WISE Pathways
Women in Sustainable Employment

Building awareness of careers in construction, energy & utilities, public safety, and manufacturing for women.
Teamwork
Teamwork

• Everybody works together
• All depend on others to do their part
• Help when you can
• Ask for help when needed
• Listen
• Speak up
Cooperation

• Work together
• It IS your job
• Offer to help when available
• Life may not seem fair
• No sulking
Communication & Listening
Communication

• Listen
• Put message in your own words
• Clarify (ask questions)
• Block out distractions
Active Listening

• Look the speaker in the eye
• Don't interrupt the speaker
• Don’t move around
• Nod your head
• Concentrate
• Repeat instructions and ask appropriate questions when the speaker has finished
Barriers to Listening

• Bias or prejudice
• Language differences or accents
• Noise
• Worry, fear, or anger
• Lack of attention
• Daydreaming
• Distractions
Effective Verbal Messages

• Are brief, succinct, and organized
• Are free of jargon
• Do not create resistance in the listener
• Require practice/rehearsal
• Don’t include accusations and sarcasm
• Focus on behavior and actions needed
Listening Assessment

• Assess your listening skills
• Identify skills that would make you a better listener
Coded Communication Exercise
Case Study – Digging a Hole

• Study the case
• Identify options
• What should you do?
• Present decision and reasoning
Building awareness of careers in construction, manufacturing, public safety, and energy & utilities

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