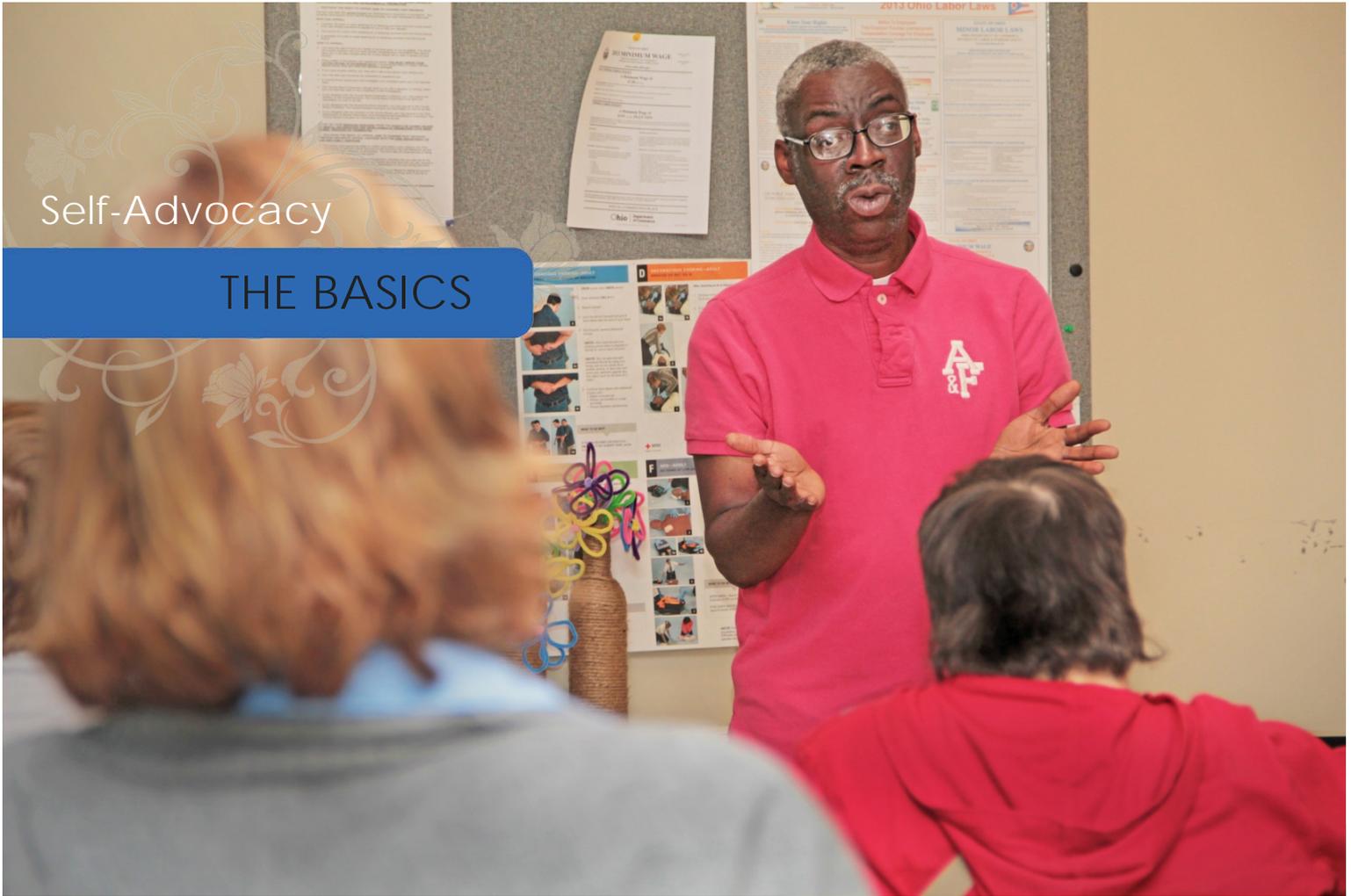


Self-Advocacy

THE BASICS



Effective Communication

Purpose

The purpose of this session is to understand that we are more likely to be heard when we use good communication skills. We will also learn basic keys to effective communication.

Important Points to Learn

- The “Do” list for effective speaking includes:
 - Make eye contact; Use good body posture (avoid slouching when possible); Speak loud enough to be heard but do not whisper or yell; Have a neat and clean appearance; and It helps to practice when you have something important to say

It is understandable that people may have limitations in some of these areas; it is good to practice these points to the extent that you are able.

- There is a difference between being assertive and being aggressive. You are more likely to be heard when you are assertive and not aggressive.
- Effective communication involves good listening as well as speaking. Be sure to take time to listen to others and respect their point of view; be polite even if they disagree with you.



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QUESTIONS TO CONSIDER

What are some different ways that people communicate?

How can you do your best to communicate effectively?

How do you feel when someone is aggressive with you?

ACTIVITY: EFFECTIVE COMMUNICATION

Share with group that each participant will have the opportunity to introduce themselves to the group and share one thing that they would like for the group to know. Allow each participant to practice their presentation in front of a mirror or to a different group member; remind the participants about the “Do” list for effective speaking. After practicing, encourage each group member to introduce themselves to the larger group. Have the group provide positive feedback to the presenter.

On a large piece of paper create a list of behaviors that are associated with being aggressive and not assertive. On a large piece of paper create a list of behaviors that are associated with being assertive and not aggressive. Discuss as a group the benefits of being assertive and not aggressive.

Ask for a volunteer from the group to speak for one or two minutes about a topic in which they have interest. Ask the other participants to listen closely to hear what is being said. Take notes on the presentation and when it is complete, ask questions to the group about the presentation. Discuss how you can better hear what is being said when you focus on the presenter.