

Instructions for Minute for Your Thoughts Assignment

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Overview: Managers of organizations have a lot to juggle, and often this means that they communicate with many, many different people in a day's time. Each week, you will "put on your manager's hat" for a minute (or two, if you like) and discuss one of the scenarios from the weekly (except during midterm and finals week) chapter in a recorded video. This weekly assignment serves to (A) give you experience dissecting a real-life/realistic case related to the subjects we cover, and (B) gain experience using video technology in a professional manner.

Instructions: Choose one of the *Concept Clips* or *On the Job* videos. I provided links to these in the weekly module here in Canvas; just be sure to navigate to the current week.

- Watch the video. Take notes as you watch it and watch it as many times as you like.
- Think back to the video, and on a piece of paper (yes, a hold-it-in-your-hand piece of paper; you don't have to turn it in, though) write a few bullet points on the following:
 - What was the overall message of the video? Or, what was its purpose?
 - Summarize the three main points in the video. *This may be tough to do in only a minute or so, but managers often have to be very brief in their reports!*
 - Reflect on the video by making your own comment(s) -- the comment(s) can be critiques, additional thoughts, or praises.
- Finally, using Studio here in Canvas (seriously, the recorder works pretty well!), record yourself as if you were going over the bullet points above to one of your employees. Feel free to put yourself "in the zone," dressing up, using a "commanding" voice, or addressing your employee directly. Let me know if you have trouble with Studio, as there are other ways to tackle this assignment. Studio can be found in the list of navigation links on the left side of the page here in Canvas.

Grading: This assignment is mostly a "complete" (full credit) or "incomplete" (no credit) assignment. But, you will lose points for issues such as (but not limited to) the following:

- Video is less than 60 seconds long.
- Audio or picture quality on the video is poor enough to detract from message.
- Message is read from a paper in front of you. This becomes very obvious and distracts listeners from what you really want to say. Use these assignments to practice what we call [extemporaneous speaking](#). It's okay to use a note card with a few bullets on it; just not full sentences that you read.

Notes:

- Don't wait until the due date on this one. An early start will help you avoid/address any hiccups with technology.
- Record your video as many times as you want. Just submit the file (typically in .mp4 format if you look at the file type) for this assignment by the due date.