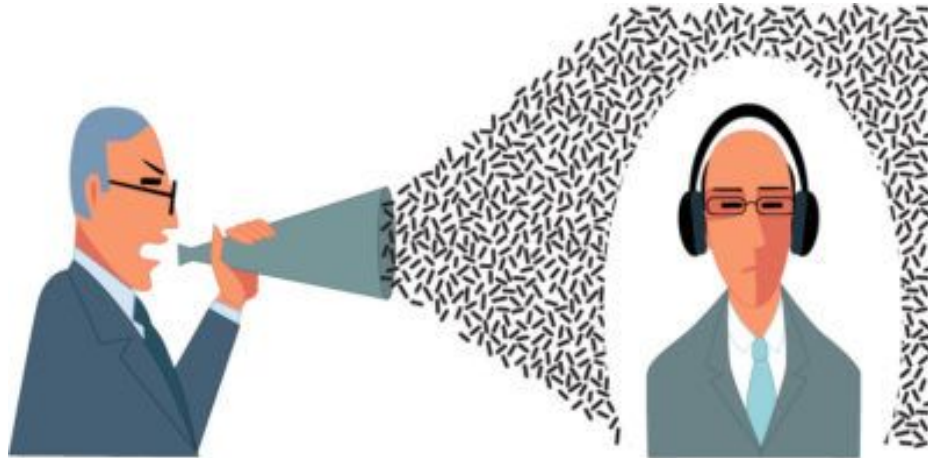




Communication

What is communication?

Communicating effectively means that your ideas and concepts **are** being heard and people **are** acting upon them. It also **means you are** able to listen, understand, and take action on what other people say. ... The hard part about **communication** is that people often don't know they **are** not conversing clearly.

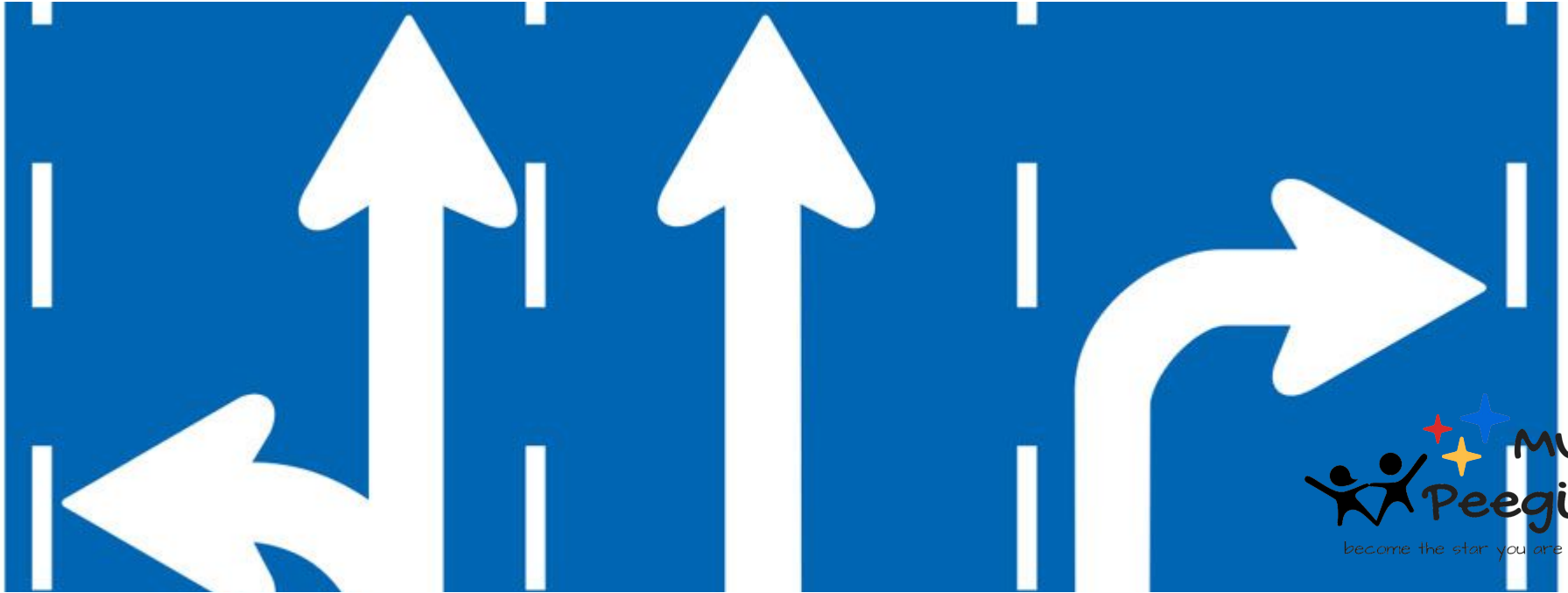


Activity



Follow the directions

Follow the directions of the speaker and draw as per the instructions.



SPACE HERE

YOUR TEXT HERE YOUR TEXT HERE



SPACE HERE

YOUR TEXT HERE YOUR TEXT HERE



SPACE HERE

YOUR TEXT HERE YOUR TEXT HERE



SPACE HERE

YOUR TEXT HERE YOUR TEXT HERE



ROAD MAP



LISTENING



FRIENDLINESS



Essential Communication Skills for Your Career

FEEDBACK



CONFIDENCE



NON-VERBAL COMMUNICATION



3-Steps for effective Communication

Sender
(what
you
mean)

Message
(what
you say)

Receiver
(what I
hear)

5 TIPS FOR EFFECTIVE COMMUNICATION



1. **COMMUNICATE** RELENTLESSLY.
2. **SIMPLIFY** AND BE DIRECT.
3. **LISTEN** AND ENCOURAGE INPUT.
4. **ILLUSTRATE** THROUGH STORIES.
5. **AFFIRM** WITH ACTIONS

5 TIPS FOR COMMUNICATING EFFECTIVELY

Communication is a core leadership function



1 Communicate relentlessly

Communicate information, thoughts and ideas clearly — and frequently — in different media.

2 Simplify

Say what you mean. Be direct. Simple communication can be smart communication.

3 Hold your thoughts

Encourage the other person to offer ideas and solutions before you give yours.

4 Use stories

When you tell a good story, you give life to a vision, goal, or objective.

5 Back it up

If people hear one thing from you and see another, your credibility is shot. People need to trust you.



S.No	Myths	Realities
1	Communicate consciously / deliberately	Communicate unconsciously all the time
2	Communicate primarily through words	Communicate through verbal as well as non-verbal signs
3	Words mean the same to everyone	Meaning of words lies more in perception of reality
4	Communication is a one-sided process	Communication is a two-way process
5	Message sent and message received are identical	Transmission and reception of message can never be identical