

effective environments

designing innovative solutions for success



EFFECTIVE COMMUNICATION SKILLS

KEEP THESE QUESTIONS IN MIND:

- Do I experience being “in relationship” with this person?
(Do we have a sense of partnership or affinity? If not, what is missing?)
- Is my tone enthusiastic and “upbeat”?
- Do I have a clear purpose for my communication?
- Is our purpose being accomplished?
- Am I being clear and concise?
- Am I supporting the other person in being clear and concise?
- Am I listening actively?
- Have I acknowledged and appreciated this person?
- Is there anything left unsaid?