

# Organizational Communication

## 1 day

### Description

This ILT Series course teaches basic communication terms and organization basics. Students will learn how to communicate effectively, motivate employees, overcome communication barriers, develop leadership habits, understand how communication flows within an organization, develop networks, and identify the roles that individuals fulfill in an organization. Course activities also cover applying technology to organizational communication, discussing innovation and change, examining how environmental context affects communication, and discussing how power and politics affect an organization. Students will also learn how to manage change, stress, conflict, and empower individuals.

### Prerequisites

- *None*

### Course Outline

#### ***Unit 1: Communication basics***

Topic A: Effective communication

Topic B: Organizational management

Topic C: Organization types and characteristics

Topic D: Communication flow

#### ***Unit 2: Leadership and motivation***

Topic A: Communication and leadership

Topic B: Communication and motivation

#### ***Unit 3: Relational context and organizations***

Topic A: Relational context

Topic B: Relationships and organizations

#### ***Unit 4: Technology in the workplace***

Topic A: Workplace technology

Topic B: Impact of technology

Topic C: Technology guidelines

#### ***Unit 5: Context, stress, and managerial tools***

Topic A: Environmental context

Topic B: Stress and communication

#### ***Unit 6: Innovation and change***

Topic A: Aspects of innovation

Topic B: Aspects of change

#### ***Unit 7: Power, politics, and diversity***

Topic A: Power and communication

Topic B: Diversity and communication

Topic C: Empowerment and communication