**Office Aide 1**

We have embarked in a “new normal” way of learning. This may be causing frustrations and stress within yourself and/or others. Please remember how you have been learning about perception and point of view. We all will navigate this new distance learning in a different way and all ways are “okay”. Always check your biases! It is important to get the “real” story. Active listening is a great way to improve communication, especially when we are all feeling some stress. It is also the most important tool you will learn in communicating with others. Below you will find your assignments and how we will meet. Always feel free to send me a Remind message or email me at [IAvila@dadeschools.net](mailto:IAvila@dadeschools.net)

And remember, you can go to the website or to the Teams room. Your Teams room is named “OFFICE AIDES.” It is where we will meet!

**We got this!**

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| **Introduction to Active Listening** | **Discussion with me. We will meet in the Office Aides Team Room. I will set up 2-3 days. It will be your responsibility to attend or contact me via Remind if you cannot attend.**  **Meeting Date: The Week of: April 13th** |
| **Watch the following Video on Active Listening.**  **Active Listening: Katie Owens at TEDxYouth@Conejo**  [**https://youtu.be/WER63AY8zB8**](https://youtu.be/WER63AY8zB8)  **Summary of the video.** | **Due April 22nd**  **We will discuss where to send it to when we meet.** |
| **Read the document on Active Listening and give 2 examples of each of the following.**  **1 Grade for Open Ended Questions**  **1 Grade for Clarification**  **1 Grade for Paraphrase** | **Due: April 29th** |
| **Q & A on Active Listening. New assignments may be given.**  **Discussion with me. We will meet in the Office Aides Team Room.** | **I will set up 2-3 days. It will be your responsibility to attend or to contact me via Remind if you cannot attend.**  **Week of: May 11th** |
| **Other assignments will be given, some will be simple participation grades. Monitor and respond to your Remind messages.** | **Ongoing** |