### LECTURE OUTLINE


<table>
<thead>
<tr>
<th>Week</th>
<th>Beginning</th>
<th>Topic</th>
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| 1    | 4 August  | Subject Overview  
Communication and the Workplace  
Individual experience  
Mohan et al., pp. 9-20 |
| 2    | 11 August | Video ‘Cross talk’  
Intercultural Communication  
Mohan et al., pp. 391-3 |
| 3    | 18 August | Dissatisfaction in the workplace  
Improving workplace communication  
Mohan et al., 366-90 |
| 4    | 25 August | Reviewing the Career Bridge Mentoring Program |
| 5    | 1 September | Surviving the Workplace  
Rosemary Eckholm  
Director, JobShift P.L. |
| 6    | 8 September | Harry Markou, Graduate Engineer  
Simone Cocking Graduating Student  
Writing on line applications, preparing for interview |
| 7    | 15 September | Graduate Presentations |
| 8    | 22 September | Non-verbal language and the interview  
Mohan et al., pp. 91 & 427-32  
Video ‘Why Ask Me That?’ |
| 9    | 6 October | Communicating in a group  
Mohan et al., 459-532 |
| 10   | 13 October | Eve Anderson, Researcher Monash University, Executive Officer NTEU, VUT  
Know Your Rights |
| 11   | 20 October | Exam Revision: Lectures |
| 12   | 27 October | Exam Revision: Writing the Exam Paper |

**MID SEMESTER BREAK** 29 September – 3 October