**Do for communication**

**Do Be Clear & Direct|:** Say what you need to say. Whether it is spoken or written, ensure your language is clear and unambiguous and your message is directly communicated.

**Do Be Respectful:** This means using the other person’s name, looking them in the eye, and nodding to aid in demonstrating you understand what they are saying. If you are communicating in writing, reread before sending your message to ensure that it could not be misinterpreted or taken as disrespectful.

**Do Face-To-Face:** Whenever you have difficult information to convey or something that could result in many questions, choose to have a direct face-to-face conversation You will also have the huge benefit of non-verbal communication cues including tone of voice, facial expressions, and other body language.

**Don’t for communication**

**Don’t Give More Attention To Cell Phones Than People:** This practice is rude and gives your audience the message that their company is not important. In addition, constant texting, or checking your phone means you are not engaged in your current interaction.

**Don’t React Or Get Upset:** Many things involved in difficult discussion can and will illicit the urge for an emotional response. Remember that getting upset will not help you think clearly and will leave a bad impression on all parties involved in the interaction.

**Don’t Interrupt:** Allow everyone their share of the floor. Everyone involved in a project meeting is there for a reason and has a valid need for speaking time. Don’t make someone feel slighted by dominating the entire meeting.

**Do for confidence**

**Do stay positive:**Believe in yourself, remember that you have excellent qualities and abilities.

**Do practice:** Athletes know the value of practicing. So do musicians, people who learn new languages, and many others. Many things simply require repetition to master.

**Do learn from your mistakes:** If you challenge yourself-if you try to extend your abilities and move out of your comfort zone-you will make mistakes.

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**Don’t for confidence**

**Don’t be mean to yourself:** Many people are their own worst critics. Recognize and analyze your mistakes, look for things you can improve, but don’t beat yourself up.

**Don’t expect to be successful your first time:**See “do practice” above. Few people can do difficult things the first time they try; most people stumble before they learn to walk.

**Don’t be afraid to seek help:** Athletes have coaches and others who help them master certain skills. Similarly, you’d be wise to get tips and wisdom from someone who has the ability you’re trying to master.

**Do for body language**

**Do walk with confidence and with purpose:** You can follow another person’s lead through unfamiliar hallways while still having your shoulders back, head up, and taking even strides.

**Do stand and sit straight: Its** fine to lean forward a little, as it shows interest, but never lean back in your chair or so far forward that you’re leaning on the table or desk in front of you.

**Do sit calmly:**  with your hands in your lap or on the arms of the chair, ready to gesture naturally as you talk.

**Don’t for body language**

**Don’t shuffle when you walk:** Walking with your head down or with a shuffling gait may be appropriate when searching for a book in the library, but it makes you look ineffective or nervous when you walk toward or beside a hiring influencer.

**Don’t fold your arms:**  This is a defensive posture, as though you felt a threat from the hiring influencer. It suggests fear, dislike, and even dishonesty.

**Don’t fidget:** Running your hands through your hair or twisting it, clicking pens, drumming fingers, tapping toes, it makes you look nervous.