

# WISE Pathways

Women in Sustainable Employment

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



# Teamwork



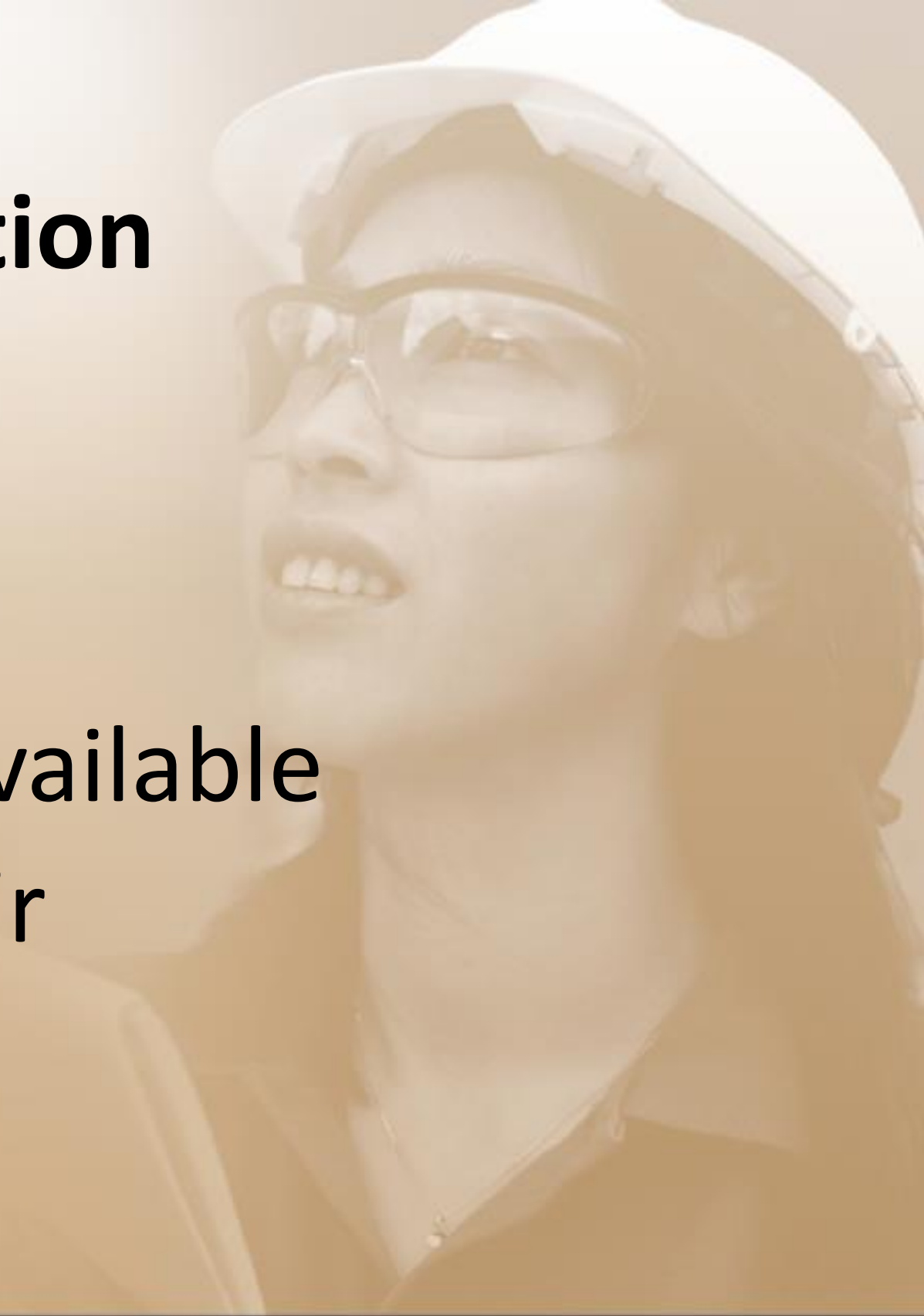


# Teamwork

- 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



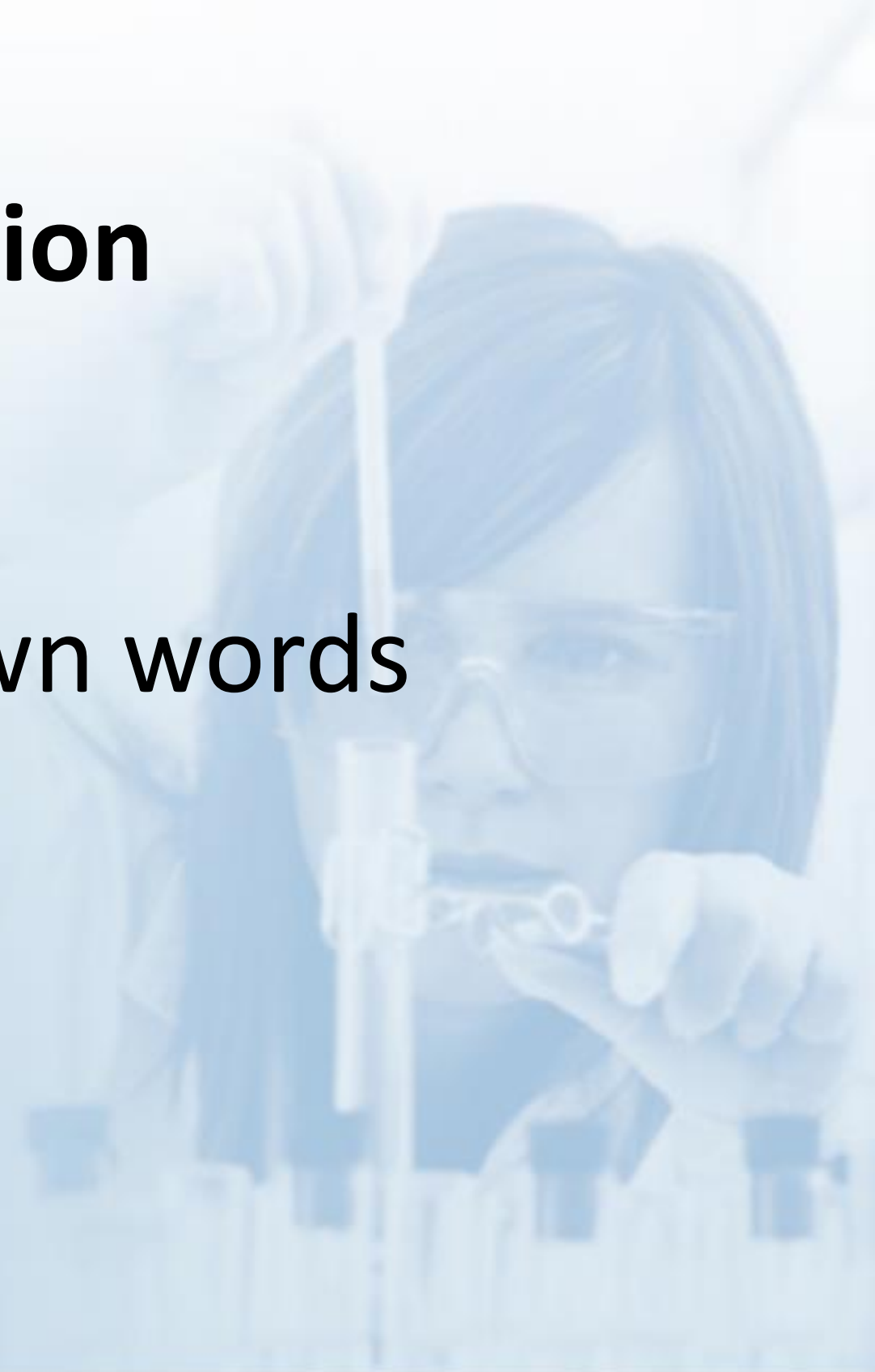
# Communication & Listening

A blue-tinted photograph of a woman in a lab coat and safety goggles working in a laboratory. She is holding a test tube and a pipette. The background is a light blue gradient.



# 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





# **Sending Messages**

## **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

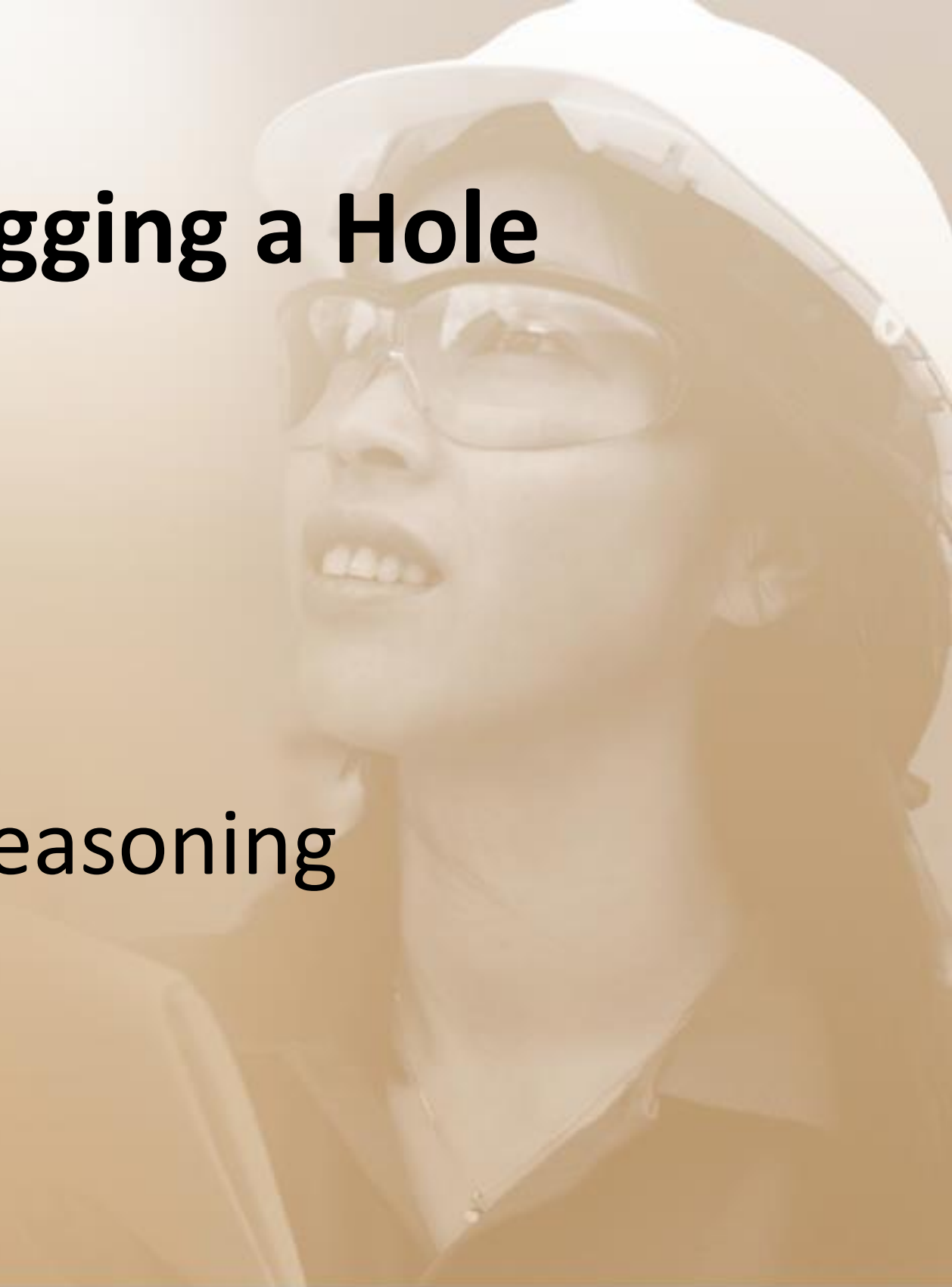
- Assess your listening skills
- Identify skills that would make you a better listener

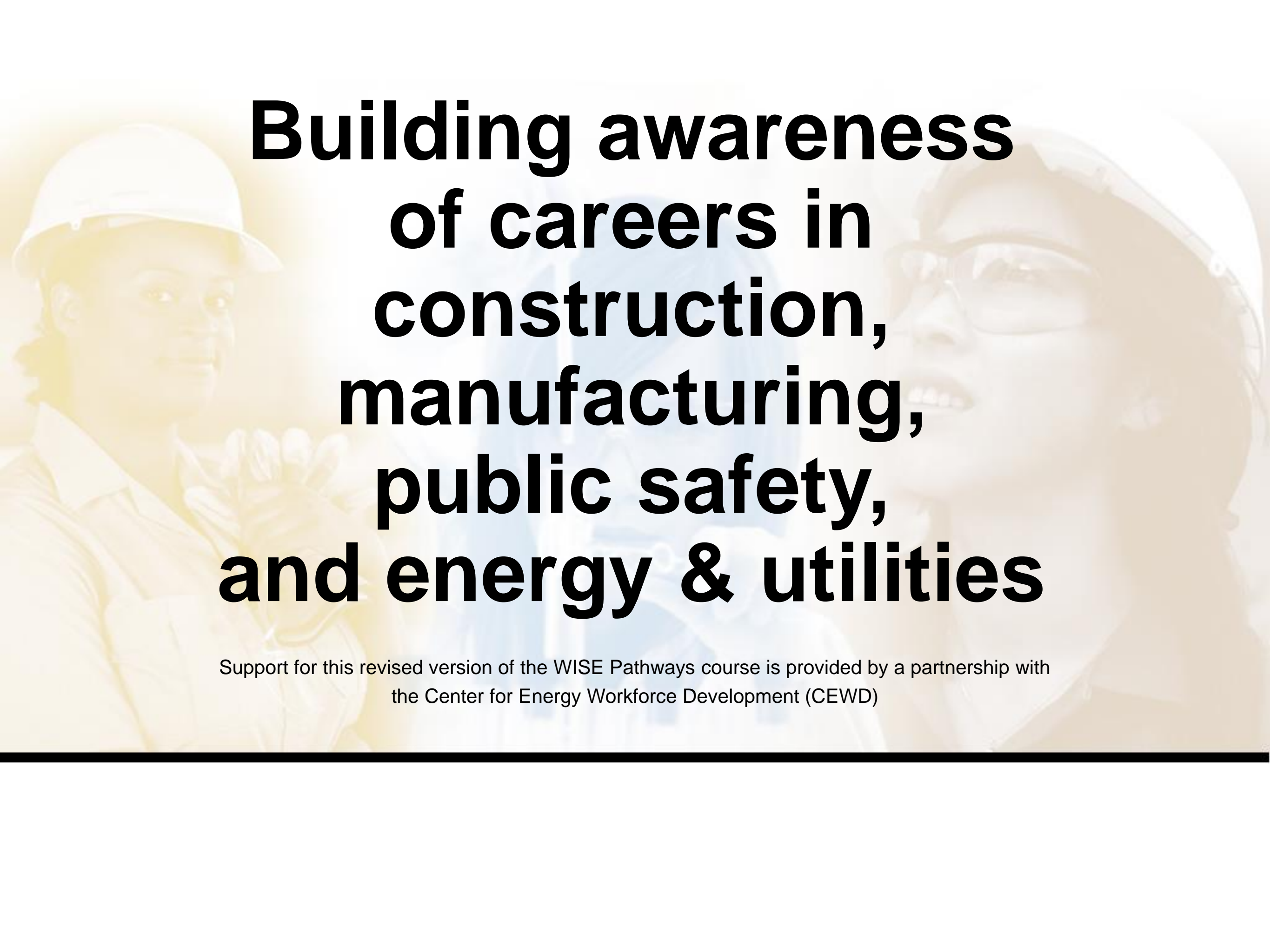


# **Coded Communication Exercise**

# 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**

Support for this revised version of the WISE Pathways course is provided by a partnership with the Center for Energy Workforce Development (CEWD)



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