

### Four C's of Communication

#### Suggestions for Use in Training

Recommended handout for group trainings discussing effective communication

#### Clear

Say things simply enough that they cannot be misunderstood.

#### Concise

Get to the point. Do not go on and on with confusing details that do not matter.

#### Complete

Give the complete message. It is easy to forget to include one part especially when you think your listener already knows that part.

#### Correct

Make sure that what you say is true. Do not repeat rumors or gossip. Build your reputation as a person who speaks truth.

**Source:** National Food Service Management Institute. (2008). *Growing your professional skills*. University, MS: Author.

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