

Communication

The topic should be known in beforehand “Teaching”. The topic goes hand in hand with seminar “Showmanship”.

Seminar content:

- Aspects of Communication
- Communication with other associations
- Communication with other leaders
- Communication with non-dancers
- Communication with your dancers
- Written information
- Interaction with your dancers
- Advertising our activity
- Communicating in different ways
- Business communication

Aspects of Communication:

- Advertising / Leadership / Business Communication / Showmanship
- Elements: Send / receive information – people involved – time and place / context

Communication with other associations

- find out what associations there are, also of related activities
- international and regional cooperation
- exchange material (library)

Communication with other leaders

- at seminars, special dances, conventions etc.
- visit each other's clubs, have co-leaders
- exchange your view, choreo, teaching methods, problems
- share your experience (especially with new leaders)
- don't be afraid of "competitors", we all have our strengths and weaknesses
- share books and videos, material on teaching

Communication with non-dancers (potential dancers, at exhibitions)

- Avoid our technical terms
- Even while communicate with class members – teach our technical terms

Written information

- Handouts for your dancers (cue sheets, Class material)
- publications: get your dancers to know magazines, newsletters, internet sites about dancing

Interaction with your dancers

- Conflicts / leadership
- Control the use of slang and used language
- learn to listen to your dancers, teach your dancers to listen
- define, then solve problem
- praise your dancers
- What could be the reasons if people don't listen to you?
- showmanship
- talk to your dancers / after parties ("informal" setting)

Advertising our activity

- Written information about your group / activity/ classes / newspaper articles
- Written information for people who present you on a stage.

You are communicating in different ways

- with words on stage / off stage
- how you are speaking: speed, voice, gestures, posture, etc.
- how you act (chewing gum, looking bored)
- how you are dressed
- Body Language/Body odor/ Body proximity

Business communication

- contracts
- flyers, business cards
- websites / Internet Chet

Literatur

Nr ECTA Bibliothek	Autor	Titel	Verlag/Jahr/Info
---	Walter Simon	Grundlagen der Kommunikation	GABAL Verlag
---	Wolfgang Zielke	Sprechen ohne Worte	ISBN 3-478-02882-5
---	Hans-Michael Klein	Benimm im Business	Cornelsen Verlag
	Prof. Max Lüscher	Signale der Persönlichkeit	

Rev. Nr.	Changes	Release	Contrib.	Date
1.	First merge			
2.	Separation from documents with all topics in single documents with reviewed layout		CW	2010/01/24
	Review		EH	2012/03/01
3	Review – add business cards		EH	2013/12/06
4	Review – no changes		EH	2014/11/12
5.	Review: no changes		EH	2015/04/24
6	Review: no changes		EH	2016/11/19
7	Update website	1.5	EH	2018/04/19
8	Literaturliste	1.5	EH	2018/09/25
9	Reihenfolge Seminarbesuch, Ergänzungen Keywords	1.7	EH/DP	2022/Jan