

Professionalism

Unit 2: Executive Function – Lesson Plan

Description

This unit reviews the importance of executive function. Students investigate the mental processes important to functioning in a professional environment, including self-regulation, working memory, and flexible thinking. They describe the organizational skills essential to professionalism. They learn the importance of prioritization, explore time-management skills and tools, and explain the steps in the problem-solving process.

Objectives

Lesson 1 – Mental Processes

- Define executive functioning skills as essential to professionalism in any job function or workplace.
- Recognize how self-regulation is key to demonstrating dedication, perseverance, and a positive work ethic.
- Describe why working memory is important for organization, time management and productive work habits.
- Explain why flexible thinking is critical to effectively solving problems and making decisions.

Lesson 2 – Organizational Skills

- Build organizational skills to optimize professional success by prioritizing tasks, using time management tools, and problem-solving techniques.
- Demonstrate a positive work ethic by having good punctuality, attendance, and prioritizing and performing assigned tasks as directed.
- Fulfill employer expectations by efficiently planning, following schedules, and meeting deadlines.
- Utilize problem-solving strategies to make sound decisions and evaluate their impact.

Unit Material

The following materials are provided for the teacher and student in this unit:

Materials	Provided for the Teacher	Provided for the Student
Student Worksheets	X	X
Student Worksheet Sample Answers	X	
eLearning Lessons (Videos)	X	X
Teacher PowerPoint Presentations	X	
eLearning Lesson Transcripts	X	
Optional Student Reflection Journal	X	X

Teacher Preparation

Teacher PowerPoint Presentations:

- You may edit the PowerPoint presentations to meet the needs of your students.
- The slide decks include notes to guide your lectures and discussion. This area is editable for your convenience.
- The slides follow the same topics as the eLearning Lessons (videos). You may use the PowerPoint alone or in conjunction with eLearning lessons in any way you desire.

Student Journals:

- Students will be introduced to journal prompts at the beginning of each lesson.
- These prompts encourage self-reflection. Tell students they are welcome to share or keep their entries private.

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Classroom Instruction

To complete this unit, students should do the following:

- Two eLearning lessons: **Lesson 1 – Mental Processes** and **Lesson 2 – Organizational Skills**.
- Student worksheets and reflection journals for each lesson.

Assessment

- Unit quiz (each unit has a quiz)
- Module test (a comprehensive test covering all units)
- Other assessment options include verifying that the student worksheets and reflection journals are completed.