

Enhancing Communication

Time: 45 minutes

Purpose

To reflect on the four ways of enhancing communication (soliciting, facilitating, promoting, and encouraging) and determine the status of each method and whether change is needed.

Materials Needed

- Worksheets #1-#4 attached
- Writing instruments

Roles

1. Facilitator: Explain the activity and elicit responses.
2. Participants: Work in small groups to complete the tables.

Activity

This activity is designed to be completed by dividing the staff into four groups of diverse staff members representing different grade levels, departments, and roles. The teams will work on each of the four topics in a **carousel** fashion.

1. The group should be given one of the four worksheets and a pen or pencil.
2. The group should designate a recorder to complete the worksheet.
3. The group should review their topic and be given 3 minutes of independent think time.
4. After 3 minutes have passed, ask the teams to begin completing the table for their topic. All ideas should be captured on the worksheet. Allow 7 minutes for completing the worksheet.
5. Teams will move to another topic - the recorder will read what the previous team had written.
6. Team members will be given 3 minutes of independent think time.
7. After 3 minutes have passed, ask the teams to add their ideas to the table. All ideas should be captured on the worksheet. Allow 7 minutes for completing the worksheet.
8. Teams will move to the third topic - the recorder will read what the previous teams had written.
9. Team members will be given 3 minutes of independent think time.
10. After 3 minutes have passed, ask the teams to add their ideas to the table. All ideas should be captured on the worksheet. Allow 7 minutes for completing the worksheet.
11. Teams will move to the fourth and final topic - the recorder will read what the previous teams had written.
12. Team members will be given 3 minutes of independent think time.
13. After 3 minutes have passed, ask the teams to add their ideas to the table. All ideas should be captured on the worksheet. Allow 7 minutes for completing the worksheet.
14. Ask teams to review their final worksheet and collaboratively determine which items from the entire worksheet should be highlighted and shared with the large group.
15. Allow time for the groups to share their lists - discuss the importance of the items. The items shared should be captured or noted as items of significance.
16. Collect the worksheets and use as information for the team action planning.

