

[Teamwork: An Open Access Practical Guide](#)

[Teamwork: An Open Access Practical Guide –
Instructor Companion](#)

[Spring 2020 PAL Lesson Plan – Education](#)

***Teamwork: The Importance of Effective
Communication***

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Date: 04/16/20	PAL: Danielle Ledezma	Topic: 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.**

<p>Introduction (5 Min):</p> <ul style="list-style-type: none"> - Announcements - Reminders - Quote of the day <p>Lecture (20 Min):</p> <p>Effective communication</p> <ul style="list-style-type: none"> - Listening - Speaking - Reading - Presenting - Writing <p>Why is communication important?</p> <ul style="list-style-type: none"> - Prepares you to instruct - Advise and mentor students - Collaborate with colleagues - Update administrators on student progress <p>Teaching individuals and groups</p> <ul style="list-style-type: none"> - Receptive and expressive - Listen to students - Explanations - Clarify material - Adapt methods of communication - Presentation skills <p>Communicating Caring</p> <ul style="list-style-type: none"> - Communicate concern and caring - Commitment and affection - Importance of learning names - Encourage and celebrate student's success <p>Communicating to and with parents</p> <ul style="list-style-type: none"> - Express yourself verbally and through 	<p>Activity (20 Min):</p> <ul style="list-style-type: none"> - 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.
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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