

Do's and Don'ts of Communication

Effective verbal and non-verbal communication is integral to being an educator or someone in a school leadership position. It is vital to achieving district goals and objectives. Below are examples of the do's and don'ts of successful educational leadership communication practices.

DO



Adapt your communication style to different audiences, eg. students.



Allow your **personality** to come across in your teaching and leadership style.

Talk to others as **you'd like to be** spoken to.

Be **clear** in the messages you are delivering.

Show passion for your school, district and policies - **passion is persuasive.**



Look at teachers and leaders you admire and focus on their **communication style.**



Use the space of the room, **move around** and **show energy.**



Power pose to build your **confidence** before addressing a room.

Provide reasons for the actions you take.

Avoid jargon, use language that everyone will understand.

DON'T

Talk 'at' people - **talk 'to'** them.

Lose your temper when confronted, **remain calm** and collected.



Over-generalize. Adapt to people's learning capabilities and style.



Take yourself too seriously or you won't be **relatable.**

Beat around the bush, **say what needs to be said** as soon as you can.



Cross your arms in front of your body, **be open and welcoming.**

Point with your finger at people or during presentations.

Shy away from the **difficult questions** people may have.

Stand behind **physical barriers**, such as your desk.

Make promises you can't keep, **under-promise and over-deliver.**



Slouch. **Stand up straight** and hold your head high.