14 Ways to Communicate Effectively & Build Excellent Relationships

1. **Understand** your company, departmental & team goals

2. **Clarify & confirm** information received.

3. **Communicate courteously** & be sensitive to social & cultural differences.

4. **Take action** based on information

5. **Understand** the different roles played by other team members.

6. **Discuss** with team members to achieve team goals and meet company's requirements.

7. **Collaborate with supervisor** to resolves issues and concerns.

8. **Listen actively** & contribute ideas appropriately.

9. **Identify potential conflict** with overcome them together with team members.

10. **Take responsibility** for work done.

11. **Respect** company policies, limits of autonomy and span of control.

12. **Seek feedback**, advice and assistance to accomplish task.

13. **Proactively recommend** improvements to policies and work procedures.

14. **Negotiate** for mutually acceptable solutions by all parties.

**I am an Effective Communicator !
I build Great Relationships !**

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