

Effective Communication

Name: _____

Date: _____

Now that we discussed barriers to effective communication, let's talk about some ways to improve communication.

1. Be Interested: "Okay, tell me more!" Odds are they'll tell you a lot more.

Example:

2. Encourage: Show interest in someone else's thoughts and ideas.

Example:

3. Support: Sometimes just taking the time to listen can be all another person needs to feel supported.

Example:

4. Be open-minded: Try to be open to what the other person is saying and listen for areas of agreement, even if you disagree at first.

Example:

5. Check in: When you listen to someone, check-in and make sure you understand the person's point correctly.

Example:

6. Keep it open: Open questions allow the person to talk more, instead of just giving a yes/no answer.

Example:

7. Understand others: It is important to try and understand other people's point of view.

Example: