# Clackamas Community College

## Online Course/Outline Submission System

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## Section #1 General Course Information

**Department:** Business & Computer Science: Business

**Submitter**

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**Course Prefix and Number:** SDP - 126

**# Credits:** 1

**Contact hours**

Lecture (# of hours): 11
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:  11

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Workplace Group Communication

**Course Description:**

Participants will examine and practice the leadership skills necessary to facilitate meetings and learning for the purpose of effective group communication.

**Type of Course:** Career Technical Supplementary

**Can this course be repeated for credit in a degree?**

**No**

**What is the target audience/industry for this class?**

Business

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**No**

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**Yes**

**Have you talked with a librarian regarding that impact?**

**No**

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

**When do you plan to offer this course?**

**✓ Not every term**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**No**

**Will this course appear in the schedule?**

**No**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

DDI: Making Meetings Work
1. describe the role of a facilitator,
2. list the elements of an effective meeting,
3. describe and respond to common meeting challenges,
CCC: Training Others
4. describe the value and benefits of training,
5. write a training plan,
6. demonstrate training.

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*This course does not include assessable General Education outcomes.*

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**Major Topic Outline:**

Facilitating and Planning Effective Meetings
Intervention techniques
Ensuring support
Effective follow-up
The interaction process

Training
Understanding importance of training in the workplace
Prepare and plan for training
Preparing others
Strengthening an organizations quality
Building satisfaction in helping others grow.
Learning Outcomes
Team problem solving activity
Evaluate the activity

**Does the content of this class relate to job skills in any of the following areas:**

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **No** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 0%

**First term to be offered:**

**Specify term**:  Spring 2015

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