OVERVIEW:

Part 1

• What is communication?
• Why is it important to you?
• What will we do in this class?
• How can you improve?
OVERVIEW:

Part 2

• What is collaboration?
• Why is it important to you?
• What will we do in this class?
• How can you improve?
KEY PRINCIPLE 1:

We are always, *always* communicating.

(What do you convey?)
(What do you intend to convey?)
(What do you want to convey?)

(How does this affect your work?)
KEY PRINCIPLE 2: PART CONTENT, PART RELATIONSHIP

Autonomous Passenger Vehicles: McGraw Hill 2010 Yearbook of Science and Technology
- Dr. Seth Teller

Credible, meticulous, honest, creative, informed....

(How does this affect your work?)
I would like to enroll. Thanks!

Yes, I would like to accept my place in 6.141.

Hi,

I'm super excited to take 6.141 -- I'm definitely accepting my slot!

Thanks,

I accept this slot.

Hi,

Thanks! I'd like to accept my position.

Cheers,

Professor Teller and staff,

Thank you for the position. I accept!

Yes I accept my spot.

Hi,

Yes! I accept this spot

Hello,

I accept my place in the class. Thank you.

Thanks, I accept this place in 6.141

Prof. Teller,

Yes, I accept this slot. Looking forward to the semester.

Thank you professor for the offer. I do accept the offer.

Yes please

Yes, I want my spot in 6.141.

Thank you.

Hi,

I definitely would like to accept. I'm super excited to be taking 6.141 this term.

Thanks!

This email is to confirm my acceptance of a spot in 6.141.

Thank you.

I accept the spot.

I'd like to confirm that I accept. Thanks!

I replied to this message at 8:30 from my tablet but I can't tell if it went through. The message said that I accept my slot

Thank you! I accept.
KEY PRINCIPLE 3:

We (people) tend to have judgments and opinions. About everything. All the time.

(How does this affect your work?)
KEY PRINCIPLE 3: CLARITY IS ELUSIVE

(How does this affect your work?)
(How does this affect your work?)
Engineers were asked how they really spend their time.

<table>
<thead>
<tr>
<th>Activity</th>
<th>% Work Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talking</td>
<td>70%</td>
</tr>
<tr>
<td>Writing</td>
<td>18%</td>
</tr>
<tr>
<td>Engineering</td>
<td>53%</td>
</tr>
</tbody>
</table>

MIT Alumni office

S14 RSS Comm & Collab given - February 14, 2014
Writing

- Challenge Design Exercise (CDE)
- Challenge Design Document:
  - outline (CDO) and final (CDD)
  - individual component to each
  - team component to each
  - revision option
- Individual Reflective Report
Presentations

- Five lab briefings with your team
- One debate with a partner
Collaboration

- Self-assessment
- Team guidelines
- Brief assignments
- Final self-assessment
Grading Criteria

Subject grades are formed from a weighted average as follows:

- Lab Quality, Wiki, Briefings: 35%
- Team Challenge Design & Proposal: 10%
- Challenge implementation and performance: 30%
- Debate Performance: 10%
- Participation in Lecture and Lab: 5%
- Initial ideas and Reflective Report: 10%

Each of the components above incorporates both technical performance and communications effectiveness.
HOW WILL YOU IMPROVE?

- Participate in class
- Participate with each other
- Experiment (risk, be uncomfortable, make mistakes)
- Ask questions
- Observe
- Ponder
One-Minute Stretch!
**Squawk:** “Left inside main tire almost needs replacement.”

**Reply:** “Almost replaced main tire.”

**Squawk:** “Test flight OK, except autoland very rough.”

**Reply:** “Autoland not installed on this aircraft.”

**Squawk:** “#2 propeller seeping prop fluid.”

**Reply:** “#2 Propeller seepage normal.”

**Squawk:** “#1, #3 and #4 propellers lack normal seepage.”
Collaboration Components

Me

You
Collaboration
Challenge #1

What can we know about Me You
Emotional Intelligence Framework

- Self Awareness
- Social Awareness
- Self-Management
- Relationship Management

Positive Impact On Others

Daniel Goleman, *The Brain and Emotional Intelligence*
Collaboration
Challenge #1:

close your eyes (just for a minute)

How does that affect your collaboration?
Collaboration Challenge #2:

Our self-awareness is inherently skewed.

How does that affect your collaboration?
Collaboration
Challenge #2:

We are hard-wired for fight or flight.

How does that affect your collaboration?
MIT Professor Rebecca Saxe has shown that the TPJ is active when you think about other people’s thoughts!
So what happens when you perceive others?
*based on past, interests, training, culture, mood, need, etc....

data comapre select* evaluate
right wrong stupid smart good bad

Chris Argyris and Peter Senge dubbed this the “ladder of inference.”

So a large part of developing self-awareness is becoming aware of yourself leaping up your ladder of inference, then learning to slow yourself down, and eventually to evaluate more objectively.
AN INFLUENTIAL PERSON:

• **listens** more than they advocate their own views;

• **knows** about the **people** they work with, their likes and dislikes;

• is seen as understanding, or **empathetic**, rather than as persuasive or articulate;

• is seen as **flexible**, open to new ideas, able to be influenced;

• **talks openly** and directly, rather than keeping their views “close to the vest”;

• builds a **network** and uses it.

Source: David Burnham, BurnhamRosen Group, personal communication
HOMEWORK

• Fill out the self-assessment online by 11:59 on Tuesday

• By Friday class time, summarize your self-assessment with your teammates:
  • what are three or four things that you want to work on with regard to your communication in this class?
  • what are one or two things about collaboration that you want to improve this term?