

Communication Tips & Tricks

Communication is the act of giving, receiving, and sharing messages between people.

By facilitating clear, open, and transparent communication, organizations can create an environment that supports Change Enablement. Effective communication ensures that employees understand the change, feel involved in the process, and are motivated to actively contribute to its success.



Knowing Your Audience

It's important to learn about other people's communication styles so you can communicate with them effectively. Practicing active listening is one of the best ways to get to know your audience.

To practice active listening:

- Give your full attention to the speaker
- Ask yourself: Are they speaking loudly or quietly? Are they using gestures to illustrate their message or standing still?

Self-Reflection

Great communicators use self-reflection to minimize any possible miscommunications. This involves taking responsibility for your thoughts, feelings, and desires and identifying why you have them.

To practice self-reflection:

- Take the time to think about the best response
- Ask yourself: What emotions am I experiencing? What am I trying to achieve? And is my response productive to the conversation?



Communicating with Intention

As a communicator, it is your duty to craft messages with clarity and intention. This means considering the purpose of what you are about to say and identifying how you would like your message to be heard.

To communicate with intention:

- Set goals for your messages
- Ask yourself: What do I want to communicate? What is the purpose of my message? And how should my message be heard?