

Title:

Techniques for effective communication

Word Count:

550

Summary:

Anna is Gina's senior producer for a lifestyle show; lately Anna seems to be distracted, the c

As Anna's superior, Gina can make use of the following techniques for effective communication

Keywords:

communication, communication in the workplace

Article Body:

Anna is Gina's senior producer for a lifestyle show; lately Anna seems to be distracted, the c

As Anna's superior, Gina can make use of the following techniques for effective communication

Identify the issue and focus on obtaining information relevant to the issue.

^Anna, during the past two weeks I noticed that we've fallen behind schedule. What can we do t

Phrase your questions to be open-ended; open-ended questions invite discussion while leading c

^I was wondering because we have been working together for 10 years and this is the first time

Effective communication includes nonverbal language; to encourage dialogue, make eye contact a

Paraphrase the information you have received to reassure the person that not only did you list

"So your position is that these out of town trips can be very unpredictable and you think that

Recognize that you don't know all the answers to all questions. If you don't know the answer

Listen to other people's concerns. People need to be heard just like you do. More importantly,

Always remember that what others may not mean the way we think they mean it. Our values, belie

Focus on common interests rather than differences. This will help you direct your energy to pr

Be aware when you impinge on someone's space. Personal space is very important for most people

Think positive. Always see the glass as half full rather than half empty. Doing so will help y

In effective communication, after the issues have been clarified and all the necessary informa

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