PC 103 University Skills
Gathering Agenda for week 06
Communication

Gathering Purposes

- Counsel about academic planning and your Introductory Certificate Courses
- Review and apply what you learned about the 4 styles of communication
- Discuss communication in the group project

Preparation

- For *face-to-face Gatherings*, arrive early to setup the room, prepare any visual aids, and greet students as they arrive.
- For *virtual Gatherings*, start the meeting early, share your screen with a message welcoming them to the gathering and letting them know you will start soon.
    - When the Gathering Agenda asks that students meet in small groups, use Breakout Rooms.
    - When the Gathering Agenda asks you to display things on "the board," you can use the whiteboard.

Document Preparation:

- For *face-to-face Gatherings*, print the role play scenarios at the bottom of this document.
- For *virtual Gatherings,* email all of the role play scenarios to everyone prior to the gathering.

Min.	Activities		Teaching Tips
Welcome and Devotional			
10	Welcome	Welcome, announcements, and housekeeping	
	Hymn or Thought, Prayer	Please sing one or two verses of a hymn. If you meet with a virtual gathering, the lead student or another student should be invited to share a brief spiritual thought. A volunteer will then give an opening prayer.	
	BYU-Pathway Worldwide Devotional	Students were asked to watch the BYU-Pathway Worldwide devotional this week, as contained in the course. They should have done this prior to the gathering. As a class discuss the devotional using the discussion questions provided in the course	Look up the questions in advance so you are ready.
Next Steps Check-In and Discussion			
15	Application to Online Certificates and Degrees	Give students a chance to discuss their progress with their application and help each other with issues around following possible questions: ● Have you started your application? If not, what help do you need in getting started? ● Have you ordered transcripts if applicable? What help do you need getting started? ● Have you completed the ecclesiastical endorsement? ● Do you have any additional questions?	

	Graduation Plan Check-in	Remind students to be looking at their degree map. See this week's module called "Next Steps" in the course.	
	Introductory Certificate Course Discussion and Help	Give students time to discuss their experiences with their Introductory Certificate Course, ask for help and advice, and generally support each other. ● What changes have you made in your life to be able to continue as an online student? ● How have you made time for your coursework? ● How have you made space to study at home or in other places? What do you do to focus while in these spaces? ● How has your family supported you? ● How has your ability to do these courses increased? ● How will you keep yourself going semester after semester?	**Teaching Tip**: Choose a couple of students ahead of time (before class) to think about one or more of the following questions to answer during class while the whole group listens and asks follow-up questions.
Student Skills Review and Discussion			
20	Share	For one to two minutes, tell the class about one big thing you learned in this week's Student Skills.	Come prepared to share your 1-2 minute introduction.
	Read	*"Communication is the way we build and maintain relationships with other people. Respectful communication is necessary for our academic and professional success."* **Ask:** In what ways will communication affect your academic success?	You may put this in your own words if you prefer.
	Write and Discuss	Invite someone to read this quote by Elder Holland: "*Like all gifts 'which cometh from above,' words are 'sacred, and must be spoken with care, and by constraint of the Spirit.'"* Invite the class to write their answers to the writing prompt below. Write for 60-90 seconds. Then discuss the questions that follow. **Writing Prompt:** ● What does this quote mean to you?	You should review the 'Group Project Guidelines' in Week

		Discussion Questions: ● What did you write about? Why? ● What examples can you share about the importance of communication in an online atmosphere? If you have had your live meeting, can you share examples of people using any of the 4 communication styles? How did that specific communication style affect the meeting or the work being done? ● Did challenges arise as a result of any communication used and how did your group resolve them?	05 of your course before the Gathering so you are prepared for questions.
Student Skills Application			
15	Review	Briefly review the 4 communication styles.: ● Passive ● Aggressive ● Passive-Aggressive ● Assertive List on the board some tips for assertive communication: ● Use "I" statements ● "I feel" ● "What I would prefer" ● Avoid blaming others for how you feel	As you review the styles, discuss each one and share communication examples. If you feel it is necessary, take a few minutes to talk about the tips for assertive communication.
	Role Play	Tell the class you are going to role play using effective communication. Read these directions. *"I will present a scenario. A volunteer will respond to the scenario using assertive communication."* 1. Ask for a volunteer to come to the front of the class. 2. Choose a scenario from the list at the bottom of this document. 3. Read the scenario to the volunteer. 4. After allowing a moment to think allow the volunteer to respond using assertive communication. (*If the volunteer is having trouble, refer him or her to the list of tips for assertive communication you made on the board)* 5. Ask the rest of the class if they have any other ideas or what the person could have said differently. 6. Thank the volunteer and invite them to sit down 7. Ask for another volunteer	Consider asking a few students ahead of time to be your volunteers.

		8. Repeat the steps	
	Testimony and Prayer	Bear a 30-90 second testimony of the importance of communicating with others respectfully. Invite the members of the class to try to use assertive communication throughout the week. End with a prayer by invitation.	

See below for the Role Play Scenarios

Scenarios

1. You are part of a group project for a class you are taking. You feel like no one is listening to your ideas.

2. Your mother wants you to come over to her house right away so you can help her sort through items she wants to sell at a garage sale. You had planned to spend the evening relaxing because you've had a rough week at work.

3. You planned to meet up with your friend at a restaurant. You get there, but she's late – again. Every time you make plans, she seems to leave you waiting while she shows up 20-30 minutes after the scheduled meeting time.

4. The group project you were assigned to complete for your class is due in just a few days. You feel like you are doing most of the work and your final group meeting is tonight.

5. Every day when you come home from work, your spouse and kids ignore you and continue doing whatever they're doing. No one acknowledges you or asks you how your day was.

6. Your teenage son gets angry every time you try to tell him to clean up his room or help out around the house.

7. Your boss wants you to do your co-worker’s report because she has fallen behind schedule, and he knows you work efficiently. This has happened frequently.

8. You work full-time, have 3 small kids at home, and you attend classes two nights a week. Some friends of yours are asking you to get involved in a fundraiser they’re having that requires a lot of work.