Communication Keys to Success

Team Members

- Bait and Switch - It’s not so much what you say, but rather, it is how you go about saying it. Begin conversations on an upbeat note before discussing improvements or changes.
- See the Positive – Look for the positive in all situations and convey a sense of positivity to your team members. There are learning opportunities even in failed attempts.
- Non-verbal communication is important – Consider the way you present yourself when communicating with team members. Be engaging and attentive.
- Respect Counts – The way you communicate with team members will determine the relationship you will build with them. Organizations function best when there is a great deal of respect between members.
- Be Concise – Be mindful of your group members’ time and responsibilities. Keep your communication on-topic.

Faculty and Staff

- Always use the proper title (Dr., Mr., Ms. Mrs.) when addressing staff or faculty.
- No need to be overly formal in an email, but refrain from text or overly casual language. Avoid starting the email with “Hey”.
- Keep the email short and to the point, and make sure the subject line is specific.
- If asking for a meeting, offer some dates and times that you are available to come by their office.
Communication Keys to Success

Advisor

- Add your advisor to your email listserv to keep them up to date on programs and meetings.
- Provide your advisor with the contact information for all chapter leaders and inform your advisor of any leadership changes.
- Meet throughout the year to revisit your organization and individual goals.
- Be honest and transparent. Advisors are there to provide guidance and direction but they are unable to perform this essential role if they are not informed.
- Set aside time to get to know your advisor.