

Communication
--the human
connection--
is the key
to personal and
career success



The Women's Alliance

Effective
Communication
Month

Share Your Skills

Mentor Someone

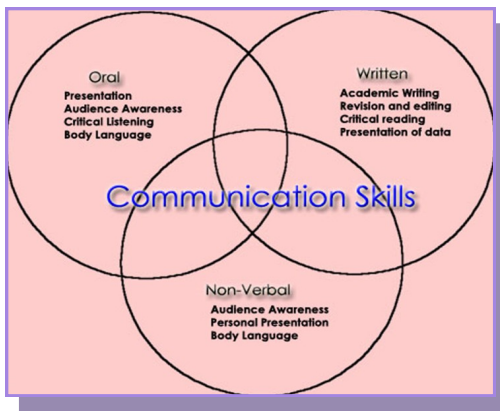
- ◇ <https://www.dressforsuccess.org/et-involved/volunteer/>
- ◇ **Career Center Specialist -Boost a woman's confidence through mock interviewing and provide her with resume tips that set her up for success.**
- ◇ **Mentoring, Public Speaking and Support—Develop a long-term relationship with a client, helping her remain focused on her goals and empowered to succeed.**
- ◇ **Expert Speaker—Share your knowledge and inspire women to reach higher and dream bigger.**

Effective communication requires more than an exchange of information. When done right, communication fosters understanding, strengthens relationships, improve teamwork and builds trust.

- ◆ ***For Additional Resources ask your chapter president or contact Robin.Doran@xerox.com or***



*If you just
communicate, you
can get by. But if
you communicate
skillfully, you can
work miracles.*
Jim Rohn



Articles

- ◆ <https://www.thebalance.com/business-and-social-etiquette-how-to-make-eye-contact-3514819>
- ◆ http://www.huffingtonpost.com/nell-minow/clear-and-effective-commu_b_14537928.html
- ◆ <https://www.thebalance.com/valuable-networking-skills-3515560>
- ◆ <https://www.skillsyouneed.com/ips/what-is-communication.html>

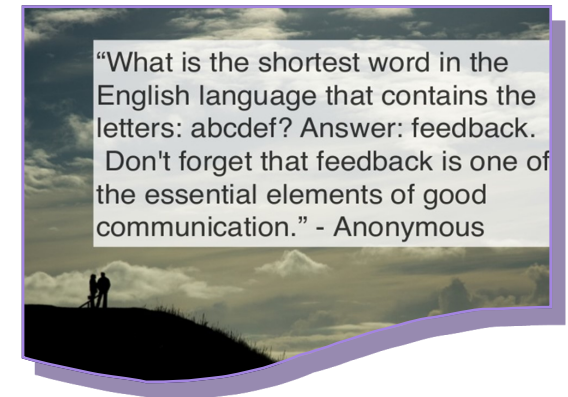


Videos

- ◆ **Think Fast, Talk Smart: Communication Techniques** <https://www.youtube.com/watch?v=HAnw168huqA> (58 min.)
- ◆ **10 Ways to have a better conversation** <https://www.youtube.com/watch?v=R1vskiVDwl4> (10 min.)

How to speak so that people want to listen <https://www.ted.com/talks/julian-treasure-how-to-speak-so-that-people-want-to-listen>

We Need to Talk: How to have conversations that Matter <https://www.youtube.com/watch?v=ydQd7KxrFDM> (60 min.)



Book List

- ◆ [Breaking Through Bias Communication Techniques For Women To Succeed At Work](#) by Andrea S. Kramer and Alton B. Harris
- ◆ [Feedback Is A Gift](#) by Stephen C. Lundin, PHD & Marshall Goldsmith, PHD
- ◆ [Crucial Conversations Tools For Talking When Stakes Are High](#) by Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler
- ◆ [We Need to Talk: How to Have Conversations That Matter](#) by Celeste Headlee