

## Tips on Communications for Managers

1

**BE PROACTIVE.** Take the initiative to reach out. If you don't have the information you need, find it.

2

**360° THINKING.** Consider who would benefit from information broadly – up, down and across the organization.

3

**BE TIMELY.** Communicate as soon as there is a need to – even if all the details are not yet clear.

4

**FAVOUR FACE-TO-FACE.** Wherever possible, communicate in person through conversations, meetings or just walking around.

5

**LISTEN.** Remember that communications is about exchange and dialogue – listen for cues and adjust your message as needed.