

ESSENTIAL SKILLS CERTIFICATE PROGRAM

Essential Skill Modules

GOAL-SETTING and MOTIVATION



BASE CAMP 1

This is the foundational skill level and requires learners to complete a variety of “learning” and “application” deliverables.

TIME MANAGEMENT



BASE CAMP 2

This is the second level and requires learners to complete all of Base Camp 1 deliverables, plus 2-3 weeks of additional skill-based deliverables, including a semi-summative assessment for each essential skill area.

COMMUNICATION



SUMMIT

This is the pinnacle level and requires learners to complete all of Base Camp 1 and Base Camp 2 deliverables, plus a comprehensive skill-based deliverable. Learners reaching this level have met with their faculty mentor to critically reflect on their overall progress and achievements in the essential skill area.

See page two for Essential Skill detail.

The University of Denver-University College is proud to offer a Skill Achievement Record to our learners in the Essential Skills Certificate Program. The program requires students to engage in an 11-week, applied curriculum, with in-depth exploration and practice of the following success skills: **Goal-Setting and Motivation, Time Management, and Communication**. Engagement and achievement of these essential skills help students be more effective and impactful personally and professionally.

The Essential Skills Certificate Program consists of three progressive learning pathways – Base Camp 1, Base Camp 2, and Summit. To complete the course, learners must reach Base Camp 2 or the Summit. (students will earn recognition for various essential skill areas without completing the entire course). The descriptions of each of these levels are below. Students must engage with the content in each essential skill, practice it, and participate in an assessment process to validate their skill level.

Skill Area	Base Camp 1	Base Camp 2	Summit
		All Base Camp 1 achievements plus:	All Base Camp 2 achievements plus:
Goal-Setting and Motivation	<ul style="list-style-type: none"> Identified personal values and motivators to inform goal-setting practice. Created 2-3 personal and professional goals. Identified individual strengths and weaknesses. 	<ul style="list-style-type: none"> Identified 3-4 daily goals. Reflected on achievement previous week's goals. Identified 1-2 goals per day for following week Set weekly/monthly goals. 	<ul style="list-style-type: none"> Self-assessed progress on goal-setting. Created short, medium, and long term goals with a plan to achieve them. Met with a faculty mentor to examine goal-setting achievements and future plans.
Time Management	<ul style="list-style-type: none"> Conducted a time audit and identified opportunities for improved time use. Examined time management strategies. Created a weekly time block schedule integrating personal and work tasks. 	<ul style="list-style-type: none"> Created a revised weekly time block schedule using learnings from previous week. Adapted and re-prioritized time block schedule using a "change in work schedule" schedule scenario. Created time management suggestions for a simulated crisis scenario. 	<ul style="list-style-type: none"> Self-assessed progress on time management and prioritization. Examined time management progress, growth, and plans. Met with a faculty mentor to examine time management habits and future plans.
Communication	<ul style="list-style-type: none"> Created awareness, observed, and experimented with non-verbal communication techniques. Applied and experimented with basic listening techniques. Applied effective verbal communication practices. Analyzed verbal communication scenarios and recommended improvements. 	<ul style="list-style-type: none"> Applied verbal communication techniques to a variety of workplace situations. Applied text message and email techniques to common workplace scenarios. 	<ul style="list-style-type: none"> Self-assessed progress on listening, non-verbal, verbal, and written communication. Examined communication and listening progress, growth, and future plans. Met with a faculty mentor to examine communication habits and future plans.