

GRANDE PRAIRIE REGIONAL COLLEGE

ADULT DEVELOPMENT DEPARTMENT

cm0065

F.91

COURSE NAME: HOW TO TALK SO ANYONE WILL LISTEN AND LISTEN SO ANYONE WILL LISTEN

INSTRUCTOR: Janet Longmate
Office: B302
Phone: 539-2706
Office hours: Tuesdays, Thursdays and Friday
(by appointment or drop-in)

COURSE DESCRIPTION:

This course will help students to acquire and improve the one-to-one communication skills. Develops the skills of active listening and learn to bring about cooperation in a positive and respectful way.

COURSE OBJECTIVES: The student will be able to write about or demonstrate in role play situations skills in the following areas:

- Helping people deal with their feelings.
- Engaging cooperation when interacting with others.
- Conflict management.
- Recognizing and finding alternatives to punishment.
- Encouraging and independence in others.
- Use and abuse of praise.
- Freeing ourselves and others from playing roles.

Each of these topics will be covered during a one week period starting September 9, 1991. Your instructor will go over the exact schedule with you your first class.

GRADING: Grades issued for this class are either CREDIT or NON CREDIT. All assignments MUST be completed to receive a CREDIT grade. All students will have the opportunity to redo assignments to receive a passing grade. Your instructor will outline the marking criteria for each individual assignment. There are no exams in this course so to pass all assignments must be handed in on time. Any assignments handed in late will be docked 5% per day. Please see your instructor if you are having trouble completing an assignment on time.