

1) DESCRIPTION OF THE TOOL

This tool is devoted for the practical utilisation of the training pill titled “Co-ordination with others – Effective interpersonal communication as a necessary element in managing human teams”.

According to the assumption this scenario is providing information how to use communication in the practice basing on the exercises which can teach learner effective communication.

2) OBJECTIVES OF THE TOOL

1. The ability to establish and maintain proper relationships with the environment,
2. Self-knowledge, because you develop basic interpersonal skills, you consciously use these issues,
3. Recognition among the environment, because by making people aware of what verbal communication is, non-verbal, active listening, communication barriers, you teach their correct attitudes, which will pay off in your relationships,
4. The ability to develop these skills among your colleagues and employees

3) CONNECTION OF THE TOOL WITH THE SKILL

This tool is strictly connected with development of the interpersonal communication which is a part of the topic “Coordination with others - effective interpersonal communication as a necessary element in managing human teams”

4) RESOURCE MATERIALS

Source: <https://www.katarzynapluska.pl/komunikacja-interpersonalna-cwiczenia/>

5) HOW TO APPLY THE SKILL

As a tutor, you must pay special attention to whether the exercise instructions have been given in a clear and unmistakable way. Remember, each participant has the right to ask the lecturer for additional explanations to the exercises or to clarify the commands. Control the discipline, respect the other person and create a friendly atmosphere.

Aim

Verbal and non-verbal communication, cooperation in a group, leadership

Exercise 1

The leader divides the group into two teams. Each team receives a card with the name of the machine, vehicle, eg. tractor, helicopter, lawn mower, truck. The task of each group is to present the received device only by means of body language. Each person must be a part of it. The second team task is to guess what the first task was. If necessary, after a few seconds the introducing group can imitate the sounds.

Exercise 2 "Figures"

Aim

Non-verbal communication, active listening

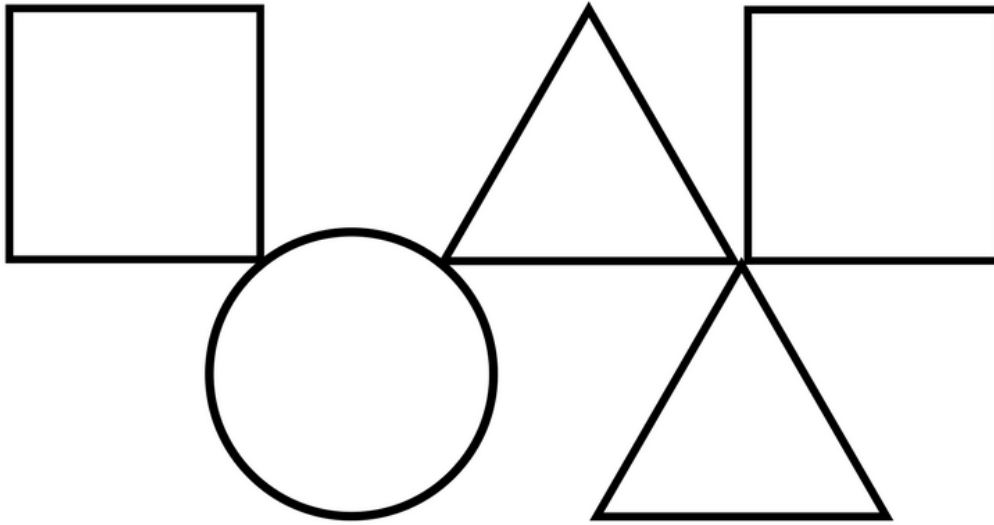
Materials

- Blank cards, pens
- Cards A and B

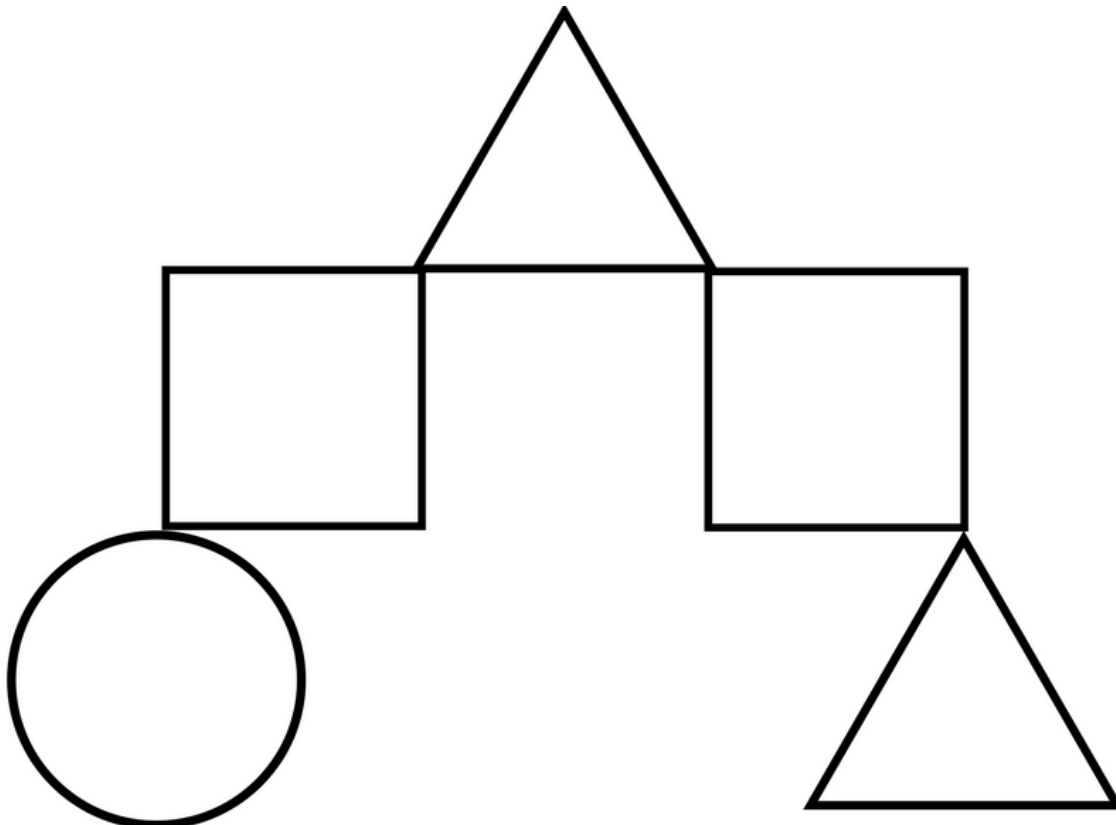
SKILL 5 – COORDINATING WITH OTHERS

EFFECTIVE INTERPERSONAL COMMUNICATION AS A NECESSARY ELEMENT IN MANAGING HUMAN TEAMS

Card A



Card B



The course of the exercise

The instructor prepares cards A and B, which contain a template of geometric figures, which does not show their participants the exercises.

Card A: the task of one participant is to explain exactly to the other person (the rest of the persons) how to reproduce the drawing on the card. Describes the drawing in detail, the mutual position of the figures relative to each other, their size, but very important: it can not repeat the instructions. People who draw can not ask questions.

Template B. A similar situation, but with the basic difference: the drawing person can ask any questions. After the operation is finished, confrontation takes place.

6) WHAT TO LEARN

Discussion exercise 1:

Questions for groups: what was cooperation like? Has a leader emerged? What was the most difficult? What are your impressions? Have you had problems with reaching an agreement? How did you solve them? How did non-verbal communication take place while playing roles?

Discussion exercise 2:

You should compare the participants' drawings with the prepared patterns of cards A and B. How much is the content from the original drawing? From the point of view of communication: how did it run? What can you say about it? What helped and what did it do? The exercise emphasize the topic of verbal communication, active listening.