – Presentation (CBP p. 522)	5 min
1.4		Conflicting Facts	Lecture – Presentation (CBP p. 523)	5 min
1.4A		Engagement Activity – Conflicting Facts (dress picture)	Poll question, two choices blue/white. Discussion/debrief CBP p 523. Or Tier II p. 413	15 min
1.5		Conflicting Methods	Lecture – Presentation (CBP p. 524)	5 min
1.6		Conflicting Goals	Lecture – Presentation (CBP p. 525)	5 min
1.7		Conflicting Values	Lecture – Presentation (CBP p. 526)	5 min
2	Supervisor's role in preventing and managing conflict			
2.1		Supervisor's role in managing conflict	Lecture - Presentation	5 min
2.1A		Engagement Activity – Supervisor's Role Scenario	Interactive Questions (CBP p 521) and debrief.	15 min

WS-N.2A		Engagement Activity Worksheet		
Project		SUPCIV FOT		
Designer		Pratima Sampat-Mar		Date 05/04/2021
Unit		Employee Relations		Module Resolve Employee Conflict
Item No	Activity	Objective	Tools and Materials	Instructions
1.1A	Conflict at USCG (Tier II slide 6 p. 242)	Share experiences with conflicts that did or did not end positively.	<ul style="list-style-type: none"> Questions on slide Chat tool 	Have students read the questions and volunteer to share experiences. Students will unmute and share their stores. Facilitator provides feedback and guides discussion. Select students with both positive and negative experiences.
	Conflicting Facts CBP p 523	Recognize that conflict can occur when people see the same facts differently or disagree on the facts in a given situation.	Poll tool with two custom choices	Slide shows dress picture. Poll options are blue and white. Facilitator explains that this dress was a meme that went viral on the internet and TV due to disagreements about the colors of the dress. Ask students what color the dress is. Use their responses to make the point that the same set of facts can be viewed differently by others.
	Supervisor's Role Scenario (CBP p 521)	Identify the supervisor's role in preventing and managing conflict.	<ul style="list-style-type: none"> Scenario on slide Chat tool 	Read the scenario on the slide. Ask students what they think the supervisor could do in anticipation of the forthcoming conflict. Emphasize that the mission will often supersede the needs and wants of employees. Students type responses in group chat. Facilitator responds to some of them, making sure to mention that supervisors sometimes have the ability to plan a response to conflict before it happens.
	Conflict Management Style Survey Tier II p. 415-417	Identify your conflict management style.	<ul style="list-style-type: none"> Conflict Management Style Survey handout Poll tool with 5 Conflict Management Style choices 	Slide includes downloadable survey file. Graphic onscreen is the conflict management styles. Students complete the survey on their own, and then click the poll option that indicates their style. Debrief by reviewing the interpretation (Tier II p. 421). Discuss strengths and gaps of each style.

PowerPoint and Instructor Guide Templates

Layout

Office Theme

Title Slide

Welcome

Objectives

Title and Content

Two Content

Comparison

Section Header

Engagement Activity

02 Status Icon Activity

02 Chat Activity

02 Poll Two Activity

Poll Three Activity

Poll Four Activity

02 Whiteboard Activity

Conclusion

Instructions

Course Title

Course Name

Unit X.X Unit Name

01

02

03

04

05

06


07

U.S. Department of Homeland Security
United States Coast Guard

Facilitator and Producer Guide

Course Name

Unit X.X Unit Name



School Name

MONTH YEAR

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Instructions

1. Begin each presentation with a title slide, welcome slide, objectives slide. End with the Conclusion slide.

2. To add slides, click New Slide and then select the appropriate layout.

3. Slide guidelines:

- Fonts are **Banschrift Semibold** for slide titles and Georgia for slide body.
- Limit the amount of text on each slide, use relevant graphics.

4. Graphic guidelines:

- Shapes may not render correctly, so it is recommended that when using shapes to create a graphic, group them as necessary, save as image, and then remove the shapes and insert the image.
- DVIDS** is an approved image source. You may also use icons and illustrations built into PowerPoint.

5. Each activity section should include an introduction slide and then separate slides for each question or item in that set.

Remove this slide once you have finished building your presentation.

Facilitator and Producer Guide

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Slide 1 (Title Slide Example)

X min

All slides should be 16 x 9
RIGHT CLICK this image.
SELECT > Change Picture.
SELECT > File if your slide images are saved on your drive.
SELECT > From Clipboard if you have copied the slide image.
Your image will be sized correctly.

Producer Notes
ENSURE "Title" slide is displayed.
MONITOR communication tool for student responses
ALLOW students to clear their own status. If needed, clear it for them.
ASSIST anyone who has difficulty contributing to the communication tool.
MONITOR participants with the communication tool and assist the facilitator as needed.

Facilitator Action Guidance
MOVE TO "Title" slide.

Facilitator Notes
WELCOME participants to the program.
ENSURE title slide is visible.

Slide 2 (Welcome Slide Example)

X min

Welcome



Producer Notes
ENSURE "Welcome" slide is displayed.
MONITOR communication tool for student responses
ALLOW students to clear their own status. If needed, clear it for them.
ASSIST anyone who has difficulty contributing to the communication tool.
MONITOR participants with the communication tool and assist the facilitator as needed.

Facilitator Action Guidance
MOVE TO "Welcome" slide.

Facilitator Notes
Note: If bandwidth allows, turn on webcams during the introductions to briefly give learners a visual of you and of each other.
INTRODUCE yourself and have the producer also introduce themselves. Include the following information:

- Your name and location
- Your role and experience with the training topic

WELCOME students to the unit.
CONDUCT a "tech check" for student technology. Ensure all students can hear and be heard, and all interaction functions, such as communication tool, are working appropriately for students. Also use this time to check if student bandwidth and location supports webcams.
ADDRESS scheduling in this discussion and discuss different time zones if students are spread across the country.
USE the communication tool function appropriate to your presenting platform to facilitate introductions. It will depend, however, on the platform being used to present the course. Ensure students share their name, unit, hometown, and length of time in service.
HAVE the students introduce themselves.
EXPLAIN any guidelines such as keeping webcams on or off, how and when to ask questions, using any communication tool functions, status icons, or other platform specific functions. Also ask the students to participate in engagement activities when they occur.