## How Great Leaders Communicate

3 key tips to master communication





- Lean in, avoid distractions, and ask clarifying questions.
- Active listening builds trust, strengthens relationships, and leads to better understanding.

### Example phrases

"Tell me more about that."

"So, what I heard is XYZ."





- Be direct and to the point.
- Don't add unnecessary details.
- Concise communication is more effective, memorable and desired.

### Example phrases

"The key takeaway here is..."

"The priorities for this [PERIOD] are..."







- Coach and guide your team.
- Don't take on their problems.
- Empowering employees to solve problems fosters autonomy, builds confidence, and develops critical thinking skills.

### Example phrases

"What are some solutions you think of?"

"Who do you know that overcame similar challenges?"



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