



Build my communication skills

Communication is a critical skill for success. Building an understanding of how we receive information and how we express ourselves is necessary for positive relationships, building self-confidence, promoting higher levels of self-awareness, and success in the workplace. Identifying how we learn and communicate, recognizing that people learn and communicate in different ways, and then applying that knowledge to increase effective interactions and communication is the intention of this outcome.

Goals

IN OUTCOME

Users/professionals may select or deselect for completion.

- **Goal 1: Explore different ways I communicate:** This goal focuses on generating an awareness of the different ways we communicate and how that impacts a conversation. Begin to learn about different communication styles, discover how body language plays a role in the way we communicate, and how our actions can speak louder than words. Start to observe and become aware of how we communicate impacts interactions with other people.
- **Goal 2: Develop my skills in how I give and receive information:** This goal focuses on developing an understanding of how communication styles are perceived and communicated. Research what good communication means, complete a learning style assessment, and learn why this is important. Complete a communication style assessment, and understand why it is important to know the different ways people communicate and how to adapt. Observe and practice.
- **Goal 3: Expand my listening and speaking skills:** This goal focuses on demonstrating expressive and receptive communication skills and generalizing them in multiple environments. Expanding foundational skills to thinking about others, identifying good and bad communication skills, and then practice and demonstrate learned skills.

Age level applicability

All ages – primary youth focus

Related Outcome Titles

- Understand my emotions and how to manage them

Best practices and implementation strategies from the field

We'd love to hear from you!

Instructional Resources

LESSON PLANS/CURRICULUM

- Skills to pay the bills: <https://www.dol.gov/odep/topics/youth/softskills/>
- PEERS curriculum and videos: <https://www.semel.ucla.edu/peers/video/use-good-eye-contact-bad-example-no-eye-contact>
- Do2learn: <https://do2learn.com/organizationtools/SocialSkillsToolbox/AppropriateTopicsOfConversion.htm>
- Education planner: “learning style assessment” – <http://www.educationplanner.org/students/self-assessments/learning-styles.shtml>
- Communication styles: A self-assessment exercise based on the work of P case “Teaching for the Cross-cultural mind” - <http://fogartyfellows.org/wp-content/uploads/2015/01/5DCase.pdf>

STANDARDS

- ICAP Quality Indicators <http://www.cde.state.co.us/postsecondary/hsqualityindicatorsandelements>
 - Self-Awareness: An understanding of how one’s unique interests, talents, and aspirations play a role in decision-making and interpersonal relationships. Individual thoughts and feelings that get students excited about life and learning, and the ability to articulate passions and dreams, including recognizing challenges and potential barriers to attaining goals, and how healthy lifestyles contribute to personal and professional success.
 - Employability Skills: To define, develop, and hone skills that increase the likelihood of becoming and remaining successfully employed and civically responsible citizens.
 - Academic Standards, CTE and 21st Century Skills:
 - [High School Indicator Crosswalk \(PDF\)](#)
 - Individualized Education Plan (IEP):
 - [ICAP with IEP \(PDF\)](#)

Research

- Explore Work - <https://explore-work.com/>
- NTACT - <https://transitionta.org/effectivepractices>
- Applied Educational Systems - <https://www.aeseducation.com/career-readiness/what-are-workplace-communication-skills-how-do-you-teach-them>
- Positive Psychology - <https://positivepsychology.com/communication-activities-adults-students/>
- Essential life skills - <https://www.essentiallifefskills.net>
- Preparing youth to thrive - <https://www.selpractices.org/>

How-to Information

RELATED WEBINAR RECORDING

- Recording to come.

RELATED ARTICLES

- Articles to come

RELATED POWERPOINTS

- PowerPoints to come

DATA CAPTURED DURING USE

Items stored in action steps

- Communication skills word bank
- Responses to Do's and Don'ts of body language
- Reflection answers from video on how actions speak louder than words
- Self-reflection responses to what good communication means
- Learning style results
- Communication assessment results
- Reflection answers on how we communicate affects other's perspective.
- Reflection responses on from observations of communication styles and listening skills.
- Response to video on thinking about other people
- Reflection answers from video on good and bad communication skills
- Reflection answer to experiences practicing good communication skills
- Response to the areas of communication to improve on and how.

Items stored in profile

- Learning style assessment results
- Communication style assessment results
- What area of communication do you want to improve?

Items stored in professional center

- Is it important to communicate in a way that is easy for you?
- Is it important to communicate so others can understand you?
- Learning style assessment results
- Reflection response of "Why it is important to know how to communicate with other learning styles?"
- Communication style assessment results
- Does the way you communicate affect how other's perceive you?
- What area of communication do you want to improve?