

Co-operative Education 120

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Hello class, if you are working towards a **Credit** in this course, instead of enrolled on your transcript, please let me know so I can monitor your progress.

Effective **communication** requires you to convey ideas quickly and concisely for others to understand. Good communication skills are necessary in any workplace and are expected by nearly every employer when considering new hires. Communication is the key element in maintaining and progressing through a satisfying career. It is the ability to tell someone else what you're thinking while hearing (and understanding) what others have to say.

- Look at the PowerPoint called Communication.
- What communication skills do you need to improve? Set communication goals for yourself and develop a plan to achieve them.
- How important are communication skills in your chosen career? Give examples of the skills you observed during your work placement.
- To increase your understanding, try one or more of these fun activities with members of your household.

<https://www.userlike.com/en/blog/communication-games>



Have a great week, you've got this! 😊