Communication and Team Work

Effective communication skills are crucial when building or being apart of a full functioning team. Enact these tips to help your team practice their communication skills.

Active Listening Skills

1. Ask questions to promote two-way dialog.
2. Provide feedback during the conversation so conversation flows.
3. Make suggestions that open up new paths of conversation.
4. Reaffirm during the discussions using gestures or sounds for example- nod or make the mhm sound) just assure the speaker that you are truly listening.
5. Paraphrase and summarize so you are making sure you understand the conversation and the speaker is sure that you are listening closely.
6. Make eye contact- non-verbal communication is a big part of communicating with others in conversation.

Effective Speaking Skills

1. Poise- the way you present yourself matters! Your poise should say that you are calm and confident.
2. Voice- Speak clearly and speak with the volume that is appropriate in the setting you are in.
3. Passion- Avoiding a monotone unchanging tone can do wonders for your speaking skills. Provide inflections and emotions in your voice.
4. Eye contact- connect with your listeners by using direct eye contact and make sure your just as engaged with them as they are with you.
5. Gestures- avoid distracting behaviors, give expression, move different areas of your body as emphasis in different portions of your conversation.

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