

Noah Lloyd

Reflection 10

Total: 100

- What did I do to prepare for class this week? (5 Points)
  - This week before coming to class, I read and took some notes on the preparation reading material about communication.
- What topics were studied this week, and what are their definitions? (5 Points)
  - The main important topic this week we talked about was communication.
    - Communication—the exchanging or receiving of information or news
- Summarize this week's scenario (5 Points)
  - This week's scenario was the part B to the scenario from last week. In this week, Astrid met with Paul to talk about things that have been happening around the office. She tells everything that has been happening and tells about the spyware software that was installed by Govind on employees computers, even though that is the IT's job. When she passed Govind in the hall, he just frowned and didn't say anything to her. Rita then approached Astrid and offered her a promotion to Development manager.
- Why is this week's topic important? (5 Points)
  - Communication is very vital in life. Communication allows us to communicate and exchange information with each other. Communication also helps us to understand each other and build relationships with each other.
- How did this week's scenario relate to this week's topic? (5 Points)
  - In the scenario, Astrid had to communicate with Paul and tell him everything that was going on at the office. She used her communication skills to tell him information of stuff that was going wrong things that should not have been happening in the office.

- What did I learn from the study material? (5 Points)
  - One of the biggest things I learned about communication from the preparation materials is how to improve communication with working in a team. When working on a team, communication is really important. Having good communication will help the team run more efficiently. There is a list of 15 ways to improve communication on the team, but there are three that I think are really important.
    - Having an open-door policy—When there is an open-door policy, it builds trust and allows for people to ask questions, comments, concerns, etc.
    - Be open to feedback—Receiving constructive positive feedback should be a good thing. It needs to be clear and detailed.
    - Be open and honest with team members—being honest and open with your coworkers helps build trust and respect amongst each other.
- Where did you put your assignments in GitHub? (5 Points)
  - All my assignments are labeled accordingly and are linked to the proper document. It is easily labeled.
- What phase of your projects have you completed? (5 Points)
  - So far, we have only completed fully the first project. Our first project that we completed was on effective communicators project which was going to the Rexburg Escape room. We also have been slowly completing our disciple of Jesus Christ project, which was going to devotional and meeting after to have a short discussion with what we have learned.
- What is the most significant take-a-way from your study this week? (10 Points)
  - I think that the most significant take-a-way from class this week was the telestrations activity. I knew that communication was important to a team, but that activity kind of opened up my mind more and how important it is that we communicate well and very detailed, so no information just confused or messed up while communicating.

- What will you do differently next week? (10 Points)
  - Next week, I want to be better detailed in my communication in my life. Whether it be communicating in my team during our team meeting, or in my personal life and relationships with my friends.
- What five take-a-ways did you get from this week's scenario? (10 Points)
  - Do not be afraid to report anything suspicious in the workplace
  - Be honest in your communication
  - Be cooperative with employees
  - Be respectful to coworkers
- Why is this week's topic important for teamwork? (20 Points)
  - Communication is important for teamwork. With good and effective communication, it helps the team work more efficiently with each other. It also allows everyone on the team to be educated on any topic that could possibly effective the work. It builds trust, helps everyone on the team stay engaged, and can help boost confidence.