

Laboratory Leadership Webinar Series - Activity Workbook

In order to complement some of the concepts presented during the webinar, we have prepared some practical activities for you to use to better understand general communication skills.

General Communication Skills

Learning Objectives

- Understand why communication is key to leadership
- Identify the elements of communication
- Know what to consider when planning an oral communication

Activity 1: Identifying why communication is key to leadership

Instructions: As a laboratory leader, you will have many opportunities to communicate. Write down a list of examples of how an effective communication can influence your leadership.

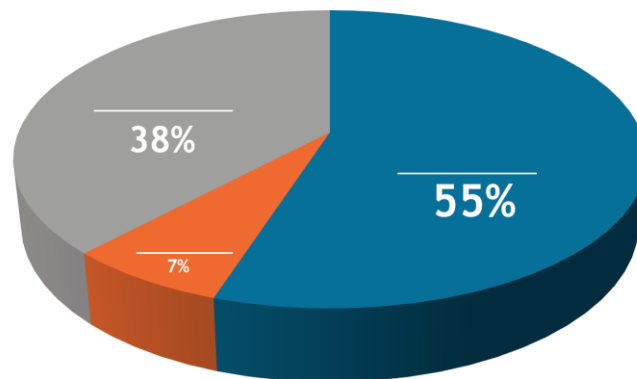
1. _____
2. _____
3. _____
4. _____
5. _____

Questions:

1. How do you want people to see you as a leader? Do you have the skills to communicate effectively?

Activity 2: Elements of Communication

Instructions: There are 3 main elements to communication: Visual, Verbal and Vocal. When used together, these 3 elements have 100% impact on your face-to-face communication.



Questions:

1. How much do you think each element has individually? The total needs to be 100%.
2. Regarding visual element of communication, how many body language signs do you know? Give examples.

Activity 3: Planning a communication

Instructions: When planning a communication, you need to consider – your message, the audience, the channel, timing and impact.

Message	•	•	When will it have the most advantageous effect?
Audience	•	•	What do I want to say?
Channel	•	•	Through what means can I convey it most effectively?
Timing	•	•	To whom do I want to say it?
Impact	•	•	What do I want to have happen as a result of my message?

Questions:

1. Match each component of communication with the corresponding explanation.