

CHAPTER XII

PERSONAL DEVELOPMENT (PD) COURSE

010. COURSE REQUIREMENT

As part of their ongoing leadership and managerial training, all midshipmen are required to successfully complete the Personal Development Course series PD 101/2, PD 201/2, PD 301/2 and PD 401/2.

020. COURSE OBJECTIVES

The Personal Development Course objectives are to provide midshipmen with: (1) information on personal and professional development in a variety of areas including STCW knowledge; and (2) an awareness of social responsibilities at Maine Maritime Academy and in the workplace.

030. COURSE DESCRIPTION

.010 In the Fourth Class (4/C) year, the focus of the class is on helping the student successfully transition from his/her pre-MMA life to regimental and college life. In PD 101/2 Midshipmen will:

- Develop study habits appropriate at the college level.
- Develop interpersonal relations and social skills (to include oral and written communications) on a variety of planes (peers, subordinates, seniors, faculty and staff).
- Develop an awareness of the U.S. Coast Guard and Academy policies regarding sexual harassment, alcohol & drug abuse.
- Develop an awareness of the Academy policy on personal integrity and academic honesty.
- Learn the basic elements of leadership theory.
- Learn how ethics and moral responsibility apply to the workplace.
- Be familiar with and understand the basic requirements of the Occupational Safety and Health Administration (OSHA), HAZMAT and Lab Safety.

- Prepare for his/her first voyage aboard the training ship and learn the importance of good safety, cleanliness, sanitation and personal hygiene aboard ship.

.020 In the Third Class (3/C) year, the course concentration is on leadership and management theory. In PD 201/2 Midshipman 3/C will:

- Learn situational leadership concepts
- Develop decision-making skills.
- Be familiar with and understand the basic requirements of the International Standards Organization (ISO) 9000 series and the International Safety Management (ISM) Code .
- Become familiar with the issues regarding sexual harassment and disabilities.

.030 In the Second Class (2/C) year, the course focuses on preparing for the duties and responsibilities of leading the Regiment. In PD 301/2 Midshipman 2/C will:

- Learn leadership skills that will allow him/her to perform their leadership roles in the Regiment.
- Learn how sexual harassment policies affect leadership.
- Learn how to develop organizational goals.
- Learn the job related aspects of the U.S. Coast Guard policies on drug and alcohol abuse.
- Prepare for his/her second voyage on the training ship and learn how to function in his/her leadership role aboard ship.

.040 In the First Class (1/C) year, the course prepares the midshipman for the transition from college to the working world. In PD 401/2 the Midshipman 1/C will:

- Learn to recognize the signs of alcoholism in the workplace.
- Become aware of the legal issues in the workplace and those regarding sexual harassment.
- Learn interviewing techniques.
- Learn some of the differences between Union and Company controlled workforces.

- Learn what to look for in benefit packages.
- Understand and complete the USCG license application process.
- Learn the essential elements of financial planning to include insurance, taxes, real estate investment, and legal issues (i.e. power of attorney, wills, etc.).

040. **STCW STANDARDS**

Completion of the course also satisfies the following STCW minimum standards of competence in Personal Safety and Social Responsibility:

Value of training and drills.

Effects of operational or accidental pollution of the marine environment.

.010 Basic environmental protection procedures.

.020 Importance of adhering to safe working practices at all times.

.030 Familiarization with international measures concerning accident prevention and occupational health.

.040 Ability to understand orders and to communicate with others in relation to shipboard duties.

.050 The importance of maintaining good human and working relations aboard ship.

.060 Social responsibilities and effective human relationships:

- Dangers and consequences of drug and alcohol use.
- Importance of sanitation and personal hygiene when living aboard a vessel.
- Importance of maintaining good working relations on board and resolving disputes in a prompt, respectful and friendly manner.
- Importance of avoiding harassment, abuse, discrimination or affronts to other's personal dignity.
- Dangers of fatigue and steps to report and mitigate it.
- Procedures for reporting unhealthy conditions or offensive behavior of others.