

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 _____