



# Make Parent-Teacher Communications Effective

*Effective communicators are...*

1. Listeners
2. Servants

## *3 Keys to Effective Communication*

- Know your mission.
- Strategize to accomplish your mission.
- Prioritize people above your mission.

## Effective Communication Begins with Being an Effective Listener:

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*(10 Tools for Listening by Chris Lee)*

1. Be open
2. Create the space to listen
3. Have the person feel like they are the most important person in the world
4. Listen to the words people are saying
5. Connect to the emotion
6. Know what questions to ask
7. Repeat back what you heard
8. Honoring the request made of you
9. Identify the kind of person who is talking to you
10. Listen to yourself

## Communicate Like a Leader

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1. Be accurate and honest
2. Don't lecture. People want a relationship, not a monologue.
3. Get to the point.
4. Contribute more than receive.
5. Lose the ego.
6. Be informative.
7. Be flexible and discerning.