

Module #3: Communication: A Foundation for Personal and Professional Effectiveness
Leader Guide/Facilitator Notes
Summary of Three Hour Seminar Time Schedule

Part 1: Introduction to Effective Communications Flipchart/Workbook Page

15 Minutes	Introductions of Participants	
15 Minutes	<u>Introduction to Communication: A Foundation...</u>	
	-Intro to Effective Communications	Flipchart
	-What Determines Comprehension	Flipchart
15 Minutes	-Effective Communications Lecturette	
10 Minutes	-Non-Verbal Ice Breaker Activity	
10 Minutes	-A Definition..Communication Is...	Flipchart/p2
	-One-Way Communication (Paper Tearing Activity)	
15 Minutes	-One-Way Communication	p3
	-Small Group Discussion	Flipchart/p3
	-Two-Way or Interactive Communication	Flipchart/p4/5
10 Minutes	-Small Group Discussion	Flipchart/p6
15 Minutes	-Break	
15 Minutes	-Communicating w/Intention	p 8
10 Minutes	-Interpersonal Communication	p 9
10 Minutes	-Barriers to Effective Communication	p 10
15 Minutes	-Pacing and Leading	p 11
	-Predicate Phrases and Words	p 12-14
15 Minutes	Individual and Dyad Activities	
10 Minutes	Completion of Evaluation	
180 Total Minutes		