Four Cs of Communication

Suggestions for Use in Training
Recommended handout for group trainings discussing effective communication

**Clear**
Say things simply enough that they cannot be misunderstood.

**Concise**
Get to the point. Do not go on and on with confusing details that do not matter.

**Complete**
Give the complete message. It is easy to forget to include one part, especially when you think your listener already knows that part.

**Correct**
Make sure that what you say is true. Do not repeat rumors or gossip. Build your reputation as a person who speaks truth.