+Teamwork: The Importance of Effective Communication

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Objectives: today students will be able to
1. Analyze the importance of effective communication within education majors by completing a reflection after the presentation.
2. Explore a variety of techniques that could help us as future educators, communicate with a diverse group of students.
3. Identify current communication skills and weak spots to work on and develop a plan to better them.

Introduction (5 Min):
- Announcements
- Reminders
- Quote of the day

Lecture (20 Min):
Effective communication
- Listening
- Speaking
- Reading
- Presenting
- Writing

Why is communication important?
- Prepares you to instruct
- Advise and mentor students
- Collaborate with colleagues
- Update administrators on student progress

Teaching individuals and groups
- Receptive and expressive
- Listen to students
- Explanations
- Clarify material
- Adapt methods of communication
- Presentation skills

Communicating Caring
- Communicate concern and caring
- Commitment and affection
- Importance of learning names
- Encourage and celebrate student’s success

Communicating to and with parents
- Express yourself verbally and through

Activity (20 Min):
- Students will complete a reflection regarding this topic. (3 questions, 150 words e/)
  - Do you prefer written or verbal communication? Why? What makes each of these easier or harder? Which type of communication do you think would be more effective when communicating with parents?
  - What would you do if you misunderstood an important communication on the job?
  - Is it more important to be a good listener or a good communicator? Rate your communication skills and listening skills 1 (bad) - 10 (amazing). Give examples of experiences that demonstrate the rating is accurate.
writing
  - Explain strengths and weaknesses
  - Be clear and concise
  - Get comfortable communicating with parents on a regular basis.

**Interacting with colleagues and supervisors**
  - Plan lessons together
  - Learn from one another
  - Problem solve together when facing difficult decisions/situations
  - Share and discuss new ideas with colleagues.

**Conclusion** (5 Min):
  - Assignment due + explanation