

The Power of Clear Communication

THE TODAY'S LEADER
PODCAST EPISODE 482

✂ Key Tips for Clear Communication

1 Be Concise & Direct

- ✓ Avoid jargon and unnecessary complexity.
- ✓ Get to the point—keep messages **short, simple, and actionable**.
- ✓ Use **bullet points** or structured formats when sharing information.

2 Set Clear Expectations

- ✓ Define **roles, responsibilities, and deadlines upfront**.
- ✓ Ensure everyone knows the **why** behind a task or project.
- ✓ Confirm that expectations are understood before moving forward.

3 Use Multiple Channels

- ✓ Reinforce messages using **verbal, written, and visual communication**.
- ✓ Follow up with an **email, summary, or action list** after meetings.
- ✓ Use the right tools (Slack, emails, meetings) for the right messages.

4 Encourage Two-Way Dialogue

- ✓ Ask open-ended questions to encourage engagement.
- ✓ Create a culture where **feedback is welcomed and valued**.
- ✓ Regularly check in with your team to address concerns.

5 Check for Understanding

- ✓ Don't assume clarity—**ask team members to summarize key points**.
- ✓ Use simple follow-ups like: *"Can you walk me through how you'll proceed?"*
- ✓ Adjust your communication style based on **team feedback and results**.

WORKSHEET

Leadership Challenge: Put It Into Action!

Step 1: Choose an Important Communication Moment This Week

- ☐ A team meeting
- ☐ A project kickoff
- ☐ A one-on-one discussion
- ☐ A written message (email, memo, Slack)

Step 2: Apply the Key Tips

-  How will you make your message clearer and more effective?

Step 3: Reflect on the Results

- ☒ What worked well?
- ☒ Did your team respond better?
- ☒ How can you improve next time?