I am David Schenck I am studying at CQU to learn how to program. I currently am on one subject Communications. I passed programming fundamentals so far. I don’t own a fancy business suit or have a job and currently living with my parents, studying online.

Communication skills are very important to me for if I ever must work in a team of people. Small important things make up communication skills such as Critical thinking.

I learnt many things from a textbook called “Business Communication for Success 2015” all of the reading during the Professional Communications course. I was taught how to avoid miscommunication by avoiding the use of double speaking which is when you use words and phrases that have multiple meanings, such as “going to scrape the bottom of the barrel”. People will be wondering where the barrel is. Also, interference is anything that changes the meaning of the message. In the course we also talked about basic gestures.

The use of Iphrase is to help avoid conflict in the way I respond in conversations. Basically, a template for when someone gives you reason why something happened or didn’t happen. Something that I imagine a manager would need to keep in mind.

Phrases of compromise is when someone doesn’t accept that they are to blame for something to help ensure that negative things don’t happen to anyone else.

I also stay at arm’s length around people in general to avoid making people uncomfortable.

Empathising is when you put yourself in their shoes, in other words It means to see through someone else perspective   
  
also how to write reports on things like my work I haven’t finished the report required for

I made my own presentation about the assigned subject called “Blockchain in the education sector” which was fun because I had not researched Blockchain before. Therefore, I learned a lot how it’s how it’s basically an encrypted version of MOODLE that never gets deleted. I also did 2 gestures. First one was a wave to greet students and second was to state there were 3 different types of blockchain by raising 3 fingers and technically 3 gestures If you count me waving goodbye to the students at the end. I also learned allot from other students presentations.

I’ve attended all the group activities and did my fair share of work with them. The first team I worked with a partner named Elliot and we took turns reading an article while the other listened to the reader.

I believed I communicated effectively as a team member during the group activities in the zoom meetings. Although I’ve not had much experience when working as part of a team, I look forward to working and effectively communicating in team projects in the future.

I talked whenever I was required and most of the time, I spent listening to the other team members.

The group consisted of 4 people including myself, we all had around 20 mins to read an article then the professor assigned us to our groups and we all took turns in typing on a word document around 5 mins then swapped around and I believe all team members did their fair share or research and reading to get good answers.

there are 4 compromise partial win/lose conflict management styles

1. is compete – win/lose

which is where you persuade and aim to win out of conflict

1. collaborate - win/win

which is where you work together to resolve any conflict

1. avoid – lose/lose

which is only used for temporary conflicts used to change the subject only good for short term conflicts

1. accommodate

when you accept the situation for now and avoid damaging relationship or further unnecessary conflict.

I haven’t had much experience with conflict in groups, but I believe I would deescalate in the first instance and then decide which strategy to use to find a resolution to the conflict.  
  
I also did an activity where I had to with a fellow student in a zoom session in the a zoom breakroom which had us talking about potential ways to combat potential conflicts.