

TIPS FOR EFFECTIVE COMMUNICATION

Effective partnerships start with getting to know each other and working together to leverage experiences and abilities. These tips help create a comfortable environment with shared understanding and communication which is open, honest and respectful.

SHARE THE FLOOR everyone needs time to speak and be heard	KEEP FOCUSED avoid side conversations and stay on topic	TAKE CARE OF YOURSELF do what you need to do to stay focussed and involved
EMBRACE THE DIFFERENCES we all bring different ideas and opinions	RESPECT CONFIDENTIALITY what is shared, stays private	AVOID “HEALTH CARE SPEAK” remember, not everyone is a health care provider
BE PRESENT give your full attention to the work that you and the others are doing	KNOW YOUR STUFF do your homework so you can actively contribute	RESPECT PEOPLE’S TIME if you can’t make it, let them know