

# Communication Tips

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- Offer solutions
- Provide concise data
- State advantages
- Be prepared to be challenged
- Get to the point quickly
- Present concrete options
- Provide an action plan

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- Be optimistic and provide positive comments
- Include brainstorming sessions
- Focus on the "big picture", rather than details
- Allow time for them to describe and explain

S

- Show step-by-step reasoning for plan
- Focus on common interest
- Contribute to a relaxing, friendly atmosphere,
- Acknowledge their support and follow-through

C

- Tell them "why" and "how"
- Show reasoning with pros and cons
- Expect them to request time to research
- Do your own homework before the meeting

