



Creating Effective Groups, 4th Edition

The Art of Small Group Communication

By Randy Fujishin

ISBN 9781538164440
Price: £32.00
Imprint: Rowman & Littlefield
Feb. 2023 • Paperback
Size: 7¼ x 10% • 232 pages
Subject: Business & Economics
(Communication Studies)

This practical book gives students the fundamental knowledge and skills necessary to communicate more effectively and interact more productively in the small group setting. With the help of this book, any group member can learn the skills necessary to participate in and lead a task group in an effective, productive, and healthy manner. The fourth edition features new content on communicating within virtual groups and conducting online meetings.

Contents

Chapter 1: Working in a Group

Working in Groups
Four Elements of a Problem-Solving Group
The Small Group as a System
The Power of One
Characteristics of Groups
The Power of Diversity
Individual and Group Exercises

Chapter 2: Discovering Yourself

Being Open to Self-Discovery
Spending Time by Yourself
Self-Discovery Inventories
Speaking Kindly to Yourself
Accepting Yourself
Accepting Others
Critically Thinking About Yourself As A Communicator
Individual and Group Exercises

Chapter 3: Expressing Yourself Clearly

Communication Is a Learned Behavior
Five Roles That Prevent Clear Expression
The Communication Process
I-Statements
Four Levels of Communication
Gender Differences in Conversational Strategies
Guidelines for Speaking Clearly
Reducing Anxiety When Speaking
Defensive vs. Supportive Group Climates
Individual and Group Exercises

Chapter 4: Listening for Understanding

The Importance of Listening
The Process of Listening
Poor Listening Styles
Barriers to Listening
Acceptance

About the Author

Randy Fujishin is the author of seven books in the fields of communication, human relationships, and ministry. He has taught Communication Studies at the college level for more than thirty-five years. In addition to teaching, Randy has worked as a family and child therapist and is currently a featured speaker for the high-tech industry and religious organizations throughout the western United States. Most important, Randy is a loving husband, dad, and grandpa.

*Prices are subject to change without notice.

For orders and enquiries, please contact us: