



Simple Steps of Great Communicators



Build the Relationship First

When a great communicator approaches a co-worker, he takes the time to say, “good morning” and “how’s your day going?” The effect of the relationship-building forays is incalculable. The speaker demonstrates that, no matter how busy or overextended they are, they have time to care about others.



Know What They Are Talking About

Great communicators obtain the knowledge, insight, and forward-thinking ability necessary to earn the respect of their colleagues and acquaintances. Coworkers will not listen if they do not believe that the communicator is bringing expertise to the table, but will spend time with them if they respect their knowledge and the value that the communicator brings to the conversation.



Recognizing a person's motivations

When someone else is speaking, great communicators do not spend the time preparing their responses. Instead, they ask questions for clarification and to make certain that they thoroughly understand what the other person is communicating, focusing their mind on listening and understanding.



Listen to Nonverbal Communication

Nonverbal communication is a powerful voice in any interaction. The voice tonality, body language, and facial expressions speak more loudly than verbal communication or the actual words in many communication exchanges.



Open Their Mind to New Ideas

New ideas live or die in their first communication. Using the other communication skills presented here, you can make a new idea flourish or fail in an instant. Rather than immediately rejecting a new idea, approach, or way of thinking, excellent orators pause and consider the possibilities.