

Effective Communication

What is effective communication?

What are some barriers to effective communication?

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***“30 mins of work can equal a
lifetime’s worth of
knowledge...”***

***~Me
circa today***

What is “*effective*” communication?



- I DON'T KNOW!!!???
- The method you use to deliver an intended message to someone
- The ability to deliver an intended message to an individual(s) (mentors, colleagues, & society, SELF)

Different Forms of Communication

Interpersonal

is the process by which **people** exchange information, feelings, and **meaning** through verbal and non-verbal messages

- Face-Face
- Colleagues
- Classroom

Non-Verbal

is the nonlinguistic transmission of information through visual, auditory, tactile, and kinesthetic (physical) channels.

- Body Language
- Facial Expressions
- Breathing Patterns



Different Forms of Communication

Written

the process of conveying a message through the written symbols

- Letters
- Email
- Evaluations

Oral

process of expressing information or ideas by word of mouth

- Face-Face Meeting
- Telephone Call
- Virtual Meeting (Zoom, Skype)



What are some barriers you may face?

Barriers to Effective Communication Activity

- Barrier you may face as a mentor?
- What are some negative affects of that barrier?
- How would you overcome that barrier?

What are some other barriers/challenges that may affect your ability to effectively communicate??

- Individual Confidence
- Choosing the right words
- Choosing the right method
- Being from different cultures
- Not liking the “*communicatee*”
- “*Communicatee*” may be sensitive
- Time Conflicts
- EVERYTHING!!!!!!!!!!!!!!!!!!!!!!



Take Home Messages!!

- **Effective communication-**

Intended Message + Method of Delivery + Overcoming Barriers +
Reception of Intended Message = **EFFECTIVE COMMUNICATION**

- Totally arbitrary, use whatever combinations that you deem to be effective...but think from the aspect of the reception of intended message.

Communication Styles Inventory

“Effective Communication Styles”

- <http://www.whecare.com/images/form.pdf>

“PACE Palette”

- <http://www.paceorg.com>