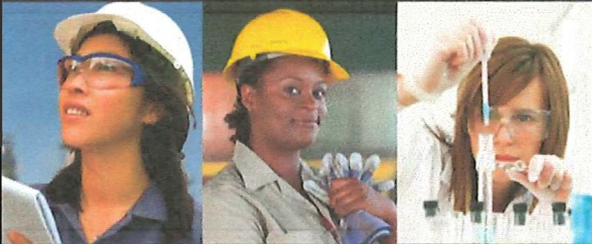



Session 3-- Presentation Thumbnails

WISE Pathways
Women in Sustainable Employment

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

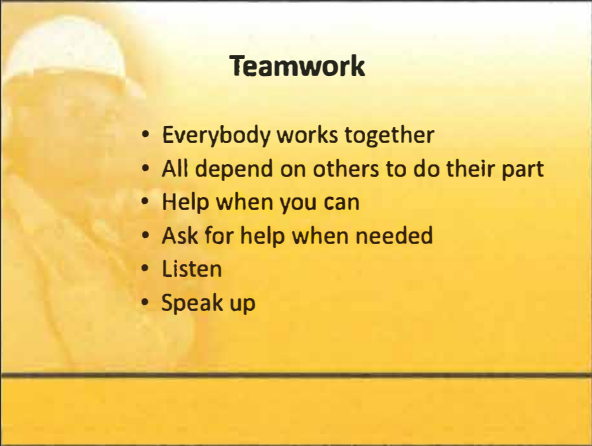


Teamwork



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



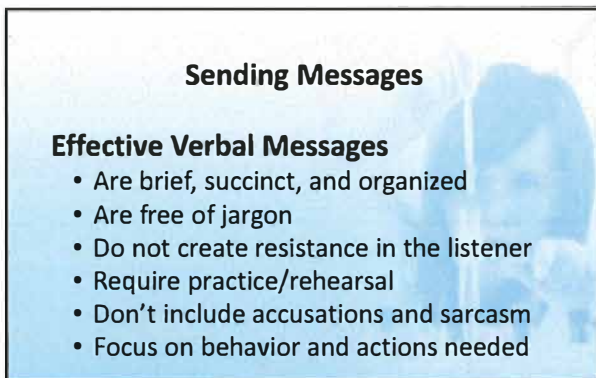
Active Listening

- 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



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

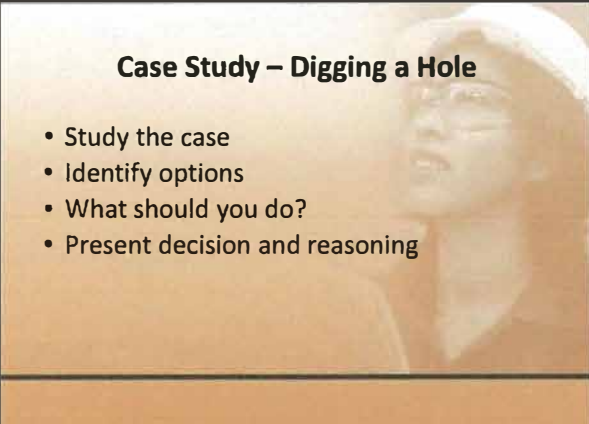


Listening Assessment

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

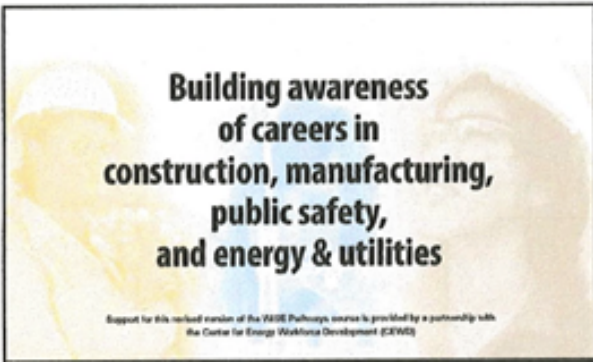


Coded Communication Exercise



Case Study – Digging a Hole

- Study the case
- Identify options
- What should you do?
- Present decision and reasoning



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