**CSEC-473 Cyber Defense Techniques**

**HW#1 - Team Communication**

Team work poses challenges itself regardless of the field applied or technology employed. When a problem is too big, complex, or requires a large set of skills for an individual to accomplish alone, a team is typically brought together to attack it. There are many skills and techniques that can help a team to be effective and successful at accomplishing their goals. One of the most critical is team communication.

Your assignment is to investigate the concerns, issues, and techniques influencing successful team communication. Begin by watching the Linked in Learning course “Communication within Teams” by Dr. Daisy Lovelace at

<https://www.linkedin.com/learning/communication-within-teams/how-high-performing-teams-communicate>

The course is about 44 minutes with an exam at the end. Take the exam until you get a grade of 80% or better. Once you are done you will be presented with the opportunity to save a PDF of a certificate for the course. Make sure that you initially registered with your full name so it will show up on the certificate. A certificate without your name will not be accepted.

Perform a self-assessment of your preparedness to assume the roles of Convener, recorder, and monitor. Rate yourself on the scale of: absolutely ready, ready, ready with some work, not ready, or not interested

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| --- | --- | --- | --- | --- | --- |
| Role/preparedness | Absolutely ready | Ready | Ready with some work | Not ready | Not interested |
| Convener |  | Ready |  |  |  |
| Recorder |  |  |  |  | Ready |
| Monitor |  | Ready |  |  |  |

In addition, below in the references section are two more articles that you should read. They contain numerous team concepts that will be useful. After reading them, write a ½ page summary of the important points you took away from each paper.

Deliverables:

* A PDF of the certificate from Linked In Learning for the “Communication within Teams” course.
* Self-assessment of your skills in the roles of Convener, Recorder, and Monitor as a PDF file.
* ½ page summary of the “3 important skills…: and “7 reasons why…” articles in separate labeled PDF files.
* HW#1, see schedule document for exact date

References:

“3 important skills for teamwork and collaboration (in the new normal)”, <https://www.fingerprintforsuccess.com/blog/3-important-skills-for-teamwork-and-collaboration>

7 reasons why collaboration is important", <https://blog.jostle.me/blog/why-collaboration-is-important>

“Communication within Teams” Dr. Daisy Lovelace, <https://www.linkedin.com/learning/communication-within-teams/how-high-performing-teams-communicate>

## Grading Rubric

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| --- | --- |
| **Team Communication** | 25 points |
| *Provided PDF of Linked In Learning “Communication within Teams” course* | 5 points |
| *Included self-assessment of skills as Convener, Recorder, and Monitor* | 5 points |
| *Summary of “3 important skills…”* | 5 points |
| *Summary of “7 reasons why…”* | 5 points |
| Report is submitted correctly and contains all information required | 5 points |