

COMMUNICATION 101

Improving your communication skills can boost your personal and professional lives. As with any skill, its important to dedicate time to skill development. Use the tips below as guidance as you self reflect on how you want to improve your communication skills!

1. **Listen actively**
2. **Be clear & concise**
3. **Know your audience**
4. **Use confident body language**
5. **Watch your tone**
6. **Ask thoughtful questions**
7. **Welcome feedback**
8. **Practice often**
9. **Stay calm under pressure**
10. **Lead with empathy**

