



# Essential Communication Skills

## *mini-guide*

episode 013

[www.mamieks.com/podcast-013](http://www.mamieks.com/podcast-013)

## Overview

Effective communication is both an individual and a team competency. This guide contains a mental model to help you and your team unleash deeper thinking, stay aligned and communicate more effectively.

The mental model is designed to be printed and posted in your office to serve as a reminder. Introduce the mental model to your team to give you shared language around effective communication.

“We can do our best to communicate clearly, but it’s about more than what we say - it’s also about what the other person hears.”



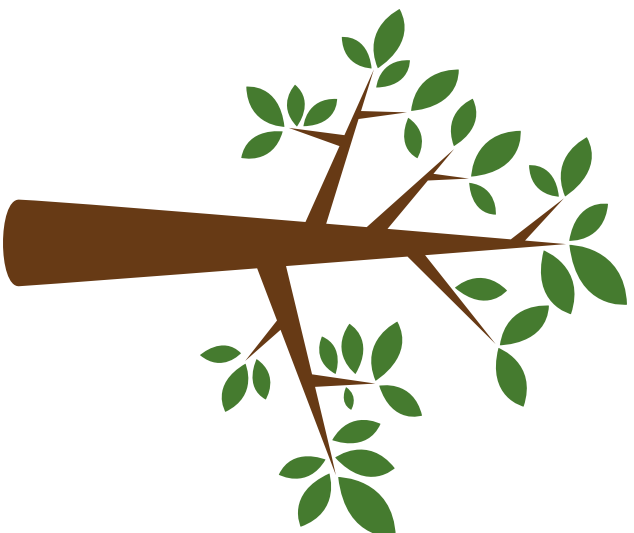
*Get the full guide by joining*  
THE MODERN MANAGER  
*community at*

[www.patreon.com/modernmanager](http://www.patreon.com/modernmanager)

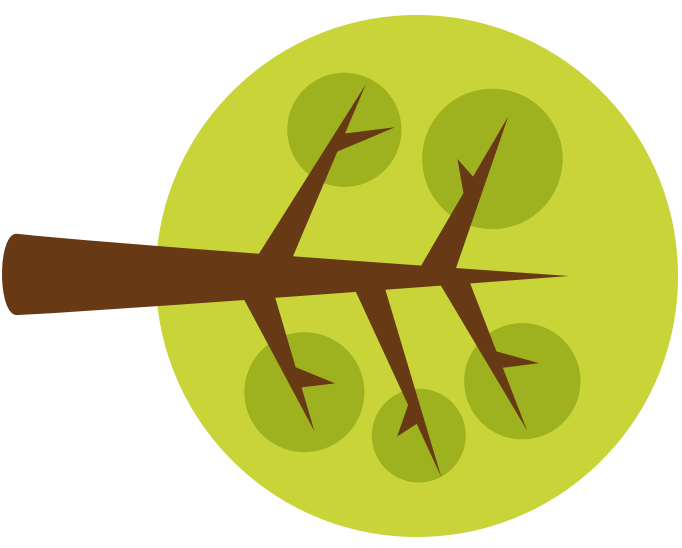
## 3 Trees



THINK



SAY



HEAR

- What additional details or context will provide a more accurate picture?
- Am I providing the why in addition to the what?
- Did I check for understanding?