

Unit 1 Complete Task Checklist

Twin Main Type of Tasks

Asynchronous:

- Self-paced course modules
- Peer discussion in LMS
- Course module written submission assignment

Synchronous

- Whole-group mentor session
- Mentor 1-on-1 session
- Accountability advisor 1-on-1 check-in
- Accountability group check in



Before Starting the Course:

- Review pre-training materials including the Learning Progress Roadmap provided by the course.



Self-Paced Module:

- Complete interactive section of reviewing personal stories with struggles to battle personal barriers in the workplace.
- Review learning objectives and download complete course roadmap with lessons and tasks breakdown.
- Complete interactive section of reviewing personal success stories battling the barriers.
- Complete interactive section of how to identify internal and external barriers at work.

Live Sessions:

- Share experience of first encountering the term "bamboo ceiling" with mentor and in breakout groups.
- Recall the video and explain to help understand or provide additional support to questions.
- Share personal understanding of how to identify personal barriers at work and the results.

Peer Discussion:

- Participate in peer discussion to learn from each other and support each other emotionally regularly.
- Use guided prompt provided on the worksheet and in the peer discussion prior to the worksheet.
- Access peer discussion boards to connect and have deeper conversations on the unit topics anonymously.

Mentor and Accountability Support:

- Use job aid to map out ways to identify personal barriers on the worksheet and submit worksheet to the LMS.
- Schedule additional meetings with accountability advisors or mentors to seek help and resolve personal questions or struggles.
- Receive feedback from mentors.
- Check in regularly with accountability advisors and mentors to make sure they are supported in learning and mental challenges.
- Apply strategies learnt in personal context, complete, and submit Unit Reflection.

Unit Recap:

- Receive reflection feedback from both mentor and peers on the LMS.
- Review Unit Summary and celebrate achievement.
- Preview Unit 2 Learning Goals.

