

The Ultimate Guide to Communication Skills

- 1.** Avoid Unnecessary Buzzwords
Don't use words too big for the subject.
- 2.** Listen Before You Speak
Listen with curiosity. Speak with honesty. Act with integrity.
- 3.** Be Emotionally Intelligent
Speak when angry, and make the best speech you'll ever regret.
- 4.** Communicate with Confidence
The worst enemy to creativity is self-doubt.
- 5.** Take Care of Nonverbal Communication
60% of communication is nonverbal body language.
- 6.** Go Open Door Policy
3 prime needs are interesting work, recognition & company info.
- 7.** Choosing the Right Medium
Know when to email vs. when to meet.
- 8.** Collect Feedback
Feedback is the breakfast of champions.
- 9.** Eliminate Assumptions
Assumptions are the termites of relationships.
- 10.** Be Patient
Patience is a conquering virtue.