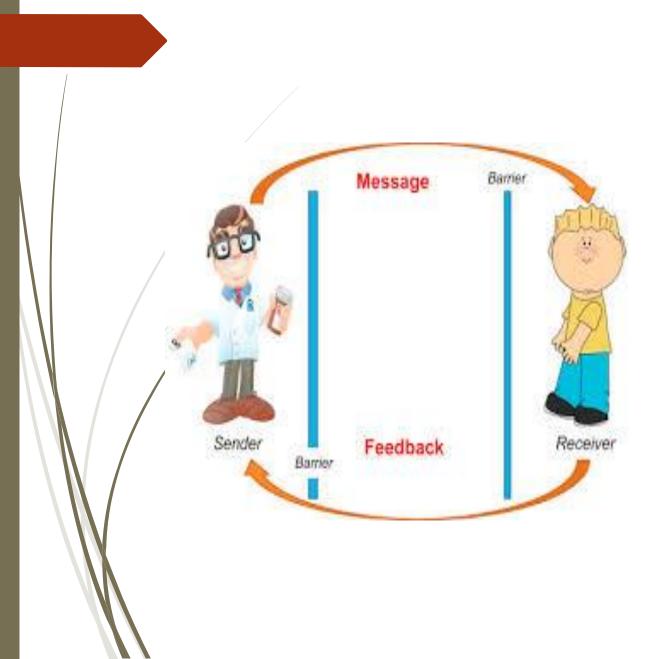
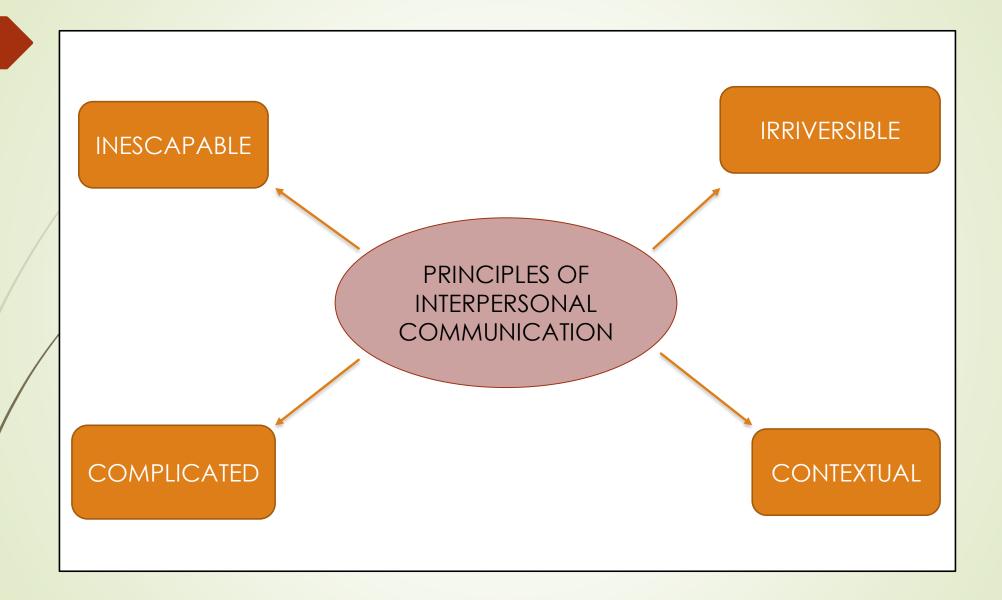
# **Interpersonal communication**



The process by which people exchange information through verbal and non-verbal messages

#### Importance

- Connect with people and contacts more easily
- Maintain good relationships with others
- Provide leadership and reassurance to those around you
- Express your needs in an effective manner
- Give -- and get -- emotional support and empathy
- Have the emotional intelligence to understand how decisions will affect others
- Know how to "read a room" when you are speaking
- Give and receive the information you need for every task
- Stay grounded and true to your best self



### INTERPERSONAL COMMUNICATION SKILLS

- LISTENING SKILLS
- VERBAL COMMUNICATION
- ASSERTIVENESS
- NON VERBAL COMMUNICATION



### EFFECTIVE INTERPERSONAL COMMUNICATION

- TRANSPARENCY
- CLARITY OF COMMUNICATION
- MULTIPLE CHANNELS TO INTERACT
- FEEDBACK

## How Can You Improve Your Interpersonal Communication Skills?

- Who do you perceive yourself to be?
- How do others perceive you?
- How do you want others to perceive you?

#### Improving interpersonal skills

- Seek opportunities to build relationships.
- Be thoughtful about ways your interactions could improve.
- Ask trusted friends or colleagues for constructive criticism.
- Observe other positive interpersonal interactions.
- Seek mentorship.