Techniques to Support Effective Communication

Make Communication a Priority	Choose a time for communicate without interruptions.
Establish and Maintain Eye Contact	A lack of eye contact has multiple meanings and is often easy to misinterpret.
Ask Open-Ended Questions	Open-ended questions help the listener understand the communicator's thoughts and feelings.
Use Reflective Listening	A process of paraphrasing or restating what the person has said. It helps the speaker feel that they have been listened to and understood; as well as, increases their understanding of what has been said.
Language Choices	If you are trying to foster a sense of cooperation, use pronouns like "we" and "us" to refer to the group. To build a sense of being part of a team. Alternatively, to convey your own thoughts and feelings you can use pronouns like "I" and "me" to do that effectively.
Feedback	Is to convey your information in such a way that the other person can offer feedback. They should also be able to form direct questions if anything is left unclear.
Tell the Other Person What You Need	By asking for what you need and sharing your expectations, the other person doesn't have to guess what they are.
Honesty	Effective communication is largely based on trust. If you trust the person you are communicating with then comprehensive information is easily provided between the two of you.
Give Congruent Messages	Ensure the message is consistent with expressed emotions.
Share Power	Mutual agreements will help everyone share power and get their needs met in the process.
Keep Communication Channels Open and the Communication Process Flowing	Allow for communication to be given and received in a fluid manner, this will help strengthen the relationship and accountability.
Attempt to Resolve Conflict	Troubleshoot to resolve problems and conflicts as they arise with the goal of conflict resolution.

Make Specific Resolutions to Disagreements	Establish a formal agreement not to repeat problematic behavior.
Emotional Awareness	Is essential for a clear transfer of information. You can easily recognize when your own emotions are causing issues with your communication.
Avoid Negative Energy	Negativity could adversely influence your communication.
Stress Management	Communication can be very stressful and problems arise when stress interferes with your ability to deliver your message. If you're overly stressed by a situation, step away and take that time to compose yourself. You will be able to approach the situation with a clearer head and communication will become infinitely easier.