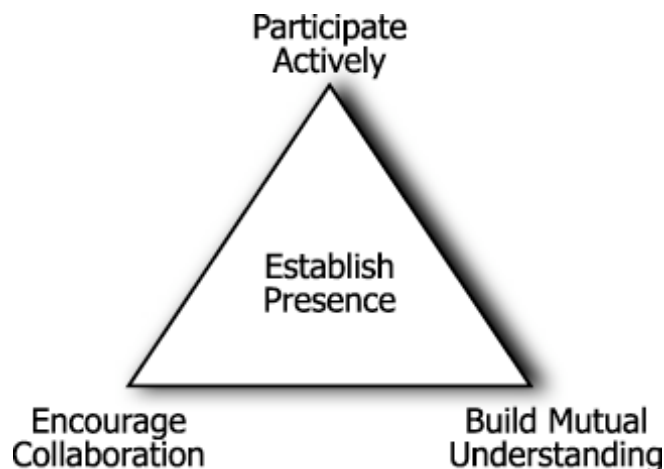


Key Principles of Effective Communication



<p>Establish Presence</p>	<ul style="list-style-type: none"> ▪ Breathe deeply ▪ Make eye contact ▪ Stay in the moment ▪ Establish rapport ▪ Maintain a strong sense of self
<p>Participate Actively</p>	<ul style="list-style-type: none"> ▪ Be prepared ▪ Clearly state your purpose ▪ Offer relevant information ▪ Ask questions ▪ Be assertive
<p>Build Mutual Understanding</p>	<ul style="list-style-type: none"> ▪ Use active listening ▪ Ask for clarification ▪ Demonstrate understanding ▪ Avoid making assumptions ▪ State difficulties and concerns
<p>Encourage Collaboration</p>	<ul style="list-style-type: none"> ▪ Focus on common goals ▪ Clarify responsibilities ▪ Speak openly and honestly ▪ Help with problem solving ▪ Express appreciation for help