

# DECEMBER

2023

## learning opportunities calendar



### EFFECTIVE COMMUNICATION

Clarify team member role(s), projects, and tasks through effective communication across all mediums.

Email [tmhelpdesk@oa.mo.gov](mailto:tmhelpdesk@oa.mo.gov) with questions

#### WEEK 1: DECEMBER 4 - 8

Video: The Three Pillars of Effective Communication - 26m

Article: Speaking Without Words - 15m

Video: Speaking with your Peers - 2m

Video: Communicating through Conflict - 5m

#### WEEK 2: DECEMBER 11 - 15



Effective Communication ENGAGE Blog Post - 15m

Video: Critical Thinking for More Effective Communication - 46m

Video: Communicating with Intention - 3m

Video: Effective Communication is About What You Hear - 3m

#### WEEK 3: DECEMBER 18 - 22

Video: Communicating in the Language of Leadership - 15m

Live Training

Effective Communication Tawny Brown (MODOT)  
December 19 from 10 am - 11 am  
[Register Here](#)

Article: Effective Strategies to Improve Your Communication Skills - 15m

#### WEEK 4: DECEMBER 25 - 29

Article: 8 Ways You Can Improve Your Communication Skills - 15m

Video: The Key to Good Communication: Your Audience - 21m

Article: Tips for Effective Communication in the Workplace - 15m

Don't forget, any learning outside of MO Learning needs to be logged in the Team Member Training Portal in ESS. Need help logging your time? Watch this [MO Learning video](#) to learn more!

 *supervising leader*

 *all leaders*

 *non-supervising leader*