



Minnesota Supervisor's Conference

September 13, 2021



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5 Best Practices for Effective Communication

1. Look ahead

- _____

2. Establish clear expectations

- _____

3. Understand your total communication package

- _____

4. Be clear, concise, and nice

- _____






5. Search for what's right

- _____

WHAT'S IN YOUR COMMUNICATION SKILLKIT?

WITH THE RIGHT TOOLS YOU CAN GET BETTER RESULTS, MAKE A BIGGER IMPACT, AND BE A POSITIVE INFLUENCE

| Tool | Purpose | I need this! |
|--|---------|--------------|
| Hammer  | | |
| Sandpaper  | | |
| Buffer  | | |
| Binoculars  | | |
| Mirror  | | |

| Tool | Purpose | I need this! |
|--|---------|--------------|
| Magnifying Glass  | | |
| Assessments  | | |
| QTIP Shield  | | |
| Filter  | | |
| Adapter  | | |