

BASIC UNITS OF LEARNING

COMMUNICATION SKILLS

UNIT CODE: HOS/CU/FP/BC/01/4/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Demonstrate Communication Skills

Duration of Unit: 20 Hours

Unit Description

This unit covers the competencies required demonstrate communication skills. It involves obtaining and conveying workplace information, completing relevant work-related documents, communicating information about workplace processes, leading workplace discussion and communicating workplace issues.

Summary of Learning Outcomes

1. Obtain and convey workplace information
2. Complete relevant work-related documents
3. Communicate information about workplace processes
4. Lead workplace discussions
5. Identify and communicate issues arising in the workplace

Learning Outcomes, Content and Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Obtain and convey workplace information	<ul style="list-style-type: none">• Communication process• Modes of communication• Medium of communication• Effective communication• Barriers to communication• Flow of communication• Sources of information• Types of questions• Organizational policies• Workplace etiquette• Ethical work practices in	<ul style="list-style-type: none">• Interview• Third party reports

	handling communication	
2. Complete relevant work-related documents	<ul style="list-style-type: none"> • Types and purposes of workplace documents and forms • Methods used in filling forms and documents • Recording workplace data • Process of distributing workplace forms and documents • Report writing • Types of workplace reports 	<ul style="list-style-type: none"> • Interview • Third party reports
3. Communicate information about workplace processes	<ul style="list-style-type: none"> • Communication process • Modes of communication • Medium of communication • Effective communication • Barriers to communication • Flow of communication • Sources of information • Organizational policies • Organization requirements for written and electronic communication methods • Report writing • Effective questioning techniques (clarifying and probing) • Workplace etiquette • Ethical work practices in handling communication 	<ul style="list-style-type: none"> • Interview • Portfolio
4. Lead workplace discussion	<ul style="list-style-type: none"> • Methods of discussion e.g. <ul style="list-style-type: none"> • Coordination meetings • Toolbox discussion • Peer-to-peer discussion • Solicitation of response 	<ul style="list-style-type: none"> • Interview • Third party reports
5. Identify and communicate issues arising in the	<ul style="list-style-type: none"> • Identification of problems and issues • Organizing information on 	<ul style="list-style-type: none"> • Interview • Portfolio

workplace	problems and issues <ul style="list-style-type: none"> • Relating problems and issues • Communication barriers affecting workplace discussions 	
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Suggested Methods of Instruction

- Direct instruction
- Demonstration
- Practice assignment
- Discussion
- Role play
- Brainstorming

Recommended Resources

- Desktop computers/laptops
- Internet connection
- Projectors
- Telephone
- Report writing templates

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