

**THE NCO LEADERSHIP CENTER of EXCELLENCE**  
**Master Leader Course (MLC)**

**M403: Effective Military Communications**  
**Advance Sheet**

**1. SCOPE:**

For effective communications, the receiver must interpret the intended message as the sender intended. The things that stand in the way of effective communications are inability to form communicative intent, compose the message in a logical structure, and encode the message. Next, send the message transmission, message reception, message decoding, and message interpretation. In the Army, great emphasis is put on succinct, abbreviated powerful messages that do not waste time. This lesson focuses on and provides practice in the three basic areas: listening, public speaking, and briefings. After this lesson, learners will be able to communicate more effectively to peers, subordinates, and superiors. Learners have several opportunities to practice these skills throughout this course. At the end of this lesson, the learner will present a decision brief to the group.

**2. LEARNING OBJECTIVES:**

**TLO: This lesson supports 400-MLC-0410, Generate communications as an organizational leader.**

**ELO: 400-MLC-0410.01**

**Action:** Demonstrate effective listening.

**Conditions:** As a learner and senior leader attending face-to-face or virtual environments participating in dynamic, collaborative facilitated discussions, given references and multimedia resources.

**Standard:** Learners will apply three types of listening to distinguish between hearings and listening by:

1. Study the differences between hearing and listening; and
2. Demonstrate the three types of listening.

**Learning Domain:** Affective

**Level of Learning:** Responding

**ELO: 400-MLC-0410.02**

**Action:** Perform public speaking.

**Conditions:** As a learner and senior leader attending face-to-face or virtual environments participating in dynamic, collaborative facilitated discussions, given references and multimedia resources.

**Standard:** Use public speaking to effectively deliver content to an audience:

1. Relate the myths and realities to public speaking; and
2. Employ the parts of a speech.

**Learning Domain:** Affective

**Level of Learning:** Responding

**ELO: 400-MLC-0410.03**

**Action:** Perform military briefings.

**Conditions:** As a learner and senior leader attending face-to-face or virtual environments participating in dynamic, collaborative facilitated discussions, given references and multimedia resources.

**Standard:** Conduct an information and / or a decision briefing and distinguish between hearing and listening by performing information briefings and using appropriate public speaking to convey facts for consideration to an audience who would make a decision based on those facts.

**Learning Domain:** Cognitive  
**Level of Learning:** Application

**3. PREPARATION FOR CLASS:**

**a. Read (9 Total Pages):**

- FM 6-0, *Commander and Staff Organization and Operations*, May 2022, Appx. B, pp. B-1 thru B-6 (6 pages). Found at <https://armypubs.army.mil/ProductMaps/PubForm/FM.aspx>
- *Listening vs. Hearing*, Stand Up, Speak Out, University of Minnesota (3 pages *printed*). Found at <https://open.lib.umn.edu/publicspeaking/chapter/4-1-listening-vs-hearing/>

**b. Review (2 Total Pages):**

- Learning Activity Handout - *Preparing a Briefing* (2 pages). Found on Blackboard > M403 Learner Handouts

**c. Be prepared to *discuss* the following in class:**

- What are the differences between hearing and listening? *Listening vs. Hearing*
- What are some public speaking tips? Answer based on personal experience
- What are the four types of military briefings and their purposes? FM 6-0, Appx. B

**d. Be prepared to *perform* the following in class:**

- Information briefings, using appropriate public speaking to convey facts for consideration to an audience who would make a decision based on those facts. *Preparing a Briefing*

**4. HOMEWORK ASSIGNMENT(S):**

- a. Optional:** *Reducing Communication Apprehension*, Stand Up, Speak Out, University of Minnesota (Found at <https://open.lib.umn.edu/publicspeaking/chapter/3-3-reducing-communication-apprehension/>)

**5. ASSESSMENT PLAN:** Refer to ISAP.