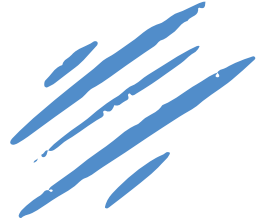


# KEYS TO EFFECTIVE COMMUNICATION

## Articulate Your Message

- Define the Key Objective - What is your main point?
- Keep it concise but Explain WHY
- Use simple direct language
- End with a Call to Action



## Adapt to your Audience

- Consider the level of your team (experience, role, performance)
- Adjust tone, formality and technical language
- Use examples to enhance understanding

## Encourage Two way Communication

- Ask for feedback
- Use open ended questions
- Ask what they Need from you
- Create a psychologically safe environment



## Follow Up

- Summarize in an email
- Provide Resources
- Check in to ensure they understood