

# EFFECTIVE COMMUNICATION SKILLS FOR TEAM LEADERS

212-Careers

Healthy communication is the basis of all strong relationships. This is true on the job and away from work. If you're taking on the team leader role, here are some important tips to make you an effective communicator who produces results.

## **Don't Expect Your Audience to Be Mind Readers**

We're talking about clarity here. You are addressing individuals or a group audience for a reason. They shouldn't have to read your mind about what that reason is. After you broadcast your message, you don't want to see a bunch of head scratching.

Be clear about what you want to say. Don't assume anything. Your staff members and employees have a lot going on daily, just like you do. Their minds could be somewhere else when you decide to share something important with them. Crystal clarity about your message and what you expect to happen is vital to success as a team leader.

## **Be Short and Get to the Point**

Be brief when you speak or otherwise communicate. Get to the point quickly. Use short words, sentences, and paragraphs. Take out all the fluff. Only say what you need to say. This isn't the time to go off on a tangent and take half an hour to say what you could communicate in five minutes.

## **Remember That Productive Communication Is a Two-Way Street**

As a team leader, there will be times when you need to give orders. There won't be any room for opinions. You hand out responsibilities and expect certain results. Even when this one-way process of delegation is necessary, allow for feedback. Let everyone on your team know that you embrace listening as a form of communication.

Sometimes, people want their opinions heard. What you hear may or may not affect how you delegate responsibilities and assign duties, but just listening will foster respect and trust in your team members.

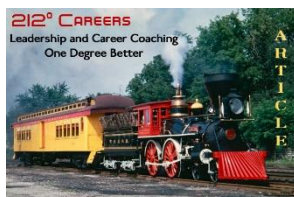
## **Adaptability Is a Must**

A smart team leader adjusts his communication style to fit his intended audience or current circumstances. If you develop different communication styles for different scenarios, you'll experience more success leading your team.

## **Host Feedback Sessions**

Schedule regular meetings where you absorb the feedback. This keeps you informed on your team's morale, progress, and other important aspects of day-to-day operations.

*These five communication tips will help you become a more effective team leader. Embrace them. Put them into practice today. They can help you accomplish your personal goals on the job and team objectives. You'll enjoy less pull-back and more buy-in from your staff and team members.*



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