



01

WHAT CAN EFFECTIVE COMMUNICATION DO?

- Ensure the success of a project or event
- Help avoid errors and mistakes
- Build relationships
- Establish a positive environment

02

WHY SHOULD YOU UTILIZE EFFECTIVE COMMUNICATION?

- To reduce confusion while communicating with others
- To ensure that information doesn't need to be repeated as often

THE
IMPORTANCE
OF
EFFECTIVE
COMMUNICATION



03

SO... HOW CAN YOU DO IT?

- Make sure you are proactive
- Be clear and concise
- Listen closely to others
- Ask for clarification as often as possible

04 TRY IT!