

Course Learning Outcomes for Unit I

Upon completion of this unit, students should be able to:

1. Diagnose effective communication methods for leaders.
 - 1.1 Define communication and its importance.
 - 1.2 Describe each of the five major communication principles.
 - 1.3 Explain the three major communication skill sets: relationship skills, collaboration skills, and presentation skills.

Course/Unit Learning Outcomes	Learning Activity
1.1	Unit Lesson Chapter 1 Unit I Homework Unit I Essay
1.2	Unit Lesson Chapter 1 Unit I Homework Unit I Essay
1.3	Unit Lesson Chapter 1 Unit I Homework Unit I Essay

Reading Assignment

Chapter 1: Communicating and Leading at Work

Appendix: Managing Time: Managing Communication

In order to access the following resource, click the link below:

Mayfield, J., & Mayfield, M. (2017). Leadership communication: Reflecting, engaging, and innovating. *International Journal of Business Communication*, 54(1), 3–11. Retrieved from <https://libraryresources.columbiasouthern.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=119968721&site=ehost-live&scope=site>

Unit Lesson

The unit lessons for this course are presented through interactive presentations. To view the presentation, click on the link below. Once you are finished reading the slide, click on the “Next” button on the bottom right of the slide. To go to a previous slide, click “Back.” Some slides contain interactive elements that open additional screens.

Click [here](#) to access the Unit I Lesson presentation.

The lesson also includes a video. The link to the transcript for the video can be found below.

Click [here](#) to access the transcript for the *David Grady - How to Save the World (or at Least Yourself) from Bad Meetings* video.

Suggested Reading

In order to access the following resource, click the link below:

The article below provides a look at the relationship between communication and managerial strategies. This article also explores a manager's perceived degree of communication, which correlates with a threshold point for strategy implementation.

Katsuhiko, S. (2017). Senders' bias: How can top managers' communication improve or not improve strategy implementation? *International Journal of Business Communication*, 54(1), 52–69. Retrieved from <https://libraryresources.columbiasouthern.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=119968724&site=ehost-live&scope=site>