

communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

QUESTIONS TO ASK YOURSELF ABOUT YOUR COMMUNICATION COMPETENCY

- What courses or training can I enroll in to improve my communication skills?
- Which area of communication (oral, written, digital, non-verbal, listening) do I need to work on the most?
- How well am I able to listen for the meaning of communications I receive?
- Do I see myself instructing, informing, entertaining, or persuading in my chosen career field(s)? Do I need to improve in this area?

WAYS TO DEVELOP YOUR COMMUNICATION COMPETENCY

TAKE YOUR COMM TO NEW LEVELS

___ Seek tutoring and success coaching from Stetson's Academic Success Center

___ Gain your competent communicator certification from West Volusia Toastmasters

___ Visit Stetson's Writing Center to practice and enhance your writing skills

___ Seek feedback from faculty on written, oral, and digital communication assignments

___ Meet with your faculty advisor to select writing intensive and writing enhanced courses

TAKE GENERAL EDUCATION SERIOUSLY

___ Put extra effort into writing and speaking assignments in your General Education courses; they are a great foundation for developing communication skills desired by employers

SOMETHING YOU HAVEN'T THOUGHT OF

___ Consider taking sales courses that develop skills useful across several career areas including fundraising, advocacy, politics, entertainment, and sales

___ Consider taking communication and media studies courses such as public speaking, intercultural communication, or visual communication

___ Learn and practice resume and cover letter writing skills by meeting with a CaPD career advisor

___ Build your professional communication skills through practice interviews and attending CaPD networking events

WAYS TO BEGIN DESCRIBING A SPECIFIC EXAMPLE OF THIS COMPETENCY TO EMPLOYERS & GRAD SCHOOLS

- Spoke confidently to an audience or group
- Wrote concise and powerful messaging using chat, text, email, memo, letter, etc.
- Recognized communication barriers and adjust accordingly to overcome obstacles
- Exercised civility when working through conflict and differences
- Practiced the art of making conversation through interacting with new networking contacts
- Translated complex topics/research to individuals not well-versed in my discipline or area of study
- Advertised and publicized using various marketing channels
- Meticulously proofread and edited written works
- Demonstrated customer service skills including a positive attitude, responding to concerns in a timely manner, and being friendly and approachable
- Provided developmental feedback to supervisees
- Effectively employed variety of audio visual tools when presenting to engage multiple learning styles and enhance comprehension
- Built trust through transparent and authentic communication
- Summarized and accurately reported findings
- Spoke, read, wrote and listened effectively with attention to audience, purpose and context

RATE YOUR COMMUNICATION COMPETENCY

Rate how developed your communication competency is:

1

2

3

4

5

6

7

Provide an example where you developed and applied your communication competency:

CAREER & PROFESSIONAL DEVELOPMENT

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CONNECT



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