

# **Communication for Success**

## **Introduction**

- A. Effective communication is necessary in achieving success in career and relationships. Learning techniques can help avoid miscommunication and misunderstandings.
- B. Understanding communication styles, being a good listener and avoiding barriers to effective communication is the recipe for a great conversation.

## **Types of Communication Styles**

- A. Personality types play an important role in communication
  - 1. Extravert
  - 2. Introvert
- B. Effective Communication is the key to conversing
  - 1. Listen without interrupting
  - 2. Don't Assume
  - 3. Give feedback
  - 3. Minimize distraction
- C. Ineffective communication can lead to misunderstanding and frustration
  - 1. Message overload and rapid thought
  - 4. Interrupting and talking too much
  - 5. Criticizing and shouting

## **Conclusion**

- A. Communication for Success
- B. Effective communication will help avoid ineffective communication and can avoid misunderstandings.
- C. Understanding personality types while conversing will also help one to better understand how to lead and respond.

