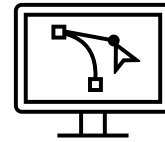


Transferrable Skills - Communication

What is communication?

The act of transferring information from one source to another. Communication requires a sender, a message and a receiver (someone to receive the message). Communication can be verbal, non-verbal, written or visual.



How do we use communication at work?

Verbal	Non-Verbal	Written	Visual

Why is communication important?

Communication serves many purposes across most aspects of our life. Some reasons why communication is important includes learning about ourselves, learning about others, learning and demonstrating understanding. Why else might communication be important? Gives a good impression, sharing concerns, communicating your time (time management), to inform, build relationships (co-workers, managers, boss, customers, maintenance)

Communication and Career Quest

In Career Quest, we try to provide many opportunities to practice communication. Some of the expectations are:

- Responding to emails (from your facilitator or employers) in a professional manner (simple greeting, simple closing, body of text contains the message)
- Emailing your facilitator if you are unable to attend or will be late for a session
- Saving job postings, and recording positions you apply to
- Notifying your facilitator if you gain an interview (email, in session, end of session form, phone call)
- Asking for help or support if you need it (note, phone call, verbal, email, ask for help button)
- Listening to and accepting feedback
- Participating in group discussions and icebreakers

- Providing feedback and asking questions!

To practice this skill, for the next several sessions, please complete the “Communication Checklist” at the end of each session! There will be time provided for this in Career Quest before logging off at the end of the session.