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The data project workflow

Elements of communication

- Video: Key elements of communication
- Reading: Best communication practices for data professionals

 10 min
- Practice Quiz: Activity:
 Communicate with
 stakeholders in different
 roles
 Started
- Reading: Activity Exemplar:
 Communicate with
 stakeholders in different
 roles
 10 min
- Video: Communication drives PACE
- Reading: Elements of successful communication 10 min
- Practice Quiz: Test your knowledge: Elements of communication

Communicate like a data professional

Review: Data applications and workflow

Foundations of Data Science > Module 4 > Elements of successful communication

- Invite understanding of others
- Develop empathy for others and their responsibilities
- Build a connection with colleagues
- Promote trust

When you are practicing active listening, you make the effort to understand the speaker's point of view. This helps you understand what other people are trying to communicate and sets you up to ask better, more insightful questions.

Asking Questions

Data professionals aren't automatically developing solutions. For data analysis to be effective, data professionals need to ask the right questions. In fact, the entire data analytical process depends on it.

Asking questions is a powerful communication tool. Asking the right questions can lead to institutional learning and a fruitful exchange of ideas. Many times, questions invite innovation and initiate efforts that can help improve projects and overall workflow.

Asking questions builds rapport and trust among team members. The right questions can often help mitigate business risks by uncovering unforeseen pitfalls and hazards. Here are a few tips to help guide your questioning:

- Ask questions that haven't been answered already
- Ask questions that reveal the bigger picture
- Ask questions that gather information or further the knowledge of the team
- Ask questions that can help clarify misunderstandings

Effective questions are more likely to get you the answers you need to do your best work– which is good for the whole team.

Key takeaways

In this reading, you learned that communication is present in all aspects of data professional work. Focus on the purpose, setting, and timing of your communication in order to promote more successful discussions with your team. Additionally, becoming an active listener that asks relevant questions enables more efficient communication and invites the perspective of other stakeholders. All these factors add up and make a big difference in how effectively you communicate as a data professional.









