Effective Communication

What is effective communication?
What are some barriers to effective communication?

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PINC-Big Data Summer Program
“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
<table>
<thead>
<tr>
<th>Written</th>
<th>Oral</th>
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<tbody>
<tr>
<td>the process of conveying a message through</td>
<td>process of expressing information or ideas by</td>
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<td>the written symbols</td>
<td>word of mouth</td>
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<td></td>
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<tr>
<td>• Letters</td>
<td>• Face-Face Meeting</td>
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<td>• Email</td>
<td>• Telephone Call</td>
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<tr>
<td>• Evaluations</td>
<td>• Virtual Meeting (Zoom, Skype)</td>
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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”


“PACE Palette”

• http://www.paceorg.com