

**Course Name** Communicating as a Leader

**Credit Hours** 4 Hours

**Course Description** This online course will impart a variety of leadership and communication tools and tips, as well as outline the importance of how better communication and leadership can improve our personal and professional life. It also identifies the primary goals of communication needed to add value and benefit to tasks performed. Lastly, key expectations like communicating effectively and efficiently are covered.

**Learning Objectives** At the completion of the course, licensees will be able to:

* Recognize effective communication as a complex, multifaceted skill and outline skills and strategies to communicate effectively.
* Explain effective presentation strategies, with an understanding of audience.
* Identify types and benefits of new technology used to communicate with teams and stakeholders based on their needs.
* Describe best practices for conducting effective team meetings and one-on-ones.

**Course Timed Syllabus** Attached

**Method of Presentation** This online course uses text and graphics. Multiple choice questions are used to test how well the student understands the material. Each answer choice has a response which tells the student whether the selected answer is correct or not. A running score is displayed so each person can track their progress through the class. The learning event is asynchronous and formatted as a visual lecture.

**Schedule and Location** This course may be taken at any time at

www.JadeLearning.com. The student may sign in and out of the course as many times as needed to complete the course.

**Attendance Verification** This course uses personal identification questions to verify attendance. A set of five simple personal ID questions are asked of a licensee before they start a course and then again, randomly, throughout the course (at least one question is asked every 30 minutes). All questions have four preset answer choices. The licensee must answer in the same way as they did at the start of the course to be able to continue training.

This course employs an inactivity timer, which will automatically log a licensee out of the training if the system does not sense a mouse click within 30 minutes. At the end of the course, the licensee must affirm their name, that they are the one who completed the course, and verify that their registration information is correct.

**Method of Evaluation**  The licensee must complete all 50 multiple choice questions with a score of at least 75% in order to get credit for the course. Question choices are randomized, so each participant will have a unique testing experience. The course is also timed; participants will not get credit until they spend at least 200 active minutes in the course. Lastly, this course is set up to allow users to go back through the section questions and re-answer questions while they meet the time requirement.

**Online Review Access** To review this course, go to www.JadeLearning.com. Click on the orange Login button on the top right and sign into the learning system using the login information below.

Username: UTEtester

Password: UTEtester

**Instructor(s)** Jerry Durham