

COM 200 Group Skills and Project Management CBT Modules

Group work is a key component of the COM curriculum. Consequently, training in group skills is a necessary and ongoing component of COM 200 as a gateway course and many other COM courses as well. We will engage in some training regarding group skills using computer based training. The certificate you take away from this assignment demonstrates to future employers that you have acquired group skills and are trainable through CBTs. Each lesson below takes approximately two hours. This is an individual assignment but work with your group where noted below.

Point Value: 30 points.

Goals:

To improve group skills for success in COM 200, other COM classes and life in general.

To improve abilities to be “self taught” through training resources such as CBT.

To provide an “easy” way to earn points and an easy task for groups at the beginning of the semester.

To provide vocabulary and principles to aid in peer reviews for COM 200 and beyond.

Key Core Skills: The following core skills are emphasized in this assignment: 1) responsibility, 2) collaboration, 3) problem solving, 4) praxis. These CBT lessons should help you be a more responsible group who can collaborate more effectively and solve problems more effectively in groups. The key to being successful at that is praxis—putting what you learn into practice with skill and self-awareness.

Basic Steps:

1. The group will get together and discuss which member will take which course. **Each member should take a DIFFERENT course** from the options listed below.
2. Each member will individually take the **ONE** course below they’ve been assigned by the group
3. Each member must achieve an 80% on their assigned lesson to earn a certificate. Each member should then print out (preferably in color) a *certificate of completion* and keep it for your COM 400 portfolio. If you can “print to pdf” to make an electronic copy you should also do this and save it in your COM 490 folder on your thumb drive. If you have not started a COM 490 folder/notebook and electronic COM 490 folder do so ASAP.
4. I will run completion reports at my end to see who has completed a CBT and record the points based on that report. I do NOT need a hard copy of your certificate.

Key Criteria for Grading

This assignment is graded pass/fail. You will be awarded full credit if you hand in the report and certificate of completion by the due date.

Some Hints

- Don’t get bogged down just because it is a bit “corporate.” Use this as a glimpse ahead to the kind of people, events and cultures you may encounter. Adapting things from one context to another is a key skill in life. Look for connections, don’t focus on differences.
- Do not wait until the last minute to complete this assignment. Computer problems and access issues, etc. are not reasons to excuse a late submission.
- Leave audio off sometimes since you can read faster than it speaks, but turn it on when attention begins to wander. Mix it up.
- Take it to LEARN! Don’t just retake the post tests until you guess right.
- Consider saving or printing the Job Aids and SkillBriefs after you complete the CBT to help you apply this information later in your groups.

Summary of CBT Group/Team Skills Course Options

Discuss each course description and decide which ones your group (and specific group members) needs most and then which person in your group will take that course to become a resource for the group.

ID: team_01_a01_bs_enus

Virtual and On-site Teams Overview/Description

One factor that defines team success is the way in which a team is launched. Quickly moving an on-site or a virtual team into high-performance mode takes planning, strategizing, and a seamless launch. In this course, you'll learn techniques for setting up a successful team that can be applied to an on-site or a virtual environment. First, you'll learn strategies for selecting high-performing team members. Next, you will gain the knowledge and skills for setting goals and establishing ground rules. Finally, you will learn approaches for building a cohesive team culture through participation. By applying the techniques and strategies taught in this course, you will lay the foundation for successful on-site and virtual teams.

ID: comm_02_a05_bs_enus

Leadership Communication Skills Overview/Description

In this course, you will learn what the requirements of leadership are, how to communicate your suitability for the role, and how to communicate with those you lead.

Leadership is not the same as management. Unlike management, leadership does not require formal recognition of authority. However, it does place other requirements on the person assuming the leadership role.

Before people will follow, they need to be reassured that their leader is deserving of both their trust and their confidence. Good relationships are paramount, and communication is the prime tool for building those relationships. Once you have been accepted as the leader, good communication will ensure that objectives are agreed upon, understood, and achieved.

ID: pd_04_a06_bs_enus

Group Problem Solving and Decision Making Overview/Description

To be in business means to be on a team. Every team, even if its an informal group, convenes for one purpose--to solve problems and make decisions. In today's business world, effective business groups and teams are a key ingredient in success. By skillfully overcoming problems and making productive decisions, you'll turn your group into a community of success. In this course, you'll learn the skills necessary to first set the stage for group problem solving and decision making by recognizing the components of an effective team. You'll explore valuable strategies for improving group effectiveness, strategies that will enable you to move past groupthink and other obstacles and on to team productivity. You'll also learn how to better diagnose problems within a group setting, and then generate dynamic alternatives based on your diagnosis. Finally, you'll explore concrete ways to select the best option and make a wise, lasting business decision. You can't go it alone. This course will show you why and how to make the most of the advantages inherent in group problem solving and decision making.

ID: comm_13_a03_bs_enus

Leading Without Authority Overview/Description

Lily Tomlin said, "I always wondered why somebody doesn't do something about that. Then I realized I was somebody." Tomlin could have been speaking on behalf of many employees in the corporate world who, despite having little authority, take it upon themselves to become leaders nonetheless. Becoming a leader, and getting results, without authority is especially important in today's corporate culture, where middle management and the concept of seniority are being replaced by a flat organization structure and intense competition. Such an environment makes the need for leadership skills especially crucial. In this course, you'll learn how to circumvent your lack of authority to get results through effective leadership.

ID: comm_04_a03_bs_enus

How to Work With Negative People and Procrastinators Overview/Description

Don't you hate it when people say they'll do something, but when the deadline is up, it turns out they somehow never managed to get around to doing it? Or what about people who whine all the time? You might come in to work in the best of moods, but after ten minutes of someone complaining nonstop while you're waiting to fill your coffee cup, your day is shot. If you're tired of putting up with negative people or people who leave you 'holding the bag,' then you're going to love this course. It describes ways you can triumph over the negative and negligent attitudes that some of your co-workers, employees, or bosses might display.

ID: comm_06_a02_bs_enus

Leading and Effective Business Meeting Overview/Description

Since there are more than 11 million meetings held every day in the United States, there is a good chance that your life is full of meetings. There is a general agreement among business professionals that most meetings are not well run. They often waste your time, drain your energy, seem to have no purpose, and bear few positive results. Are you tired of attending meetings like this? Are you tired of your meetings ending up like this? This course will teach you how to make your meetings more successful by providing the tools and information that are necessary to lead an effective meeting.

ID: comm_02_a03_bs_enus

Workplace Communication Skills Overview/Description

Poor communication is often blamed for discord, errors, and misunderstandings in the workplace. In fact, and more correctly, poor communication of intent causes these problems. They occur when people are unwilling to say exactly what they mean, or what they want. They also occur when there is a reluctance or an inability to get clarification of another person's intent. These situations can be avoided by using certain communication techniques to establish intent, both other people's intent, and your own. This course covers the three prime strategies that will enable you to do this. By speaking assertively, you can make your intentions clear, and in this course you will have the opportunity to practice several assertive communication techniques. Similarly, the course will demonstrate how to give constructive criticism on the behavior of others, and how to receive criticism on your own behavior positively. Finally, the course covers the skill of questioning. You will learn how to use questions in a non-threatening way to direct or encourage a conversation, to uncover hidden feelings or motives, and to persuade. Effective questioning is one of the most valuable communication skills of all.