

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

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everyone needs time to speak and be heard

KEEP FOCUSED

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avoid side conversations and stay on topic

TAKE CARE OF YOURSELF

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do what you need to do to stay focussed and involved

EMBRACE THE DIFFERENCES

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we all bring different ideas and opinions

RESPECT CONFIDENTIALITY

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what is shared, stays private

AVOID "HEALTH CARE SPEAK"

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remember, not everyone is a health care provider

BE PRESENT

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give your full attention to the work that you and the others are doing

KNOW YOUR STUFF

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do your homework so you can actively contribute

RESPECT PEOPLE'S TIME

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if you can't make it, let them know