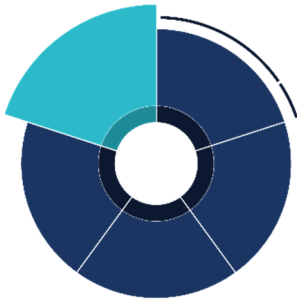


## ARTS MASTERY – MODULE 2: QUALITIES OF SUCCESS

### Module Curriculum and Learning Objectives

An overview of Module 2 and what you will learn in its four Lessons.



### SECTION 1: THE BOSS

This Section contains three modules:

- Module 1: Working Effectively
- **Module 2: Qualities of Success (current module)**
- Module 3: Measuring and Record Keeping

### What I will learn in Module 2: Qualities of Success

In Module 2: Qualities of Success, you will learn how to:

- be solutions focused and take ownership of what happens in your career
- improve your communication skills, both written and interpersonal
- be more discerning when it comes to collaborators, service providers and advice
- deal better with rejection
- turn ideas into reality.

## KEY TOPICS

### Module 2: Qualities of Success (4 Lessons)

Qualities of Success contains 4 Lessons which cover the following topics:

- A success mindset
- Being solutions focused
- Written language skills
- A common language: avoiding buzzwords
- Discernment: avoid dodgy teachers/offers
- Listening to experts and taking advice
- Good communication
- Gaining from rejection
- Bringing ideas to life
- Reactive vs proactive
- Understanding sunk costs

## LESSON BREAKDOWN

### Lesson 1

- Learning outcomes and overview of Module 2: Qualities Of Success
- A success mindset
  - Fact sheet: a success mindset
- Being solutions focused
  - Fact sheet: being solutions focused
  - Video: being solutions focused
- Written language skills
  - Info resource: spelling, punctuation and grammar (SPaG)
  - Video: written language skills
  - Video: SPaG top tips
- WEEKLY TASK 1: complete a SPaG quiz
- WEEKLY TASK 2: solving a problem

### Lesson 2

- Discernment
  - Fact sheet: discernment: researching service providers
  - Video: discernment: avoid dodgy teachers/offers
  - Case study: good deal, bad deal: real examples (good and bad) of advertisements for advertisements and opportunities
- Taking advice
  - Fact sheet: the art of taking advice
  - Video: taking advice
- Sunk costs
  - Fact sheet: about sunk costs
  - Video: sunk costs
- WEEKLY TASK: research service providers – find three schools/courses, tutors/coaches or producers/promoters/publishers from your area and research their backgrounds

### Lesson 3

- Good communication
  - Fact sheet: communication is a complex art
- Gaining from rejection
  - Fact sheet: rejection isn't the end of a relationship
  - Fact sheet: learn from rejection
  - Video: gaining from rejection
- Jargon and buzzwords
  - Fact sheet: a common language – avoiding buzzwords
    - “Truth” in performance survey results
  - Video: jargon and poor communication
- WEEKLY TASK 1: respond to a rejection email
- WEEKLY TASK 2: identify jargon

## Lesson 4

- Reactive VS proactive
  - Fact sheet: being proactive VS being reactive
  - Video: proactive VS reactive
  - Case study: a proactive career
- Turning ideas into reality
  - Fact sheet: testing your ideas
  - Video: bringing ideas to life
- WEEKLY TASK 1: list 10 proactive things you can do for your career
- WEEKLY TASK 2: test a business idea