**Office Aide 1**

During the second9- week grading period, have probably observed the many “mini” and sometimes big conflicts that happen in our daily lives and work environments. You have explored how individual perception and point of view can cause conflicts. You will now begin to learn strategies to prevent, manage, or resolve interpersonal conflicts in a peaceful manner. Once you understand that “perception is a person’s reality” you will better understand many causes of conflict and how to take a step back from them. Biases, stereotypes, discrimination exist everywhere and many times it is based on one’s own belief system and point of view. This causes much conflict. Active listening is a tool which helps people understand and really listen. Many times it helps to clarify situations and avoid conflict. It is my hope that you are challenged to explore your own stereotypes, prejudices and perceptions (we all have them) that affect how you view and interact with others and to listen and respect other people’s views.

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| **Assignment** | **Due** | **Notes** |
| **Assignment Section of your notebook**  **What I know about:**  **Bias, discrimination, diversity, hate crimes, intolerance, prejudice, racism, sexist, stereotypes, tolerance** | **2/5** | **Do not look up the word, just write what you know.**  **1 Grade** |
| **Joseph Doe Activity**  **6 people (3 people use one list, 3 people use the other list). Turn in your observation sheet for this activity.** | **2/16** | **2 Grades** |
| **Bias**  **Part 1**   1. **Read booklet on biases (get from me)** 2. **Watch video at the following link:**   **Racial stereotypes in Children's Entertainment**  [**https://www.youtube.com/watch?v=fS3e-n8Mj7I**](https://www.youtube.com/watch?v=fS3e-n8Mj7I)  **Summarize what you learned in your folder (paper section)**  **Bias Part 2**  **List 3-4 different biases/stereotypes you learned about. Write about them in your folder(paper section) How have you been biased (we all are-a little). Has your view changed?**  **Culture, racial, gender, age, nationality, physical, etc.** | **3/4** | **1 Grade for Part 1**  **1 Grade for part 2** |
| **Introduction to Active Listening**  **Meet with me first to discuss “Active Listening”**  **Watch the following Video on Active Listening.**  **Active Listening: Katie Owens at TEDxYouth@Conejo**  [**https://youtu.be/WER63AY8zB8**](https://youtu.be/WER63AY8zB8)  **Summarize in one paragraph**  **Read the document on Active Listening and give 2 examples of each of the following.**  **1 Grade for Open Ended Questions**  **1 Grade for Clarification**  **1 Grade for Paraphrase** | **4th 9-week** | **3 Grades**   1. **Oral discussion with me (Week of April 6th )**      1. **Summary of video**   **Due: 4-15**   1. **Active Listening Worksheet**   **Due: 4/29** |
| **Notebook Check (Everything in order)** | **5/27** | **4 Grades-One for each grading period** |
| **I will speak to your supervisor and you will receive grades from them. This is ongoing. Each grade received will be worth 2 grades.** | **Ongoing** | |