

A background image showing a group of business professionals in a meeting. A man in a suit is speaking, and several women are listening attentively. The setting appears to be a modern office or conference room.

COMMUNICATION

8 Winning Tactics for Stellar Communication

Great communication drives success — both personally and professionally. Here are eight powerful ways to boost your communication skills and create results.

A blurred office background showing several people working. A man in a white shirt is on a phone call, a woman in a yellow top is looking at her phone, and another man in a yellow shirt is at a computer. The scene is brightly lit with large windows in the background.

1

Understand Your Communication Style.

Getting an accurate baseline of your communication preferences and their impact on others will give you a foundation for success. Take a behavioral assessment to get real data about how you move through the world—then reflect on how you’ve seen it play out in your daily life.

2

Know Your Audience.

Once you understand more about communication styles, you’ll begin to notice preferences in others as well. Pay attention to the styles of those you’re communicating with to deliver your message more effectively. Tailor your approach to fit their preferences—you’ll be surprised at the impact.



3

Make Active Listening a Priority.

Active listening is a gold mine for building relationships and communication clarity. Instead of thinking about what you'll say when it's your turn to talk, focus completely on the other person. What is their mood? What are their nonverbal cues? What words are they saying, and what aren't they saying?

4

Consider Your Own Nonverbal Communication.

Be aware of the message you might be sending beyond your words. Things like facial expressions, gestures, body language, eye contact, and tone of voice can either help or hinder your communication effectiveness. Stay open, natural, and neutral when interacting with others, and make sure nonverbal cues are in line with what you're saying.

5

Practice the Pause.

During both in-person and online interactions, remember that you don't always need to respond immediately. Take time to think through your actions, reactions, and words. A pause gives you time to consider what is being said, regulate your emotions (if necessary), and ensure you are portraying yourself the way you want.

6

Follow Up With Confidence.

Don't hesitate to ask for clarity. It'll only improve communication in the long run. Take notes, establish action items at the end of conversations, and make sure everyone is on the same page. There isn't a deadline for understanding; if you find that you need more information after the conversation is over, take the initiative to reach out.

7

Earnestly Embrace Feedback.

It's easier to improve your communication with the right input from others. Seek out people you trust and ask them to help you improve your approach and communication techniques. Ask colleagues and peers if your message is clear and what you can do to communicate better. Don't get defensive—get productive.

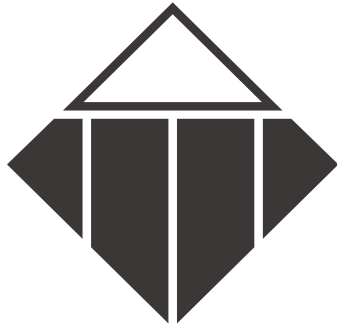
8

Be a Continuous Learner.

Follow communications experts online, read books and articles, watch videos, listen to podcasts, and study communications methods. Pay attention to those around you who are skilled communicators; notice what they do and how they do it. Begin to apply some of these tactics to your own interactions.



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