

Effective Communication Tips to Empower You

Published on September 25, 2012 by Annetta Wilson



Effective communication is critical to your personal and business success.

Harvard Business Review says, 'Communication is the new leadership skill.' Fortunately, it's a skill that can be developed with time and a few simple tweaks. Contrary to what some people believe, it has very little to do with your vocabulary or your level of education. If you can't communicate effectively, you'll soon notice opportunities slipping through your fingers.

How Do You Develop Effective Communication Skills?

Most successful people are exceptional communicators. You feel good talking with them and you feel respected in their presence. They know how to navigate difficult conversations. In negotiations, they manage to gain the most concessions and gain consensus. How do they do it? Here are 4 simple tips that will help you begin to communicate more powerfully, too:

1. **Show Genuine Interest In People** – If you want someone to listen to what you want or need, be interested in them as a person first, not just as a means to your end. Find out something about them during small talk. Listen for clues to what interests in them and ask questions about those subjects. The law of reciprocity will kick in and they will be more inclined to return the favor.
2. **Show Appreciation** – Appreciation is not flattery. Appreciation is genuine admiration about something positive. Start with a compliment on what they're wearing, an interesting piece of jewelry or lapel pin, or something you just heard them say. The only rule here is that it has to be a 'genuine' compliment. Most people are more likely to open up when they feel appreciated.
3. **Listen** – Perhaps the most important component of effective communication is 'listening'. A good communicator draws you into conversation by listening and showing genuine interest in what you're saying. Don't multitask when you're talking to someone, or worse, when they're talking to you. Checking your phone or watch or looking around the room broadcasts a message that says, "I don't respect you or what you have to say". Listening makes the other person feel respected.
4. **Speak Confidently** – Do you really pay attention to people who are hesitant or unsure of themselves? Effective communication skills begin with confidence; and confidence comes from knowing what you're talking about. Always do your homework, speak about topics you know firsthand, and you will become a master at effective communication.