The ability to communicate effectively with superiors, colleagues, and staff is essential, no matter in what industry you work. Excellent communication skills will help you boost confidence, get hired, land promotions, and become successful throughout your career as a professional.

Every job requires adequate communication skills; professional success and promotions are impossible without them. Communication requires more than listening, speaking, and interpreting. When the professional world describes communication skills, it refers to four primary skills and supportive skills.

The primary communication skills are:

**Verbal skills.** What you say and how you say it.

**Listening skills.** How you comprehend and understand, rather than waiting your turn to talk.

**Writing skills.** Clear and concise written description.

**Technological communication skills.** Your ability to communicate in a variety of ways through social media, email, telephone and more. Strength and weakness of alternative communication media and choosing the medium appropriate for your audience.

The supportive skills are:

**Critical thinking skills.** To logically think on a higher level to define a challenge and its desired solution.

**Multitasking skills.** Establishing priorities and managing your time. (CONTINUED ON PAGE 2)
(SEE “THE VALUE OF TRANSFERABLE COMMUNICATION SKILLS” PAGE 1)

**Teamwork skills.** Collectively working with others to reach a common goal.

Let’s use these valuable skills!

Happy Holidays and Happy New Year 2019

Félices Fiestas y Próspero Año Nuevo 2019

Joyeuses Fêtes et Bonne Année

SIU Department of Workforce Education and Development
The Chair’s Message

Is it December already? I hope all of the current students had a wonderful semester and have an even better Winter Break!

Congratulations to our graduates from Joint Base Charleston in South Carolina and Naval Air Station Jacksonville in Florida! We also had the Carbondale Commencement on Saturday, December 15th! I am so happy that each of you has fulfilled your educational goals and hope the WED degree catapults your career to new heights!

This newsletter highlights soft skills that we may take for granted in the workplace. Effective communication, critical thinking, multitasking, and teamwork are necessary for workplace success. As we enter this next year, let’s listen more intently to our coworkers, subordinates, and supervisors; reflect on what we hear and see before acting; manage our time and duties more efficiently; and collaborate with others from diverse backgrounds more deliberately.

Please know that there is still time to apply and be admitted to our Master of Science in Education in Workforce Education and Development program! If you live at least 50 miles from Carbondale, you may take your courses online and via videoconferencing technology. Please contact wedadvisement@siu.edu with your questions or go to the Graduate School to apply!

I wish you a wonderful and peaceful holiday season! Happy New Year to each of you!

Cynthia Howard Sims

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SIU Career Development Center

Take advantage of the free student resources

Prepare thoroughly for your job search and take advantage of free services, such as:

- Creating a resume
- Critique by email
- Telephone and Skype appointment

To utilize the following resources, sign up by clicking on each title:

- Handshake Mobile (iOS) to discover jobs
- Interview Stream Prep

To learn more about SIU Career Development, click here.
Southern Illinois University held fall commencements at Joint Base Charleston, South Carolina and Naval Air Station Jacksonville, Florida this month. SIU celebrated the ceremony together with Park University at JB Charleston, where David DiLalla, Associate Provost for Academic Administration represented SIU. Dean Matthew Keefer, College of Education and Human Services, represented SIU at Jacksonville. WED proudly congratulates all our graduates for their great efforts and accomplishments!

Following are some pics from both commencements, including the Carbondale commencement.

**Magna Cum Laude at Joint Base Charleston**

Richard Bullock, retired chief master sergeant, US Air Force, graduated from B.S. in Workforce Education and Development as a Magna Cum Laude at Joint Base Charleston.
Ssgt Rheanna J. Revelle, Scott Air Force Base student, was awarded the Non Commissioned Officer (NCO) of the year for the 126th Maintenance Group, 126th Air Refueling Wing.

Staff Sergeant Rheanna J. Revelle is the 126th Maintenance Group Commander Support Staff, Scott AFB, Illinois. Sergeant Revelle advises and assists the Group Commander, Squadron Commander, and other Senior Leaders within the 126 MXG. She assists in matters concerning all administrative functions and personnel welfare for more than 326 Total Force Association members from the Guard and Active Duty components. She also advises 4 units within the MXG on directorates and special staff members on personal affairs, adjudicates complaints and coordinates with various base agencies.

SSgt Revelle was born in Wichita, Kansas. She graduated from Wichita Northwest High School, Wichita Kansas in 2009 and enlisted in the United States Air Force in January 2012. SSgt Revelle completed technical training as a Food Service and Hospitality Management apprentice at Fort Lee, Army Base in December 2012 and was assigned to the 184th Intelligence Wing, McConnell AFB, Kansas. She got married in 2013 and moved to Barksdale AFB, Louisiana to join her husband, who was an active duty member. From February 2013 to December 2015, SSgt Revelle was stationed at Carswell Joint Reserve Base in Ft. Worth Texas, where she worked in Food Service and as a fitness apprentice. Then the Air Force brought her to Scott AFB, Illinois where she worked as a fitness journeyman from December 2015 to October 2017. Her background includes diverse duties in the services career field and the personnel career field as a commander support staff. We are so proud of you, SSgt Revelle!
December 2018 — Important Dates

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Monday, 12/24</td>
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<td>Tuesday, 1/1/19</td>
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Office of the Bursar
For a complete listing of courses through Spring 2019, visit registrar.siu.edu and select Schedule of Classes Search. For SIU events, click on Events Calendar. For other calendars, click on calendars, and click on Graduate School for Dates and Deadlines.

“I work for a defense contractor as a training specialist, designing, developing and delivering training for surface ship maintenance project team members. My WED degree, and follow on M.S. in adult education, gave me the knowledge to create and maintain a workforce development program that is deployed around the globe.” – Paul Bennett, training specialist, McKean Defense Group, Grand Canyon University, Virginia Beach, Virginia

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Want to submit an article/ideas?
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