

# Communicating Effectively with Co-Workers

Improving your workplace communication skills is as simple as being a better communicator and a better listener.

## These Tips Can Help:

### 1. Avoid talking too much.

Think about what you need to say, and then choose the simplest way to say it.

### 2. Get the facts.

The reality is that no one ever knows all the facts. Be willing to listen and consider other viewpoints.

### 3. Listen enthusiastically.

Give the person and his or her message your full attention.

### 4. Put emotions aside.

Don't let anger or jealousy stand in the way of attentive listening.

### 5. Avoid distractions.

Focus your attention on the person talking; maintain eye contact.

### 6. Blame is unproductive.

Are you sure you made your ideas clear? You need to remember that you may be as much a part of the problem as anyone else.

### 7. Go easy.

It is tempting to offer an immediate solution to the problem. Instead, listen to all points of view and acknowledge the other person or people involved so they know that their opinions have been heard.



Here when you need us.

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