



## Use Collaborative Learning Activities for your next In-Class Exercise!

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### Collaborative Learning Activity: Chapter 4

The workplace know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities that are needed for solid job performance. One of the foundation skills is the ability to recognize a problem, then to devise and implement an action plan for solving the problem. Chapter 4 explains strategies for setting reachable goals. Chapter 3 explains COPE, a four-step problem-solving technique. To complete this activity, you will apply concepts from Chapters 2, 3, and 4.

**Step 1 Directions:** This activity should be completed after the chapter has been read by the group members. There should be three or four members to each group. Assign a role to each group member and distribute the worksheets one per member. Then as a group, complete each question together so that everyone has the same answers. As an evaluation of your group's collaboration, the teacher will randomly select a worksheet to take up and grade as a group grade. Therefore, all answers should be discussed and agreed upon before writing down answers. Only one worksheet will be randomly selected for a group grade, so *be sure every group member has the agreed-upon answers on his or her worksheet.*

**Step 2:** The six characteristics of a reachable goal are listed below. With your group members, describe each characteristic and write which key to college success (from Chapter 2) would help you choose a goal that best fits you.

#### Six Characteristics of Goals

1. Realistic  
Which key from Chapter 2 fits?
2. Believable and Possible  
Which key from Chapter 2 fits?
3. Measurable  
Which key from Chapter 2 fits?
4. Flexible  
Which key from Chapter 2 fits?
5. Controllable  
Which key from Chapter 2 fits?



6. Ethical

Which key from Chapter 2 fits?

**Step 3:** Read the work situation described below. Using the COPE method of problem solving as explained in Chapter 3, solve the team’s problem.

Mark works in the maintenance department of Buzz Industries. The company is using a new cost-efficiency policy that requires cost cutbacks. His work team has been assigned the task of refinishing old desks to make them look new. Mark and his teammates look at each other and frown because they don’t know how to refinish furniture. Mark gets a can of finish and reads the directions: “To begin, sand wood with medium grit sandpaper; then immediately sand with fine grit sandpaper.” Mark exclaims, “Piece of cake.” Then he continues reading: “Wipe clean before applying a liberal amount of oil on the surface. Wet-sand with wet or dry sandpaper while the surface is still wet.” Mark scratches his head. “Anyone know what ‘wet-sand’ means?” asks Mark. No one knew.

Identify the problem.

Select from among possible options the best one for solving your problem and write an action plan:

**Step 4:** Evaluate how well you and your group worked together.

We worked well on

We could improve on

Overall success:

Excellent

Good

Okay

Poor