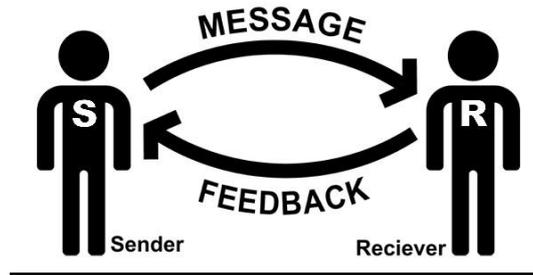


Blackbelt 'Warrior' programme.



Student name;

Training venue;

Communication-

speaking politely to people, LISTENING to people and understanding what they mean.

Month 1 task

Many of the problems in the World today are caused by one person (or group of people) not understanding or even trying to understand another person (or group of people). If you learn how to communicate well, you will have a big advantage over many people.

The first skill to learn is LISTENING PROPERLY. That doesn't mean listening to the first one or two words that someone says and then thinking you understand all that they are saying, so not really bothering to pay attention to the rest. Your task for this whole month is to LISTEN FULLY to what people say and then check that you understand it. One way to understand it is to ask a question about what the person said.

So, when people speak to you this month, stop your brains doing or thinking other things and FOCUS on what is being said. Ask yourself "do I understand?"

If you do think that you understand, repeat it back to the person to check.

If you don't understand, ask them to explain again.

You need to practice this as very few people do it naturally, most people are not listening, they are just waiting for the person speaking to stop, before blurting out a lot of words of their own.

Tell me about, at least, 5 times this month that you have managed to do this.

1.

2.

3.

4.

5.

Month 2 task

This month's task is easier than last month's but it means you get to practice what you did last month for this month too.

Now that you have learned how to 'listen properly' I need you to practice PAUSING before you reply.

So maybe someone says to you something like—

"I hate tennis, its really boring."

Instead of immediately replying with your answer, I want you to pause, maybe count slowly to 5 in your head, then give your reply.

Let me explain why.

When one person (let's call him Fred) speaks and, as soon as Fred finishes, his mate George starts speaking, Fred can often get the feeling that George wasn't really listening. He was just waiting for an opportunity to say what he wanted to say. This is what little children do soon after they learn to speak and express themselves. The trouble is, some people never grow up and keep doing it all their lives.

Learn to be different, learn how to listen. When a person finishes saying something important, you pause, maybe you stroke your chin, maybe you put your head on one side a little to think for a

second, then you either say that you understand (or agree) OR you ask a question OR you ask the person to explain a little more please to help you understand.

This will take practice to get right but its worth doing, you will make fewer mistakes and more friends. Tell me about 3 examples of you doing this below.

1.

2.

3.

Month 3 Task.

For some of you (the chatterboxes) this month's task will be easy, for the shy ones, it will be more challenging. But challenges are good because they help us to become better.

This month you need to practice speaking sensibly and confidently to people. Looking the person you are speaking to, in the eye and saying everything that you need to say. I would very much like you to do this with someone who is NOT your best friend or a family member.

You can start a conversation by asking a question that cannot be answered with yes or no. Maybe something like; "Good morning, how are you today?"

The person may be happy to speak to you and answer you nicely. If they do, ask them a question about the answer they give you.

So, if the reply with; "Good morning I'm good today thanks."

You could say; "I'm pleased, do you have a special reason for feeling good or are you always happy?"

Now you have allowed the person to give a 'yes' or 'no' answer so that they can finish the conversation if they want to. They may however, continue to chat with you. Either way, you have achieved your goal. You have started a polite conversation, this is very good for your confidence AND your communication skills.

The other person MAY not answer you nicely. Don't worry if this happens, people have lots going on in their lives and they may be busy or stressed. You tried; it didn't work out this time, just move on and try again with another person when you get the chance.

You need to tell me about 3 times that you have successfully carried out this task.

1.

2.

3.

Well done, I'm proud of you.