

Stanford | Continuing Studies

Course Title: Communication Essentials for Work and Life

Course Code: COM 101

Instructor Name: Matt Abrahams

Class Schedule and Recording

Meeting days and times: Tuesdays, 5:30 - 7:00 pm PT

Meeting location: Online (Zoom link will be provided to enrolled students closer to start date)

Class sessions will be recorded.

Course recordings will be available for three weeks after the quarter ends.

How This Course Works

This is a large-enrollment course made up of lectures, guest speaker presentations, and/or panelist discussions. Students can submit questions for Q&A.

Assignments & Coursework

Readings and course materials will be posted in Canvas.

Grade Options and Requirements

This course offers a digital certificate to students who earn Credit.

- No Grade Requested (NGR)
 - This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.
- Credit/No Credit (CR/NC)
 - Attend, or watch the recording of, 7 of 8 class sessions

***Please Note:** *If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose either the Letter Grade or Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.*

Target Audience and Prerequisites

This course is for anyone who would like to improve their communication skills

Learning Objectives

Students will:

- Examine, understand, and apply the basic theories and tenets of communication
- Develop skills in preparing, organizing, and delivering effective communication
- Diagnose, evaluate and suggest communication improvement strategies.
- Enhance critical thinking skills by reflecting and evaluating communication

Textbooks/Required Materials

Optional (not required):

Think Faster, Talk Smarter: How to Speak Successfully When You're Put on the Spot by Matt Abrahams

Acting With Power by Deb Gruenfeld

Connect: Building Exceptional Relationships with Family, Friends, and Colleagues by David Bradford and Carole Robin

Made You Look: How to Use Brain Science to Attract Attention and Persuade Others by Carmen Simon

Get to the Point! Second Edition: Simplify, Sharpen, and Sell Your Message by Joel Schwartzberg

Finding Confidence in Conflict: How to Negotiate Anything and Live Your Best Life by Kwame Christian

Moments of Impact: How to Design Strategic Conversations That Accelerate Change by Lisa Solomon

Tentative Weekly Outline

Week One

Memorable Communication

Week Two

Being Clear, Concise, and Engaging

Week Three

Story Telling

Week Four

Facilitation and Event Design

Week Five

Interpersonal Communication

Week Six

Spontaneous Communication and Power

Week Seven

Pitching

Week Eight

Negotiation