



### Define roles and goals clearly

Clarify responsibilities and push for accountability. Encourage people to ask for and offer help in turn.



### Learn How People Like to Communicate

Identify team members' communication styles and how best to communicate with them.



### Say "yes and"

Rather than saying "but" and shutting someone down, substitute "yes and" when you reply.



### Embrace two-way communication including feedback and surveys

Be honest and open with your team — and sometimes, expect the same kind of honesty back. Feedback is best when it's reciprocal. If you feel your team may be uncomfortable being honest, anonymous surveys are a good tool.



### Face-to-face remains paramount

Don't go all-digital. In-person communication is important and imperative for sensitive discussions.

# 11 Tips for Effective Team Communication



### Be clear about your mission

Communication is best built on a bedrock of shared values and commitment to a common purpose.



### Leverage technology

Tools such as project management software can increase transparency within the team and facilitate information exchange.



### Have an open-door policy

Don't force people to wait for scheduled meetings to ask questions or bring up concerns.



### Being intentional can help

Try mindfulness, formal communications models and training.



### Don't forget about fun

Team-building exercises and games can help build trust, familiarity, and bonding.



### Know your people

Differences in values or experiences are one of the top causes of disagreements among team members.