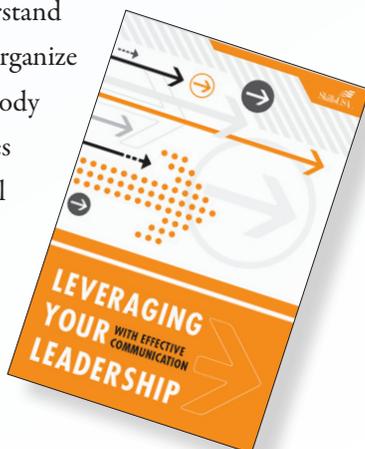


INTEGRATION ACTIVITY *Sheet*

Leveraging Your Leadership with Effective Communication

PRICE: \$4.95

DESCRIPTION: “Leveraging Your Leadership with Effective Communication” has been updated to include a specific focus on workplace communication, including writing a resume and interviewing for a job. The simple guidelines in this book will give students what they need to improve and showcase essential communication skills. These are skills employers will notice and appreciate. Subjects covered include verbal and nonverbal communication, situational considerations as well as how to communicate with impact in verbal, written and electronic form. Topics covered include how to successfully address individuals with influence, understand generational considerations and organize thoughts, as well as connecting body language to message. The 6 inches by 9 inches, 72-page book is ideal for teachers to tuck in next to an electronic device or students to have their own copy as they prepare to enter the workforce.



ESSENTIAL ELEMENT IDENTIFICATION:

The experiences in “Leveraging Your Leadership with Effective Communication” are designed to help students understand, grow and implement the Essential Element Communication within the workplace skills category of the SkillsUSA Framework.

Student Learning Objectives:

- Demonstrate an understanding of SkillsUSA Framework Essential Element Communication.
- Understand communication basics and how they impact the delivery and receipt of messages to others.
- Determine appropriate communication methods for situations encountered in causal and business situations.
- Apply communication skills to work-readiness experiences through introductions, resume writing, cover letters, job applications and interviewing.



To purchase this educational resource, visit the SkillsUSA Store at www.skillsusa.org/shop.

IN-PERSON INTEGRATION EXAMPLE:Activity: **Interviewing**

Additional materials needed: Community professionals to assist with interviews.

Time Frame: 60 minutes

Directions:

- 1.** Following instruction on interviews, invite members of the community and alumni to assist in conducting mock interviews.
- 2.** Use the Job Interview Championships score card to create a rubric to assist community and alumni in providing feedback to students participating in the mock interviews.
- 3.** Provide community and alumni with a list of potential questions to ask students.
- 4.** Create a schedule of 15 minutes per interview.
- 5.** Host interviews.
- 6.** Allow for general verbal feedback from community and alumni members who assisted with the interviews.
- 7.** Tabulate rubrics and provide individual feedback to students.
- 8.** Make note of some of the strengths and weakness from the interviews and provide additional instruction on the SkillsUSA Framework Essential Elements as applicable.

VIRTUAL INTEGRATION EXAMPLE:Activity: **Introducing Yourself**

Additional materials needed: None.

Time Frame: 30 minutes

Directions:

- 1.** Connect with members using an online platform.
- 2.** Once students arrive online, let them know they are going to use the HEP protocol.*
- 3.** Review HEP virtual tips before beginning.
 - Here (instead of Handshake).
 - Eye Contact (Look at the camera, not the screen).
 - Position (instead of Posture).
- 4.** Randomly assign student in pairs to breakout rooms and let them know that they will have four minutes to assume both the role of interviewer and interviewee.
- 5.** Provide the following instructions:
 - If you are the interviewer, you will watch and listen intently to the interviewee, providing them with two Gems (good techniques or skills demonstrated) and one Opp (opportunity for improvement) to practice in their next introduction.
 - If you are the interviewee, you will introduce yourself: If after a brief hello and maybe even a wave, the interviewer smiles and seems as though they want to hear you talk first or tells you to go ahead, then introduce yourself with these easy phrases:
 - Initial greeting and name: Hello; Hi; Good morning; or Hi, my name is_____.
 - Secondary greeting: "Nice to meet you."
 - Thank you or anticipation: "Thanks for having me today" or "I'm excited to speak with you today."
 - A Courteous Question: "How are you today?" or "How are you this morning?"
 - Introducing yourself in an online interview can feel a bit strange. But, if you know what to expect and prepare accordingly, you'll do just great.
- 6.** Conduct three to four rounds of introductions as time allows.
- 7.** Facilitate group discussion by asking questions including:
 - What about using HEP was easy in the virtual format? Difficult?
 - What did you notice about the first round of introductions compared to the last round?
 - What strategies made the introductions easier? Or challenging?

HERE

- Check your internet connection before the interview.
- Find a brightly lit room. Your interviewer needs to be able to see your body language and facial expressions during your virtual interview. Setting your interview space facing a window that lets in a lot of natural lighting is a great way to make yourself more visible. Setting up with a window behind you can cast shadows on your face and make you appear to look like a silhouette.
- Be sure you are familiar with the software beforehand so you can arrive on the call before the interview starts and won't encounter any technical issues.
- Leave camera off and remain muted until time to begin. Even if the interviewer is there before you are, this technique will give you some time to relax before turning on the camera and making your introduction.

EYE CONTACT

- Look at the camera while speaking. Video interviews make eye contact a bit challenging and require a slightly different approach. If you look the interviewer in the eye on your screen, it may not look like that on their end. Instead, look into the camera as you are speaking. This creates the illusion that you are looking at them rather than yourself or the screen.
- Put away potential distractions. For example, make sure your phone is on silent.
- Use a laptop or computer. Having your computer on a table creates a more stationary view of yourself. Holding your phone in your hand could cause camera shake. Your computer camera also gives the interviewer a better view of you and tends to produce a clearer image.

POSITION

- Wear a job-appropriate outfit.
- Choose a professional background. Setting up in front of a blank wall or a few tasteful decorations shows that you are organized and pay attention to detail. Try to refrain from using a virtual background; sometimes virtual backgrounds are not clear and can be distracting.
- Use appropriate body language. Sit up tall with your hands in your lap and your feet on the floor. While you speak, you may use your hands as well, if that's natural for you. As your interviewer speaks, use nonverbal cues such as nodding and smiling to show that you are listening.
- Be careful not to speak over or interrupt the interviewer, even if it's a bit awkward in the beginning.
- If the interviewer seems eager to get right into the interview, then you might just say, "Hello, I'm ready whenever you are."
- Be careful not to plunge into a formal introduction if the interviewer is keen on introducing themselves first.

