



CHILD NUTRITION LEADERSHIP SITE
Educate. Elevate. Empower.

Job Aid Series: Effective Communication

A leader must be able to communicate effectively in order to build positive working relationships. Effective communication is the foundation to all leadership discussions. Being a skilled communicator allows you to lead thoughtful, meaningful, and respectful conversations.

Good communication cultivates and strengthens relationships and encouragement.

A skilled communicator:

- Takes time to make good decisions about what information to give, to whom to give the information, and the best time to give the information
- Tells the truth, clarifies misconceptions, and works to ease feelings
- Listens with both the head and the heart
- Listens to understand, not to judge or to defend
- Speaks to share information needed by others
- Knows that the best outcomes are the result of clear, honest, and focused exchange of ideas and information

Reference

Institute of Child Nutrition. (2022). Introduction to school nutrition leadership: Instructor's manual. University, MS: Author.

This project was funded using U.S. Department of Agriculture grant funds. The USDA is an equal opportunity provider, employer, and lender.

The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.

For more information and the nondiscrimination statement in other languages:

<https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>

Except as provided below, you may freely use the text and information contained in this document for non-profit or educational use with no cost to the participant for the training providing the following credit is included. These materials may not be incorporated into other websites or textbooks and may not be sold.

Suggested Reference Citation:

Institute of Child Nutrition. (2022). *Leadership job aid series: Effective communication*. University, MS: Author.

The photographs and images in this document may be owned by third parties and used by the University of Mississippi under a licensing agreement. The University cannot, therefore, grant permission to use these images. Please contact helpdesk@theicn.org for more information.