

Learning to Communicate Effectively

Determine your

Goal

Open up to other/ set up time and place

Address your feelings and needs

Let others know you appreciate their time and them listening.

I feel _____ when you _____. I need _____.
Example:

Consider

- What specific result do you want?
- How do you want the other person to feel after the interaction?
- How do you want to feel about yourself after the interaction?
- Assess your priority. What is most important? Objective? Relationship? Self-respect?

Important Body Language:

- Eye contact
- Erect body posture
- Gestures and facial expressions
- Matching your body language with your spoken words
- Other _____