

Key Strategies

to Becoming an Effective Communicator

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Who Am I?



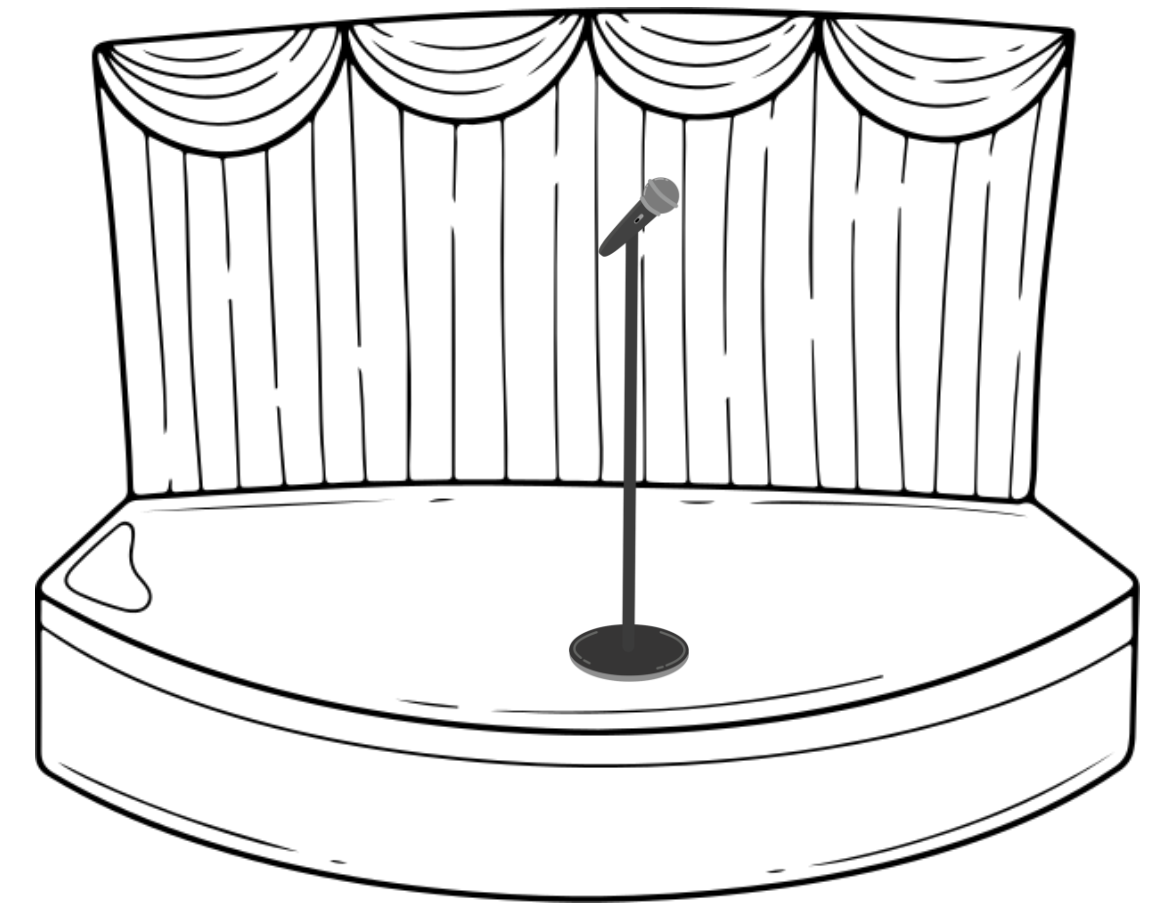
What is Effective Communication

Effective Communication is the ability to clearly, accurately, and appropriately convey information, ideas, or emotions so that the intended message is understood by the recipient as intended and leads to the desired response or outcome.



Where Do We Start?

Let's Set the Stage!



Effective Communication Starts with Empathy

- ☐ To Have Understanding
- ☐ To Feel and Respond to Another Person's Emotions
- ☐ To Truly Listen and Connect On a Human Level

Having Empathy Is Not Just About Hearing Words, But About Choosing To Show Up With Patience and Understanding.

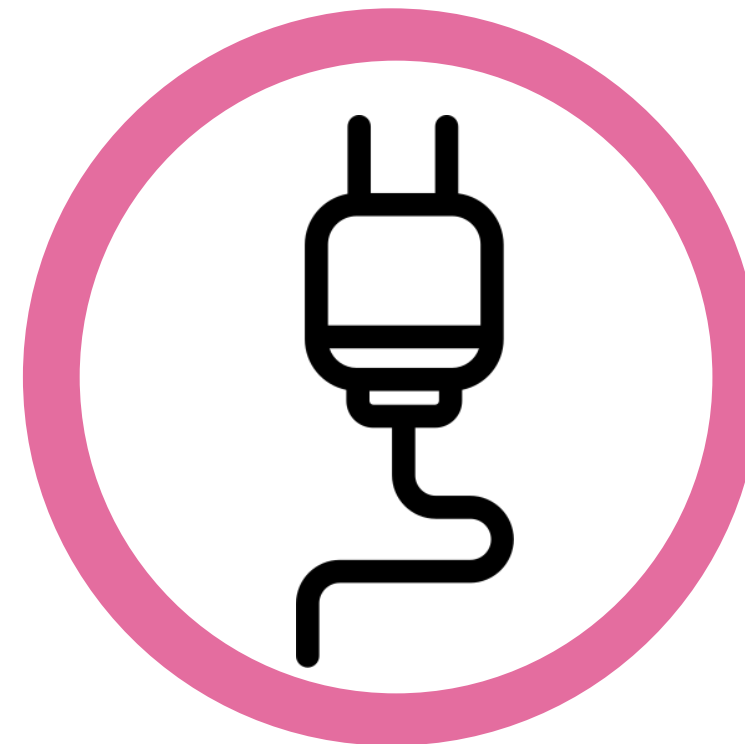
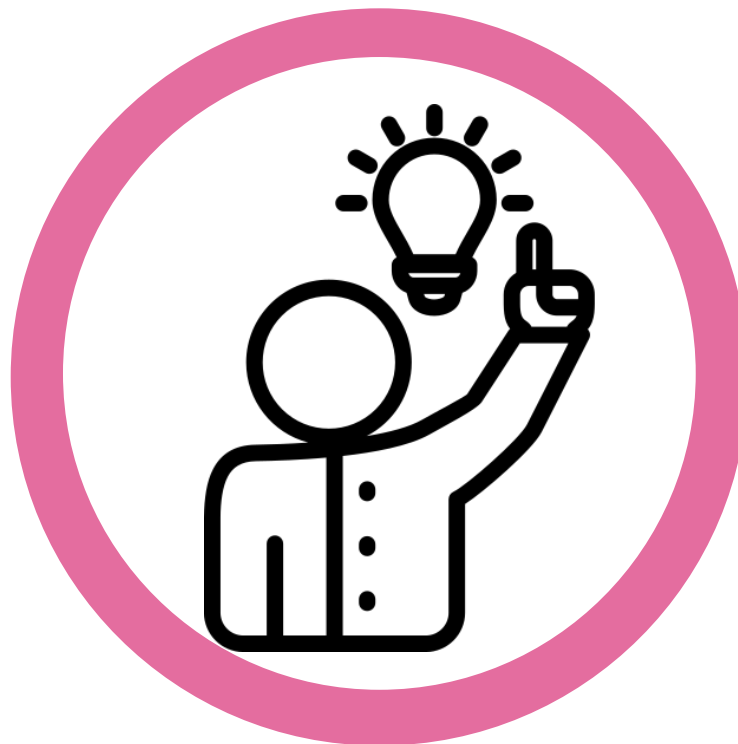
“I’ve learned that people will forget what you said, people will also forget what you did, but people will never forget how you made them feel.”

-Dr. Maya Angelou



Communication is the Bridge Between Who We Are and What the World Sees

The Bridge Allows People to...



SEE US

UNDERSTAND US

CONNECT WITH US



What is One of the Biggest Issues We Face
When Trying to Communicate?



We Listen to Respond
instead Of
Listening to Understand

Core Strategies:



How Do They Help?

Helps you understand others fully

Helps you get your point across quickly and clearly

Helps you reinforce your message and build connection

Helps you relate to others and communicate sensitively

Encourages deeper conversations and problem-solving

Makes your communication more effective and respectful

Strategy #1

Practice Active Listening

Active listening is the process of giving full attention to a speaker, understanding their message, and responding in a way that shows comprehension and respect.

- Put away distractions: silence your phone
- Ask clarifying questions & Show you're listening with short responses like:
"I see," "That makes sense," "Go on," "Interesting."
- Avoid interrupting—let the other person finish their thought.
- When you listen with focus, you respond with precision



*“Active Listening Isn’t About
How Loud You Are, But How
Deeply You Hear.”*



Strategy #2

Brevity is the Soul of Wit

The most intelligent, clever and effective communication comes in short, concise form using the fewest possible words.

- Short Messages Hit Harder
- Say enough to be understood, but no more.
- Cut out unnecessary details unless they support your main point.
- Respect your audience's time.



Strategy #3

Be Clear and Simple

- Organize your thoughts before speaking
- Be concise: avoid jargon, filler words, or rambling.
- Ask clarifying questions & Show you're listening with short responses like:
"I see," "That makes sense," "Go on," "Interesting."
- Avoid interrupting—let the other person finish their thought.



Strategy #4

Use Appropriate Body Language

- Show attentiveness, and respect.
- Maintain Eye Contact
- Use open, confident posture.
- Align your facial expressions and gestures with your message.



Strategy #5

Adapt To Your Audience

- Consider their background, knowlege level and needs
- Adjust tone, vocabulary and detail level
- Keep your language clear, simple, and relevant
- Connect with their experiences, concerns, or goals



Question:

What is the Main Thing to Avoid When Trying to Be An Effective Communicator?

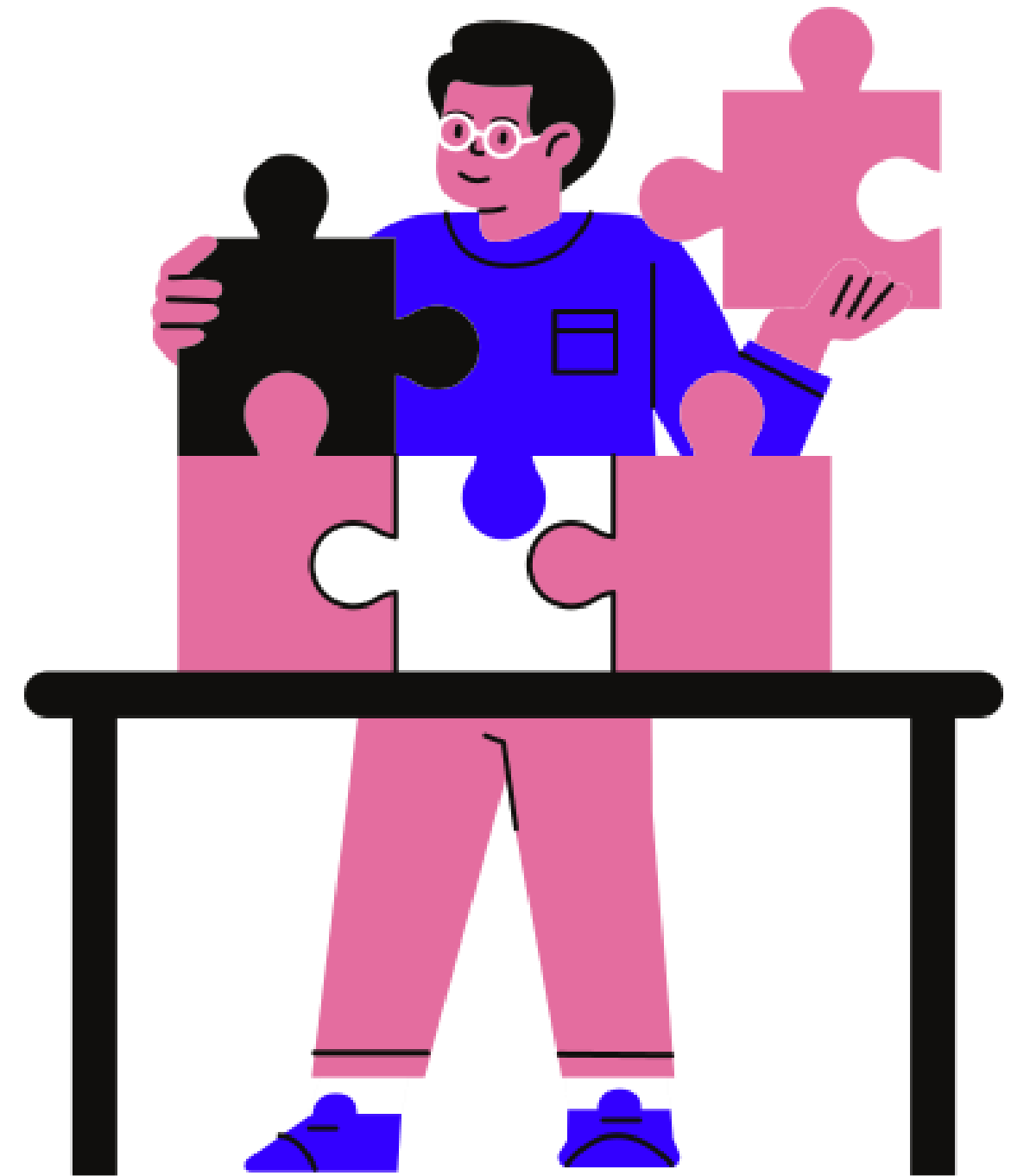
Making assumptions instead of seeking understanding



When you ASSuME:

- You may misinterpret what the other person means.
- You risk talking past someone instead of with them.
- You might use the wrong tone, level of detail, or language.
- It shuts down true listening and connection.

Being an effective communicator isn't about being the loudest voice in the room, it's about being the clearest, most intentional, and most respectful.





Effective Communication is a skill that combines clarity, empathy, active listening, and the ability to adapt your message to others.

Great communication builds trust, resolves conflict, inspires action, and strengthens every kind of relationship, personal or professional.

Key Takeaway:

The goal of communication isn't just to be heard,
it is to be understood.

And when people feel understood, they're more
likely to listen, collaborate, and connect.

My Favorite Communication Quotes



"The most important thing in communication is hearing what isn't said." - Peter Drucker

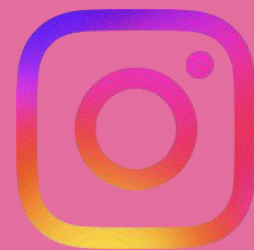
"The single biggest problem in communication is the illusion that it has taken place." - George Bernard Shaw

"The difference between the right word and the almost right word is the difference between lightning and a lightning bug."
- Mark Twain

"The two words information and communication are often used interchangeably, but they signify quite different things. Information is giving out; communication is getting through." - Sydney Harris

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*“the essence of communication:
it’s not just about talking, it’s
about making sure your message
is understood.”*

