Organizational Tips

- **Agendas for Formal Meetings:**
  - Approval of minutes of previous meeting
  - Reports
  - Correspondence – such as email, letters
  - Business arising from previous minutes
  - New business
  - Date of the next meeting
  - Attachments
  - Time of Adjournment
  - Names and phone numbers of persons to send regrets to

- **Before the meeting:**
  - Design your own template for your minutes when you first assume the task
  - As you type the agenda, do a cut and paste of the topics for discussion in the minutes
  - Discuss with the chair how members' handout materials will be handled.
  - Remember the more you get done before the meeting, the easier it will be to prepare the final minutes.

- At the meeting:
  - Arriving early and speaking to all the participants will reduce the stress of the process
  - Short hand, long hand and tape recorders are tools that require more work after the meeting
  - Using a computer/laptop requires more work before the meeting
  - Corrections to minutes must be made on the minutes concerned and noted on the meeting minutes where the correction was identified

- After the Meeting:
  - Re-read your notes as soon as possible after the meeting
  - As you prepare the minutes, begin work on the agenda for the next meeting
  - The minute only become the official minutes after they have been approved by the meeting members at the next meeting
  - File the minutes in a spot they can be easily retried in the future
  - Have a system for the disposal of notes, tapes, etc

- More Robert's Rules
  - A vote is not needed to adjourn a meeting. The chair can ask if there is any further business – pause – and then if there is not further business state that the meeting is adjourned.

    Minutes would read: There being no further business, the chair adjourned the meeting at 9:15pm

- Success Checker:
5 Questions
  - Does it add new information the group needs?
  - Does it give absent members necessary information?
  - Will it provide history?
  - Does it assign responsibility and deadlines?
  - Does it "close the loop"?

Theoretical Approaches to Group Leadership

- **Style Approaches**
  - Democratic leaders
  - Laissez-faire leaders
  - Autocratic leaders

- **Contingency Approaches**
  - Different contingencies (situations) require different leadership styles

- **Communication Competencies Approach**
  - What do effective leaders do?

- **The Distributed Leadership Approach**
  - Each member is expected to help the group move forward

- **Characteristics of Group Problem Solving**
  - Multiple perspectives
  - Takes longer
  - Well suited for *conjunctive tasks* (all members have some info, no one has all)
  - More effective when the process is systematic and organized

- **Effective Group Problem Solving**
  - Wording the discussion question
    - Is it a question of fact, value, or policy?
    - Is it stated clearly?
    - Is it measurable?
    - Does it focus on the problem?

  - Discussing criteria for judging solutions
    - Absolute criteria (must be met)
    - Important criteria (should be met)

Types of Writing

- E-mails
- Letters and Memos
- Agendas
- Reports
- Promotional Material
- Academic Documents
- Research (scientific) manuscript
- White Papers

Presentation Making Slides

1) Text Is Death

2) Use high-contrast fonts and colors

3) Keep Background Images Simple

4) Use animation sparingly

Sure you *can* use a different transition every time but it's incredibly irritating

Some of the purposes of communication are to

- give, get or exchange information,
- use communication to form or to maintain relationships,
- persuade others to think in the way that one does, or to act in the way one wants,
- gain, maintain or exert power over others,
- make decisions about what we think and do,
- express our ideas and ourselves to others, and
- make sense of the world and our experience of it.

2.2.4 Technologies of communication

To accomplish pre-determined ends in the process of human communication, a wide-ranging series of *techniques* and *technologies* are used. Human beings have invented and used technologies to communicate amongst themselves and with animals, 'human language' being one of these technologies. These technologies are peculiarly interdependent. We discuss here some of the important technologies of communication.

Imitation

Human beings imitate the behaviour of others. This process is purposeful, since it allows for the exchange of experiences. Human beings decide upon the purposes of their imitation and use specific techniques for communication like gestures, inchoate language, etc.

Symbols

Symbols constitute a significant means of communication. Some of the most important of these are the use of metaphors, similes, icons, etc. Through symbols, one is able to communicate one's thoughts and perceptions adequately to others.

Language

Written and spoken languages transmit meaning through their use of words, sentences, and grammars. The technique of language use has itself become an important field of study. Various disciplines like linguistics, philology, semantics, phonetics, etc. have emerged to deal with the skills of mastering verbal and written languages, the commonest means of communication.

Print

The invention of the technology of writing in languages using phonetic, ideographic and pictographic symbols greatly contributed to facilitate human communication. Subsequently, print enabled one person/group to communicate with another person or a group of persons on a large scale. Print in the form of books has great potential to communicate the ideas of the writer/author to relatively larger number of readers, and it is more effective for purposes of persuasion than many other techniques are.

Motion pictures

Motion pictures constitute a strong communication technology as they help communicate more effectively by creating impressions that become permanent in the minds of the viewers.

Broadcasting

The technological revolution of the nineteenth century gave birth to the technique of broadcasting. Radio broadcasting was followed by television broadcasting. Broadcasting through both radio and television is one of the most developed mass communication technologies of today, serving even larger audience than the group communication techniques can address.