Communicating Effectively Resources

A curated list of learning and development resources to help you – when you need the help.

Communication planning

☐ Use a template when planning to communicate about an important change, initiative or project.

Delivering bad news

☐ Find helpful guidance in this roadmap for "Delivering Bad News: Communicating Well Under Pressure" from Mindtools.

☐ Invest your time in an online training that will position you well for "Navigating Difficult Situations in the Workplace" by Dr. Kathy Obear.

Giving and receiving feedback

☐ Get good at giving feedback -- it is a gift when given constructively. The next time you are in a situation that calls for you to provide constructive feedback to a colleague or staff member, use this planning tool to improve your success.

☐ **Ask your faculty and staff how you might improve the effectiveness of how you are communicating**. Seek their suggestions and make it safe for them to provide you honest feedback. You may be surprised at what you learn or the ideas they may have. Be ready to receive their feedback by using this tool.

Listening skills

☐ Implement practical tips from the article, How to Be a Better Listener published in the Living Smarter section of the New York Times.

☐ Take this self-assessment to identify ways to improve your listening skills.

Meeting Management

☐ Try out a few of the recommendations outlined in the Inside Higher Ed article, "Making Meetings Less Miserable."

Negotiating

☐ Find resources in this Negotiations Planner.

☐ Use the class book, Getting to Yes, as a reference guide.

Presenting Ideas and Storytelling

☐ Find inspiration in this Inside Higher Ed article, Mastering the Art of Presenting.

☐ Implement the most useful tips among these 101 Public Speaking Tips.