

Communication Essentials Every Manager Needs



CLEAR

- Say what you mean, avoid ambiguity
- Use simple, action-focused language
- Share expectations upfront



CONSISTENT

- Follow up regularly
- Share the same message with all relevant people
- Document key decisions



TRANSPARENT

- Explain the “why” behind changes
- Communicate early, even if all details aren't final
- Build trust through openness

Quick Communication Scripts:

“What I need from you today is...”

“Here’s what success looks like...”

“Let’s recap so we’re on the same page...”

