



HOW TO COMMUNICATE LIKE A CEO



CEO's have to constantly communicate and engage in dialogue hence they have to have good communication skills apart from all their successes.

A few habits to learn to become excellent communicators –

1. Take responsibility –

- Always take full responsibility of your actions and communications.
- Be a problem solver not a blamer.
- Use phrases such as – ‘So how can we solve this, I think we should...’, ‘So how can we arrive at a decision’, ‘Let’s do this together’.

These phrases will make you sound like a problem solver and people will look up to having you around in conversations.



2. Think before you speak –

- Each word you speak has an impact, so think before you speak.
- Taking a moment to think will result in clear and relevant responses.
- Respond, don't react.



3. Body language –

- Being comfortable in your own skin will show confidence as a speaker.
- Sit comfortably, use hands to explain your point and maintain eye contact with your audience or interviewer.
- You do not need to acquire a power pose or try to show off.



4. Passion/Optimistic –

- Optimism is infectious.
- Passionate communication gives hope and inspiration to your audience which makes them optimistic towards your opinions.



5. Open to ideas –

- Be considerate and open to ideas apart from your own.
- This can lead to better solutions.
- People come up with some amazing ideas and they will have the satisfaction of being heard.
- Be an active listener.



Imagine yourself to be a CEO, now fill this comparison chart to see which communication habits you have in common with the world's greatest CEOs

| CEO Communication | Do I follow this? Y/N | How can I further develop this habit | Note to self... |
|-------------------------|--------------------------|---|-----------------|
| Take responsibility | Yes No | By using phrases like <ul style="list-style-type: none"> Let's do this together! So how can we solve this? | |
| Think before you speak | Yes No | <ul style="list-style-type: none"> I'll slightly pause before I voice out my opinion. I'll respond, not react | |
| Confident body language | Yes No | <ul style="list-style-type: none"> I'll carry myself with ease Make eye contact | |
| Optimistic/passionate | Yes No | <ul style="list-style-type: none"> I'll look at the brighter side I'll use my words to inspire | |
| Open to ideas | Yes No | <ul style="list-style-type: none"> I'll practice active listening I'll not close my mind to new ideas. | |