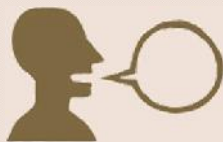


# 5 Elements of Successful Communication

Each element is crucial to keeping the meaning intact.



## Sender

Launches a thought into the world.

It is the responsibility of the Sender to launch an idea in an open, honest and clear manner, so that it doesn't have to be "decoded" by the Receiver.



## Language

Words must be clear and specific.

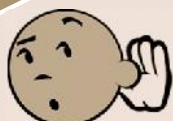
For successful communication, we need to choose words that are precise and appropriate; remembering that some words are perceived differently by different people.



## Environment

Needs to be as organized and as free of distractions as possible.

Ideally, communication should be launched in an organized environment, free from distractions. While this isn't always easy, we all have the ability to create a distraction-free psychological environment by directing our focus completely on our communication.



## Receiver

Responsible for interpreting the message.

In order to thoroughly understand the sender's message, the Receiver must maintain complete concentration—whether listening or reading.



## Feedback

Guarantees the Sender and Receiver understand each other completely. Feedback is the best way to ensure that the Sender and Receiver are on the same page. The Receiver can either repeat what the Sender said (rephrasing the thought in his or her own words) or, request clarification on what has been said.

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