

# Better Communication

## MIT Junction – Summer 2008

**Description:** Communication: easy to do, a challenge to do well. It can be fun yet frustrating, rewarding yet annoying, and...we'll spend a lifetime doing it. This class will help a smart person like you start a conversation, express their ideas, and keep their cool in tense situations. Class time will be devoted to discussion, activities, and fun: the best way to become a better communicator. Hope to see you there!

**Objectives:** **This program will help enable you to:**

1. Identify the specific attitudes and behaviors that help make people better communicators.
2. Be more comfortable initiating conversations, speaking with others, and more effectively listen to others.
3. Speak and write more positively with others, even in varied and challenging situations.
4. Disagree without being disagreeable and admit when you make mistakes.
5. Plan how you will continue working to improve your communication.

**Week One:** **The Context**

1. Let's Get Started
2. Communicate...?
3. Perception Reception
4. The Human Dimension

**Week Two:** **Breaking the Ice**

1. Saying Hello
2. Conversation: Just Start It
3. Listening: Spoken & Unspoken

**Week Three:        Reaching Out**

1.     Best Foot Forward
2.     Personal Styles
3.     Facing the Differences
4.     Mind the Gap

**Week Four:        Express Yourself**

1.     Organizing Your Ideas
2.     Write It
3.     Say It
4.     Prove It

**Week Five:        Let's Be Clear**

1.     Intent <-> Receiver
2.     Make Your Point
3.     Form, Fit, Function
4.     Point Counterpoint

**Week Six:        Stay Out of the Jungle**

1.     Keeping Cool
2.     Don't Play Their Game
3.     When You Goof
4.     What's Next?