

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.

Complete

Give the complete message.

Correct

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

Reference:

National Food Service Management Institute. (2008). *Growing your professional skills*. University, MS: Author.

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