

Title: Workskills: Communication

Objectives: In this lesson, the participants will:

1. Recognize the importance of communication skills.
2. Demonstrate good communication skills.
3. Become aware of the pitfalls of poor communicating.

Session Time: 30 minutes.

Materials: Baggies with Legos or Knex in them.

Methods: Interactive participation and guided discussion.

Procedure:

Good communication skills are important in the world of work. This exercise is designed to let the students experience the importance of clear and detailed verbal communication.

1. Have the partners position themselves so they cannot see each other's work space---back-to-back works well.
2. Give each partner a bag of Legos or Knex. Both partners must have identical pieces. (Use at least 9 pieces with a wide variety of sizes and colors.)
3. One member builds a structure from his pieces.
4. He/she then gives the partner verbal instructions on how to duplicate the structure.
5. Neither may look at each other's work until the end of the exercise.
6. The person building cannot ask questions. He/she must just follow the directions given by his/her partner.
7. Compare structures and then switch roles.

How well were the students able to duplicate the structures?

What problems did they encounter?

What worked well for them and what didn't?

Have the students practice giving verbal directions for other types of tasks such making coffee, making a sandwich, etc. and let someone try to complete the task based on the verbal instructions. This will help them learn to communicate clearly and with detail.

Note: This lesson is included in the workshop, ***Communication: An Essential Workplace Skill***, in the ***SIPDC Catalog of Professional Development Opportunities***.