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.

Center for Creative Leadership

Communicating Effectively

SJ Ball

Communicating Effectively:

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