

Weekly schedule – February 2021

Week No.	Session 1 topic	Session 2 topic	Notes
Week 1	Introduction and Overview of the module with specific reference to the Assignments 1 & 2 Introduction to Communication – The Models:(Shannon-Weaver, Schramm and Berlo).	What is a CASE STUDY? (video) Written Practice: <i>Maria and Pedro</i> Practice: <i>The Professor and the Village People</i> .	10-week map: First 5 weeks - Assignment 1. Second 5 –Assignment2 <i>Maund et al Ch.3</i>
Week 2	Types of Communication: Verbal (spoken and written), Non-verbal Eye/facial/body/signs/signals) ASSIGNMENT WORKSHOP1	Practice: A Day with the Chief Listening (active and empathetic). Practice: Case Study: Multi-tasking Max	Essential reading: <i>Maund et al.</i> Ch.3 and 4 Listening: Ch. 5.
Week 3	Written Communication: -Formal and informal English -Letter writing conventions -Writing a Business e-mail	Practice: Writing a Business e-mail Time for Assessment writing	Forming of Groups for T2 Videos Students produce written work on Notebook
Week 4	Communication in the workplace Case Study: <i>Barry and Barriers to Communication</i>	Workplace Experiences: Students asked to give examples of their own experiences and how this could be improved. Review of Assignment 1: Tutorial support	Class discusses the Case Study Students practice speaking.
Week 5	ASSIGNMENT WORKSHOP 2 Introduction to Teams and Teamworking. 1.Benefits Of Teamworking	Overview of the theories and models: Tuckman, Belbin, Hersey & Blanchard, and Thomas and Kilmann How teams develop 2.TUCKMAN / Limitations	<i>Maund et al.</i> Chs. 1&2 Essential Reading: Benefits and disadvantages (Moodle). Essential Reading (Moodle)
Week 6	3.BELBIN Team Roles: How do they work?	3.2 HERSEY and BLANCHARD Situational Leadership GROUP TIME	Investopedia -essential reading (Moodle)
Week 7	4. MANAGING CONFLICT: Thomas and Kilmann	5.SUCCESSFUL TEAM DEVELOPMENT: How to lead and develop a team to success. GROUP TIME	Essential reading: CIPD- Managing Conflict Forbes/Berkeley Articles
Week 8	Presentation Skills: How to create good slides; how to give a good presentation; how not to give a good presentation.	Tutorials & GROUP Practice	
Week 9	Presentation Practice	Presentation Practice	
Week 10	ASSESSMENT WEEK Presentations	ASSESSMENT WEEK Presentations	Attendance obligatory