
Cooperative Communications Workshop

Stock Agenda

Objectives

1. Understand "cooperative communications" via discussion and interactive exercises.
2. Understand how different media are appropriate for different situations.
3. Learn new things, meet new people, and have fun.

0:00	Opening Objectives, Agenda, Ground Rules Handouts Introductions
0:15	Picture Story – A Communications Game
0:40	What is “Cooperative Communication?”
0:50	1. Listening more carefully and responsively
1:05	2. Explaining your conversational intent and inviting consent
1:10	Break
1:25	3. Expressing yourself more clearly and completely
1:45	4. Translating complaints and criticisms into requests
1:50	5. Asking questions more “open endedly” and creatively
2:00	6. Expressing more appreciation
2:05	7. Focus on learning: practice
2:10	When to Use What Media
2:40	Last Questions and Other Resources
2:50	Closing Comments
3:00	Adjourn

