



**Continuing Education  
Workshop Syllabus**

**The Elevated Communicator Book Study**

Credit Hours: 1	Facilitator: Cristy Worthington, M. Ed.
Date(s): Ongoing	Facilitator Email: <a href="mailto:contact@sspd360.com">contact@sspd360.com</a>
Time (direct instruction): 0	Office Phone:
Anticipated length of time to complete assignments outside of direct instruction: 16	
Service Center:	Website:

**Workshop Description:** Readers will understand the key to clear and effective communication begins with understanding their own personal communication styles. During the study, the student will learn new strategies to manage communication under stress and practices to improve communication style to care for their well-being and reduce conflict. The book study will stress the importance of needing to identify what drives us, how we affect others, and how our well-being affects our communication. Once the individual recognizes this then they can close communication gaps to create an improved and healthy balance.

**Activities (10 hours total):** Read 205 page book - **6 hours** & additional 7 supporting articles and videos - **4 hours**

**Supporting articles assigned in specific course sections to compliment book chapters:**

[10 Ideas to Elevate Up](#)

- Communication Skills: Importance for Teachers, Students, & Employees
- Effective Communication between Teachers and Students in the Millennial Era to Create Students’ Self Regulation Capability in Learning
- School Administrators’ Communication Skills as a Predictor of Organizational Silence
- The Importance of a Principal As a Communicator
- Communicating with Parents: Strategies for Teachers

**Supporting videos assigned in specific course sections to complement book chapters:**

- Effective Communication Skills for Teachers (53 minute video)
- Communication with Clarity with DeSoto Superintendent Clay Corley (10 minute video)



**Required Assessment (6 hours total)** - Readers will take two assessment quizzes (one at the beginning and another at the end) to identify their communication style (1 hour). There are five-section assignments (3 hours) and one final assignment (2 hours).

Assessment Quizzes (beginning & end): <https://conscious-company.com/the-elevated-communicator>

Section Assignments - each section will have three response questions. The educator will explain, discuss, or provide examples of specific topics as discussed in the book and articles: personal communication style, communication that strengthens relationships, active listening, and implementation plan for a new communication style.

Final assignment: 6 response questions

Example: The book study is a practical guide for educators' intent on implementing meaningful change to their teaching, mentoring, and/or leadership practices through improved communication skills.

Reflecting on the book and assigned articles, discuss what practices you plan to adopt, why, and how and when will you implement them?

## **Course Policies and Guidelines:**

### **Documented Disability**

If you need special accommodations, notify the course instructor the first day of class.

### **Honesty Policy**

It is expected that all candidates do their own work. In accordance with the mission and beliefs of the University, academic dishonesty in any form will not be tolerated. Such behavior may result in a grade of "F" on the particular assignment or a grade of "F" for the course. Use your own words and sentences in all work.

### **Late Work Policy**

Due to the abbreviated nature of continuing education courses, no late work is accepted.

### **Attendance/Participation**

Attendance/Participation is vital to building a learning community where students support and inform each other. You are expected to attend all classes for the course/workshop. Failure to attend class sessions will result in a non-grade.

Participation during courses/workshops includes contributing to class discussions, responding to the required readings, sharing experiences, and actively contributing to group learning outcomes. This is applicable to both on-land and online courses/workshops.