

MIT OpenCourseWare  
<http://ocw.mit.edu>

15.281 Advanced Managerial Communication  
Spring 2009

For information about citing these materials or our Terms of Use, visit: <http://ocw.mit.edu/terms>.

**15.281 Assignment**  
**Team Project: Class and Team Self-Assessment**

For this assignment, the class will divide up into five teams, each of which will be responsible for planning and conducting a 75-minute class segment. After you have conducted the class, you will write a team analysis of your team's process in organizing and running the class.

**Class Session**

Your team should choose some communication topic on which you would like to conduct a 75-minute class session. Possible topics include business-media relations, negotiation and conflict resolution, appraisal interviewing, handling difficult situations such as firing an employee, corporate crisis communication, intercultural communication, and gender differences in communication styles. Once you have chosen a topic, you should decide how you want to approach it in class. Choose and distribute readings, if appropriate, and devise classroom activities such as role plays, discussion, presentations, cases, or outside visitors. The TAs and professor will be available for consultation, but you will be responsible for preparing the class session.

**Guidelines**

**Form:** 75-minute class segment on a communication topic  
**Due:** LEC 14, 15, 16, 19, or 20  
**Grade (team):** 10% of course grade, based on appropriateness of topic to course and time limit, effectiveness of activities, coordination of class.

**Team Analysis**

After you have conducted the class, your team will write a single memo to me analyzing your team's *process* in coordinating your class and *product* (the class itself). In discussing your process, consider how your team decided on the topic and elements of your class. How did you make the decision? How did you divide up the relevant tasks? What changes in your team process would have made this team task easier? In discussing your product, explain your team's goals for the class, then analyze how well the class you conducted achieved those goals. Did your classmates react to your materials and instructions as you expected? Did parts of the class take more or less time than you had allocated? What did you learn from this experience?

**Guidelines**

**Form:** Memo, 3 pages, single spaced  
**Due:** One week after your class segment  
**Grade (team):** 10% of course grade, based on acuteness of analysis, adequacy of evidence, organization, clarity, and effectiveness