

## Course Outline: Collaboration

### Course Description:

This microcredential will explore collaboration skills for the workplace. Collaboration is one of the Skills for Success for the Canadian workplace identified by Employment and Social Development Canada. Learners will focus on the importance of collaboration in the workplace; practice specific actions and behaviours that demonstrate collaboration; and develop strategies to collaborate effectively in the workplace. Learners will work towards achieving a micro-credential that will help them succeed in entry-level positions across sectors in the Canadian workplace. The learning outcomes have been validated by professionals in three high-demand sectors including healthcare, construction, and manufacturing & supply chain industries; however, the microcredentials may also apply to other industries.

### Hours:

20 hours

### Eligibility:

Students must be:

1. A newcomer to Canada. A newcomer is defined as a citizen, refugee, or permanent resident who has been living in Canada for less than 5 years
2. Be at least 18 years old.
3. Legally entitled to work and study in Canada.

Students are recommended to have:

1. A CLB (Canadian Language Benchmark) of at least 6.
2. Minimum high school education or equivalent.
3. Access to a computer or laptop and reliable internet.
4. Some work experience, in any industry, either international or Canadian
5. Basic digital skills.

### Course Competency

**Competency Title:** Skills Enhancement for Newcomers – Collaboration

**Competency Statement:** Collaboration is a crucial part of teamwork. It involves a group-think mindset with all the members of the group working towards a common goal to find the best solution.

**Competency Description:** Being collaborative is a vital skill for entry level positions within the workforce. This microcredential focuses on demonstrating collaboration through collaborating with a team and collaborating with a coworker or a client. In the workplace, employees are expected to show collaborative skills by valuing diverse perspectives, strengthening relationships, focusing on solutions, and by achieving a common goal.

**Course Learning Outcomes:**

By the end of the course...

1. Learners will be able to recognize the importance of valuing diverse perspectives, strengthening relationships, focusing on solutions, and working towards a common goal while collaborating with a team.
2. Learners will be able to recognize the importance of valuing diverse perspectives, strengthening relationships, focusing on solutions, and working towards a common goal while collaborating with a coworker or a client.

**Assessment:**

This course follows an assessment-first approach. Learners will be assessed at the start of the course and, if meeting the required grade, will earn the microcredential. If learners do not meet the required grade on the initial assessment attempt, they will go through the learning pathway (consisting of a Learn section, a Practice section, and an Apply section) before attempting the assessment again. Learners will have multiple (but not unlimited) attempts to prove competency.

Course Learning Outcome	Assessment
Learners will be able to recognize the importance of valuing diverse perspectives, strengthening relationships, focusing on solutions, and working towards a common goal while collaborating with a team.	Scenario-based assessment
Learners will be able to recognize the importance of valuing diverse perspectives, strengthening relationships, focusing on	Scenario-based assessment

solutions, and working towards a common goal while collaborating with a coworker or a client.	
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**Performance Standards:**

Successful demonstration of ALL learning outcomes is required to pass this course.

**Required Learning Resources:**

All learning resources can be found in D2L Brightspace.