OCTOBER 14

Communicate Effectively

Canada's Healthy Workplace Month

EXCELLENCE CANADA

Good communication helps build trust and strong relationships in the workplace. Taking a moment to pause before responding can prevent misunderstandings and improve conversations.



Pause Before Replying

Before responding to a message or comment, take a few seconds to think. This helps you respond calmly and clearly.

Ask Questions Instead of Assuming

If something is unclear, ask a question to better understand the situation instead of making assumptions.

Choose how you will

Communicate Effectively

Listen Carefully

Give the speaker your full attention and allow them to finish before responding. Listening is actually one of the most important aspects of communication.

Respond Respectfully

Use a calm tone and respectful words, even when you disagree with someone. You might not always be on the same page, but you can always have respectful dialogue.

Learn more at
healthyworkplacemonth.ca

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Daily Resource

Activity: 2-Minute Communication Reset

- Pause before responding.
- Ask one question to clarify instead of assuming.
- Listen fully, then reply calmly and respectfully.

Workplace Tips

For Leaders

Encourage open discussions and respectful communication during meetings.

For Team Members

Practicing patience and listening carefully can improve teamwork and reduce conflicts.

> **"A word after a word after a word is power."**
>
> **– Margaret Atwood (Author & Poet)**

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