



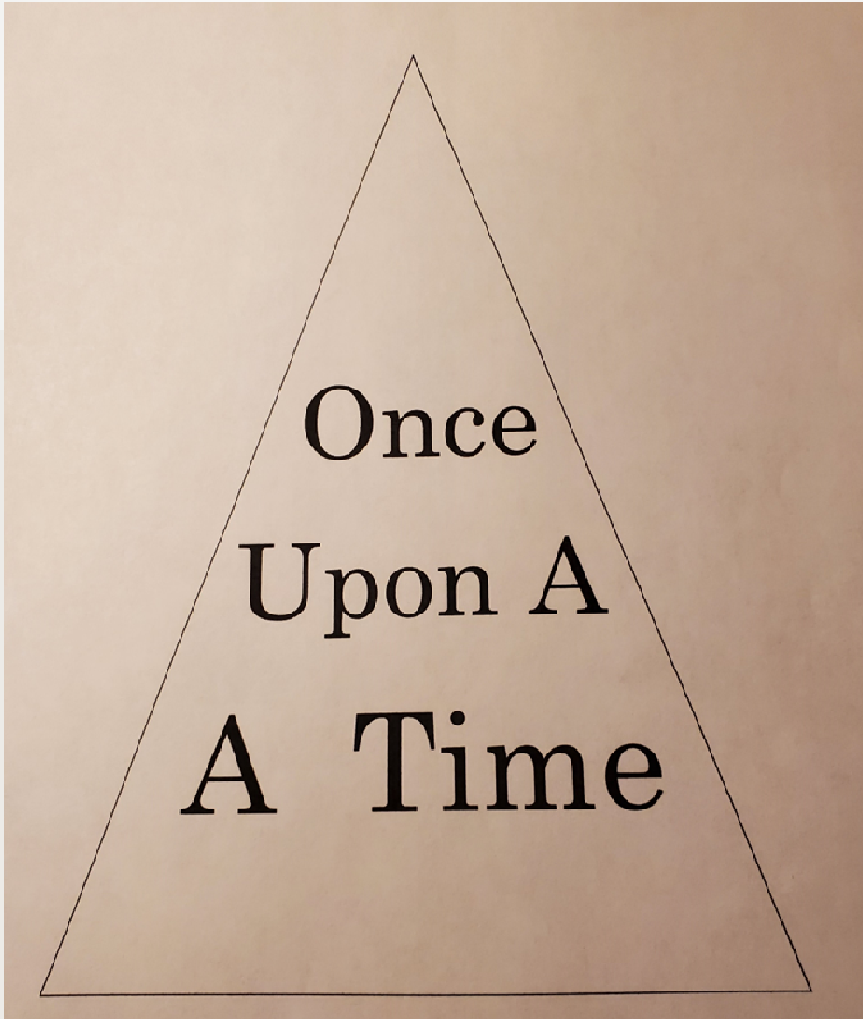
Effective Communication

SAMUEL J. GRIMES LEADERS'
EMPOWERMENT CONFERENCE 2023



Know Yourself

- Self-assessment
- Study champions



Once
Upon A
A Time



Know Your Audience

- Identify strengths and deficiencies
- Customize your message



Presume Nothing

- Do they know what you know?
- Emphasize details



Clarify Objectives

- Keep it simple
- Streamline
- Rehearse desired outcomes



SMART Goals



Specific

- Be sure goals are focused and identify tangible outcomes
- Identify resources to be leveraged



Measurable

- Establish clear definition of success
- This will help evaluate achievement

Attainable

- Goals should be challenging, but reasonable
- Outline steps you plan to take to reach your goals



Relevant

- Does the goal fit with the overall values of the organization
- Is it a priority



*T*ime Bound

- Set a target date for achievement
- Make the target date realistic


Engage Constituents

- Create comfortable performance environment
- Facilitate shared accountability



Solicit Input

- Encourage competition
- Recognize productive efforts
- Celebrate/Reward accomplishments



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CHIEFS V. EAGLES