



Course Name: Communication - 5 Ps (part 2 Preparation)

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Course description:

Because effective communication is difficult, we have to work daily to improve this skill. Improving this skill requires preparation and this class focuses on making proper preparation. We are talking about planning. We need a plan. Improvisation cannot always be avoided, but when we prepare through planning, we can make a big difference in what and how we communicate. When this happens, leaders communicate more effectively with others.

Course Objectives: By the end of this class students will have:

- A. Identified a minimum of five ways to prepare for better communication.
- B. Examined two individuals God prepared for communicating His message.
- C. Thought about four ways we can improve in this step of preparation.

Outline of the class:

- A. Divide the class into groups of three or four. Take about 10 minutes to allow each group to list 4-5 ways we can prepare ourselves for better communication.
- B. After each group is finished, ask them to share their lists one at a time until everyone has used their suggestions. A few possibilities to add, if they are not mentioned, are below.
 - 1. One of the best ways to prepare for better communication is think before writing or speaking. Think about what you want to say before you say it. Saying whatever comes to mind as it comes to mind may be destructive.
 - 2. Take time to gather all the information possible related to the subject that will be discussed.
 - 3. Write down what you want to say in detail so you do not miss any area of importance.
 - 4. With great urgency, consider the individual(s) involved in the discussion or we communicate with in this situation.
 - 5. Perhaps it would do us all good to say it out loud. Sometimes just saying something out loud helps us hear what it sounds like to others.
 - 6. Reading books, blogs, articles, etc. or listening to lessons about communication styles and techniques can be helpful.

7. Another positive habit to develop is asking for help or feedback from others about ways to improve.
- C. Ask the class to think about the following two individuals from the Bible and how God prepared them to communicate His message to the people.
1. Moses
 - a. Although educated in all the ways of the Egyptians (Acts 7:22), Moses claimed he was not eloquent in speech: Ex. 4:10
 - b. Listened to the One who called him in the wilderness: Acts 7:33-35
 - c. Grew by experience: Ex. 5:1 - 20:26
 - d. He developed a personal relationship with God: Ex. 33:15-23; 34:29-35
 - e. Spoke what God gave him: Read about any section from Deuteronomy (Moses' last sermon - 30 days)
 2. Paul
 - a. Paul claimed he was not eloquent in speech (1 Co. 2:1-5), but he believed: 2 Co. 4:13.
 - b. As a Pharisee, Paul received training: Acts 23:6
 - c. Paul developed a personal relationship with God/Christ: Ph. 3:7-16
 - d. Spoke what God gave him: Ep. 3:3-5; Ga. 1:11-12
- D. If time permits, ask each group to provide one or two steps to a plan that will help us improve in our ability to communicate more effectively? Take 4-5 minutes.
- E. Once completed, ask everyone to share. A few ideas, if not mentioned, are below.
1. Regardless of our physical abilities, we need to begin with a closer, more personal relationship, with the One who made our mouths.
 2. Develop a greater passion for the Lord and a deeper faith in His word. We tend to talk about what we believe the most and are most passionate about.
 3. Get some training. Plenty exists, just ask for an opportunity to train.
 4. Speak what God has provided in His word.

Conclusion:

- A. In our lesson today, we discussed several areas related to preparing ourselves with a plan to improve our communication skills. We looked at two men from the Bible and how God worked to prepare them for the task.
- B. We also discussed a few ways to establish a plan that provided steps to improve our ability to communicate.

- C. In the next lesson, we will continue our journey to improve communication by examining the next section of the 5 Ps, Pay attention.