**Module - Construction Communication and Relationships**

**Assignment**

**Part 1 Group Work (40%)**

*Task:* You need to engage with and contribute to all discussions and activities as directed in class.

This table indicates characteristics of your groupwork that will be assessed.

|  |  |
| --- | --- |
| *Area* | *Indicative features and qualities* |
| Teamwork leading to presentation | Collaboration, Giving and taking feedback, Resolving differences, Leading, Motivating |
| Content of presentation | Structure (Introduction, body, conclusion),  Clear valid arguments, Appropriate level |
| Effective communication | Spoken language, Body language, Personal conviction, Appropriate ‘tone’, Cultural understanding, Questions handling |
| Audio Visual  (if relevant) | Clear and uncluttered, Supportive of main points, Use of technology, |

**Part 2 Individual Written Assignment (60%)**

***Setting***

This course covers the following aspects of communication.

- Secrets of a successful presentation

- Different communication styles

- Better questions

- The different Generational motivations

- Having difficult vital conversations

- The difference between leadership and management

- Developing a healthy team culture and trusting work relationships

Consider your individual work-based role and identify *one or two* personal scenarios where the above areas were relevant.

***Task***

Write a short informal report with the following features.

1. An outline of the chosen scenarios. *Prompts*: settings, people, situation
2. An outline of the role of communication in the scenarios and how the communication might have been improved. *Prompts*: refer to any principles and theories learned on the course.
3. A brief reflection on and a rating of your personal communication skills/abilities, in the context of your work role and the learning from this course. *Prompts*: strengths, weaknesses, action plan.

***Format***

MS Word document around 500-1000 words.

Informal report or memo style. Text can be in continuous prose, but useful to make use of sub-headings and bullet points.

***Submission***

As directed, usually via a link in the Moodle course management system.

***Grading system***

|  |  |  |  |
| --- | --- | --- | --- |
| A grade | B grade | C grade | D grade |
| Well exceeds standard | Exceeds standard | Meets standard | Below standard |