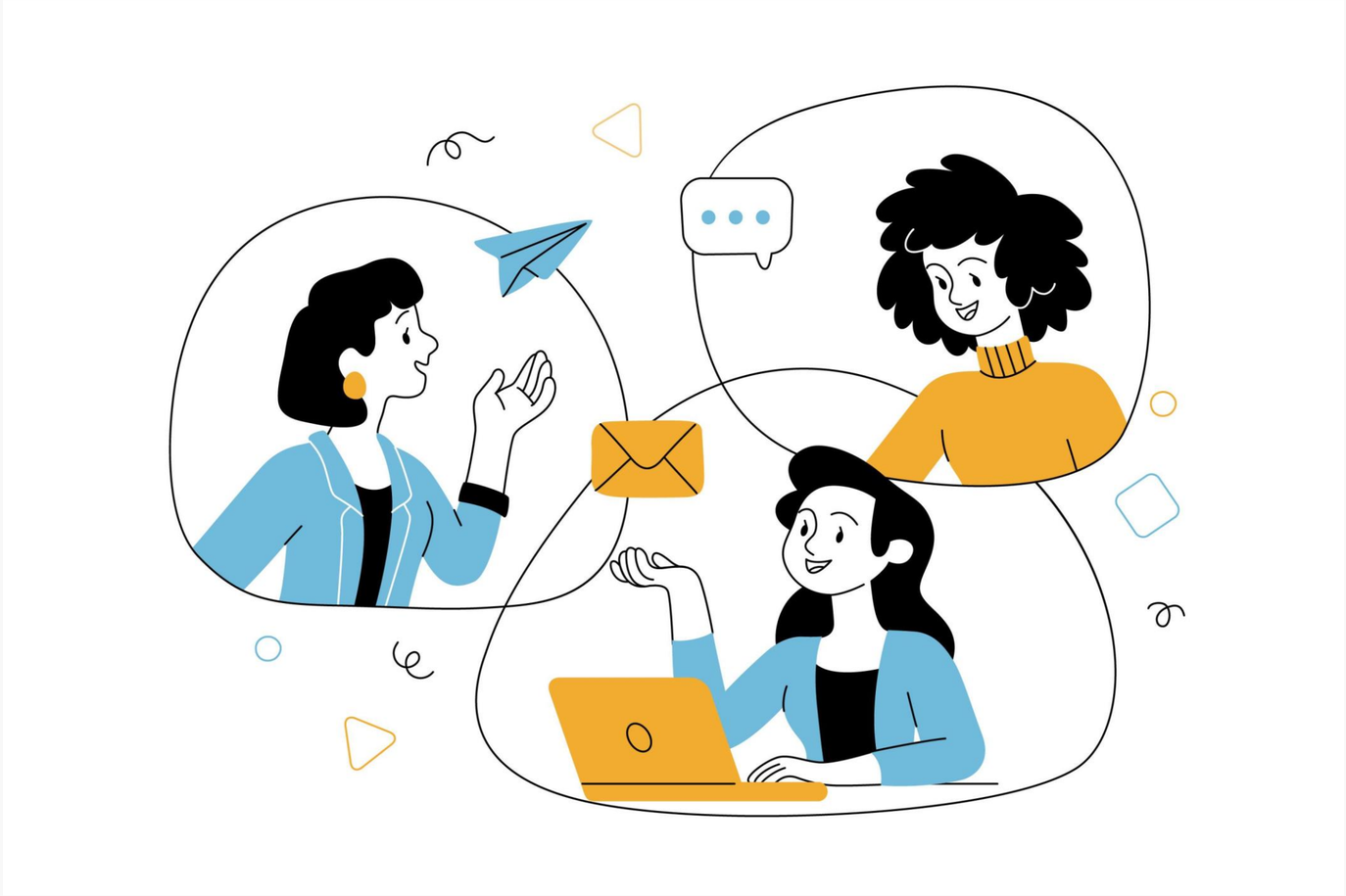
CARISMA SOLUTIONS

SKILLS TO DEVELOP AN EFFECTIVE COMMUNICATION

Introduction

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What Is Communication?



- Communication is the process of exchanging information, ideas, thoughts, or feelings between individuals or groups.
- It involves the transmission of a message from a sender to a receiver through various channels, such as spoken or written words, gestures, body language, or visual symbols.
- Effective communication is essential in conveying meaning accurately and facilitating understanding between parties.

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Skills for Effective Communication

Active Listening

- Clarity and Conciseness
- Non-verbal Communication
- Adaptability
- Empathy
- Respectfulness

Written Communication

- Assertiveness
- Cultural Sensitivity
- Networking
- Emotional Intelligence
- Feedback Skills
- Conflict Resolution
- Self-awareness
- Persuasion

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Skills for Effective Communication

Active Listening

Paying full attention to the speaker, understanding their message, and providing feedback to ensure comprehension.

Clarity and Conciseness	Adaptability	Empathy	Non-verbal Communication	Respectfulness	Written Communication	Assertiveness	Emotional Intelligence	Feedback Skills	Cultural Sensitivity	Conflict Resolution	Self-awareness	Networking	Persuasion

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Skills for Effective Communication

Active Listening

Clarity and Conciseness

Expressing your thoughts and ideas clearly and succinctly to avoid misunderstandings.

- Adaptability
- Empathy
- Non-verbal Communication
- Respectfulness
- Written Communication
- Assertiveness
- Emotional Intelligence
- Feedback Skills
- Cultural Sensitivity
- Conflict Resolution
- Self-awareness
- Networking
- Persuasion

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Skills for Effective Communication

Active Listening

Clarity and Conciseness

Adaptability

Being able to adjust your communication style depending on the audience, context, and purpose of the interaction.

- Empathy
- Non-verbal Communication
- Respectfulness
- Written Communication
- Assertiveness
- Emotional Intelligence
- Feedback Skills
- Cultural Sensitivity
- Conflict Resolution
- Self-awareness
- Networking
- Persuasion

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Skills for Effective Communication

Active Listening

Empathy

Clarity and Conciseness

Understanding and considering the perspective and feelings of others, which helps build rapport and trust.

Adaptability

Non-verbal Communication

Respectfulness

Written Communication

Assertiveness

Emotional Intelligence

Feedback Skills

Cultural Sensitivity

Conflict Resolution

Self-awareness

Networking

Persuasion

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Skills for Effective Communication

Active Listening

Non-verbal Communication

Clarity and Conciseness

Being aware of your body language, facial expressions, and gestures to enhance the message you're conveying.

Adaptability

Empathy

Respectfulness

Written Communication

Assertiveness

Emotional Intelligence

Feedback Skills

Cultural Sensitivity

Conflict Resolution

Self-awareness

Networking

Persuasion

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Skills for Effective Communication

Active Listening

Respectfulness

Clarity and Conciseness

Non-verbal Communication

Treating others with courtesy and consideration, even in difficult or challenging situations.

Adaptability

Empathy

Written Communication

Assertiveness

Emotional Intelligence

Feedback Skills

Cultural Sensitivity

Conflict Resolution

Self-awareness

Networking

Persuasion

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Skills for Effective Communication

Active Listening

Respectfulness

Written Communication

Clarity and Conciseness

Non-verbal Communication

Developing clear and concise written communication skills, including email etiquette, report writing, and formal correspondence.

Adaptability

Empathy

Assertiveness

Emotional Intelligence

Feedback Skills

Cultural Sensitivity

Conflict Resolution

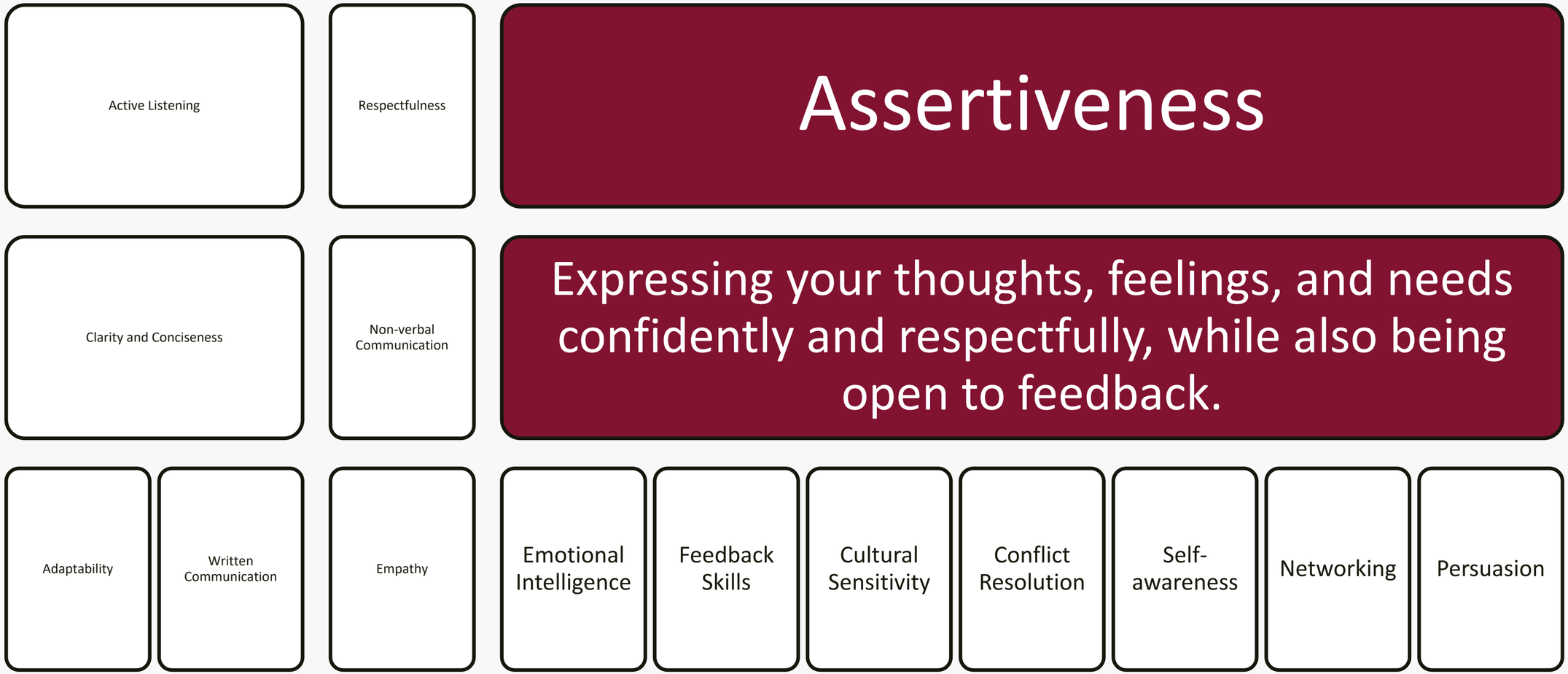
Self-awareness

Networking

Persuasion

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Skills for Effective Communication



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Skills for Effective Communication

Active Listening

Respectfulness

Emotional Intelligence

Clarity and Conciseness

Written Communication

Non-verbal Communication

Understanding and managing your own emotions, as well as recognizing and responding appropriately to the emotions of others.

Adaptability

Emotional Intelligence

Empathy

Assertiveness

Feedback Skills

Cultural Sensitivity

Conflict Resolution

Self-awareness

Networking

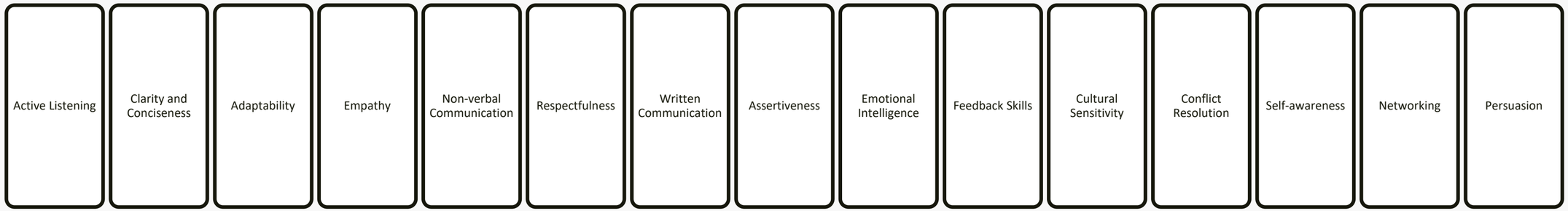
Persuasion

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Skills for Effective Communication

Feedback Skills

Providing constructive feedback effectively, as well as being open to receiving feedback and using it to improve



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Skills for Effective Communication

Feedback Skills

Cultural Sensitivity

Being aware of and respecting cultural differences in communication styles, norms, and values

- Active Listening
- Adaptability
- Empathy
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- Emotional Intelligence
- Cultural Sensitivity
- Conflict Resolution
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Skills for Effective Communication

Feedback Skills

Conflict Resolution

Cultural Sensitivity

Developing skills to address conflicts or disagreements in a constructive and collaborative manner

Active Listening	Clarity and Conciseness	Empathy	Non-verbal Communication	Respectfulness	Written Communication	Assertiveness	Emotional Intelligence	Self-awareness	Networking	Persuasion

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Skills for Effective Communication

Feedback Skills

Self-awareness

Cultural Sensitivity

Understanding your own communication strengths and weaknesses, and actively working to improve them.

Conflict Resolution

Non-verbal Communication

Active Listening

Clarity and Conciseness

Adaptability

Empathy

Respectfulness

Written Communication

Assertiveness

Emotional Intelligence

Networking

Persuasion

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Skills for Effective Communication

Feedback Skills

Networking

Cultural Sensitivity

Building and maintaining relationships through effective communication, both in professional and personal contexts.

Conflict Resolution

Self-awareness

Respectfulness

Active Listening

Clarity and Conciseness

Adaptability

Empathy

Written Communication

Assertiveness

Emotional Intelligence

Persuasion

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CARISMA SOLUTIONS

Skills for Effective Communication

Feedback Skills

Persuasion

Cultural Sensitivity

Networking

Being able to influence others' opinions or behaviors through effective communication and reasoning

Conflict Resolution

Self-awareness

Respectfulness

Active Listening

Clarity and Conciseness

Adaptability

Empathy

Written Communication

Assertiveness

Emotional Intelligence

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Skills for Effective Communication

Active Listening

- Clarity and Conciseness
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Written Communication

- Assertiveness
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CARISMA SOLUTIONS

SKILLS TO DEVELOP AN EFFECTIVE COMMUNICATION

Thank you

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