

KEEP AN OPEN MIND

When another person is speaking, make an effort not to prejudge, listen to the facts, pay attention to their emotion and beware of body language but do not make assumption or jump into conclusion.

CHARACTERISTICS OF A GOOD LISTENER

-) Establish good rapport with others
-) Attack issue not people
-) Are comfortable workings in team
-) Do more of listening than talking
-) Have genuine interest in understanding what other have to say

BARIER TO COMMUNICATION

ATTITUDE

Strong emotions like anger or sadness can taint one objectivity, being extremely nervous, having a personal agenda or asserting a need to win the argument can make communication less effective.

PROBLEMS WITH STRUCTURE DESIGN

Companies can have unclear organization structures, lack of supervision, bad information system and employees training are also to blame for faulty communication.

LACK OF COMMON EXPERIENCE

It a great ideal to use example or stories, however, if the others lack the same knowledge or shared experience, the this tool will be in effective

AMBIGUITY AND OVERUSE OF ABSTRACTION

Leaving things half said can leads to lack of clarity, which in turn lends itself into misinterpretation

JUMPING TO CONCLUSION

Making assumption before listening to all facts can be problematic in the and catastrophic at worst.

PUBLIC SPEAKING TIPS FOR ENTREPRENEUR

When it comes to public speaking, preparation is the main key, know your subject matter very well ,that speaking about it naturally.

Public speaking anxieties are exceedingly common, to beat then avoid focusing on the negative and practice positive self talk and visualization.