

Successful Strategies for Effective Communication

Communication plays a critical role in education, especially in a school environment where email and the telephone are used more frequently than face to face meetings. The success of our program is often attributed to effective communication between the teacher, their students and the parents.

Those who have been most successful in our school point to several strategies that worked for them. With the additional help of our counselor we are able to offer the following list of guidelines for making your year a year where EVERYONE WINS!

1. Accept and respect that individual opinions may differ, don't try to force compliance, work to develop common agreement.
2. Communicate your feelings assertively, not aggressively. Try to express them without blaming others.
3. Focus on the issue, not your position about the issue.
4. Give others an opportunity to express themselves without jumping to conclusions or making assumptions about what they are feeling or thinking.
5. Review the situation as one where no one has to win and no one has to lose. Work toward a solution where both parties can have some of their needs met.
6. Listen without interrupting; ask for feedback if needed to assure a clear understanding of the issue.
7. Thank the person for listening to you.
8. Stay in the present.
9. Take time to cool off should you find yourself becoming angry or annoyed; send the email or make the phone call once you have regained control.
10. Work through the problem rather than attacking the person. It is best to start with a compliment.

Remember the goal is that all parties want what is best for the child!