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Helping Adults Identify and Get on the Right Career Path

# Tip Sheet for Developing Communication Skills



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## Tip Sheet for Developing Communication Skills

<p><b>Did you Know? Start by introducing a fact about the CM Skills in Question</b></p>	<p><b>Did you Know?</b></p> <p>“Communication is the transfer of information from one person to another person. It is a way of reaching others by transmitting ideas, facts, thoughts, feeling and values.” Keith Davis.</p>
<p><b>Tip #1 for developing the CMS:</b></p>	<p><b>Tip #1 for developing Communication Skills for Employment:</b></p> <p><b>Understanding and Adapting to Different Types of Communication:</b> In the workplace, you might notice that people use different styles of communication. There are five different types of communication; verbal, non-verbal, written, listening, and visual. It is important to realise that others may not respond to your type of communication. Therefore, you may need to adapt your communication style to effectively deliver your message.</p>
<p><b>Tip #2 for developing the CMS:</b></p>	<p><b>Tip #2 for developing Communication Skills for Employment:</b></p> <p><b>Participate in Regular Team Meetings:</b></p> <p>Having and taking part in frequent team meetings can be a great opportunity for individuals to be open and honest with other team members in a safe and non-judgemental environment. This creates transparency and builds trust within teams which ultimately creates effective team collaboration.</p>
<p><b>Tip #3 for developing the CMS:</b></p>	<p><b>Tip #3 for developing Communication Skills for Employment:</b></p> <p><b>It’s not all about getting to know each other on a professional level:</b></p> <p>Yes, it is important to work on a professional level with your colleagues. However, in saying that, it might be beneficial realising that they are also human and have their own lives outside of work. Even knowing something small about their lives outside of work helps humanise your colleagues and potentially build a stronger working relationship.</p>
<p><b>Links to Additional Resources/ Videos:</b></p>	<p><a href="https://www.masterclass.com/articles/how-to-improve-your-communication-skills">https://www.masterclass.com/articles/how-to-improve-your-communication-skills</a></p> <p><a href="https://www.youtube.com/watch?v=CIHkuLgeBcA">https://www.youtube.com/watch?v=CIHkuLgeBcA</a></p>

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