

TIPS FOR EFFECTIVE COMMUNICATION

Effective partnerships start with getting to know each other and working together to leverage experiences and abilities. These tips help create a comfortable environment with shared understanding and communication which is open, honest and respectful.

SHARE THE FLOOR

everyone needs time to speak and be heard

KEEP FOCUSED

avoid side conversations and stay on topic

TAKE CARE OF YOURSELF

do what you need to do to stay focussed and involved

EMBRACE THE DIFFERENCES

we all bring different ideas and opinions

RESPECT CONFIDENTIALITY

what is shared, stays private

AVOID "HEALTH CARE SPEAK"

remember, not everyone is a health care provider

BE PRESENT

give your full attention to the work that you and the others are doing

KNOW YOUR STUFF

do your homework so you can actively contribute

RESPECT PEOPLE'S TIME

if you can't make it, let them know



This is supported through the

Guidelines For Effective Communication

Ensheng Dong



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