

### Leading group conversation

Most gatherings are initiated by someone who will assemble the group and pass the lead to another or by a leader who will act as a guide. Even when there is no designated leader, a group leader emerges and people will look to them for direction. A good group leader has situational awareness and can quickly determine the strengths and needs of the group. They have a rough agenda and encourage balanced participation. They ask good questions, assist in mitigating damage from conflicts and help bring the group to successfully achieve the objective.

### Activity 3-3

#### Communication tips

Create a list of ten effective communication tips that you believe would be helpful in the workplace.

Share your list in the **Discussion 3-2: Communication Tips** topic in the Discussions area. Compare your list with your classmates, responding to at least two posts.

## COMM 218: Communicating Effectively

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