

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.



Australian Guide To Corporate Communication A Practical Handbook On Effective Writing And Speaking

**Jane Clifford O'Brien, Heather
Kuhaneck**



Australian Guide To Corporate Communication A Practical Handbook On Effective Writing And Speaking:

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