Workplace Strategies for Mental Health

Compliments of Canada Life

Communicating with clarity

When we communicate with others, it's not only important that we're careful about what we say, but also how we say it.

Especially when we have to communicate difficult things, it's easy to come across as intense or aggressive, even if that's not our intention. Pay attention to how you communicate, and you'll likely find less tension arises on both sides of the conversation.



Volume

How loudly or softly are you speaking?



Body language

Is there tension in your face and body?



Pace

How quickly or slowly are you speaking?



Don't interrupt

Let them speak



Word choice

How will your words be perceived?



Emphasis

Do the words you emphasize match your intention?

Learn more about communicating with clarity

Communicating with clarity
clwsmh.com/resources/communicating-with-clarity

Body language awareness
clwsmh.com/resources/body-language-awareness

Choose your words
clwsmh.com/resources/choose-your-words

All Workplace Strategies resources are available to anyone at no cost, compliments of Canada Life. To learn more, visit clwsmh.com.

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