



## Module Four Assignment Checklist

- Review the narrated PowerPoint about *Organizational Roles*. Send any questions you may have to [assignments@academyofchoice.com](mailto:assignments@academyofchoice.com).
- Review the PDF about *Corporate Culture*, answer the five (5) questions at the end and email your answers to [assignments@academyofchoice.com](mailto:assignments@academyofchoice.com).
- Review the article about the *Change Process*.
- Set up a recorded conversation with a partner. This will not be a traditional skills practice session. For the first ten (10) minutes you will be discussing the scenario at the end of the *Change Process* document and how to handle it. For the second 10 minutes, you want to discuss how you would handle the client if the answer to each of the four questions of the *Change Process* were “no.” When you are finished, let [denise@academyofchoice.com](mailto:denise@academyofchoice.com) know your recording is complete and she will forward it to the coaches for review. You will receive feedback within five (5) business days.
- Read the article about the *Conditions of Quality* and review the accompanying PDF *Conditions of Quality Checklist*.
- Review the narrated PowerPoint on *Creating Systemic Change*. Please wait for it to load properly. The narration begins automatically. Send any questions you might have to [assignments@academyofchoice.com](mailto:assignments@academyofchoice.com).
- Review Module 4F on *Win/Win Negotiation* and watch the videos.
- Schedule a skills practice to moderate a Win/Win Negotiation of your own. If you can do it in person and video it, then great. If not, you will need to do it by phone and record it. Number 16 on the “Scenarios for Skills Practice” handout includes a possibility for you to use. Feel free to use it or create one of your own. You are the coach and you are

attempting to get two clients to negotiate a win/win solution. Send an email to [Denise@academyofchoice.com](mailto:Denise@academyofchoice.com) to let her know you have a recording at our teleconference line. Be sure to give your name and the names of any partners from the program who are involved.

- Record a 30 minute business client skills practice session—20 minutes of the actual session, with ten minutes of debriefing. Send an email to [Denise@academyofchoice.com](mailto:Denise@academyofchoice.com) to let her know you have a recording at our teleconference line. Be sure to give your name and the names of any partners from the program who are involved.
  
- Review the PDF on Issues in Counseling and answer the questions posed. Send your answers to [assignments@academyofchoice.com](mailto:assignments@academyofchoice.com). If you are unsure about what you would do, have a conversation with others in our Facebook community.