WITHIN THE SPACE I AM IN: CONSCIOUS COMMUNICATION MULTIGENERATIONAL WORKPLACE

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EXERCISE

CUSTOMER SERVICE IS ONE AREA OF FOCUS THAT CAN BENEFIT FROM INTENTIONAL CONSCIOUS COMMUNICATION.

INSTRUCTIONS:

IN PAIRS, BRIEFLY DISCUSS THE SIMILARITIES AND DIFFERENCE BETWEEN INTERNAL CUSTOMER SERVICE AND EXTERNAL CUSTOMER SERVICE. RECORD AND PRESENT. LET'S DISCUSS.

CONSCIOUS COMMUNICATION IS WHEN YOU ARE FULLY PRESENT AND OPEN TO BUILD DEEPER BONDS

- TWO WAY FORM OF COMMUNICATION IN WHICH BOTH LISTENER AND RESPONDER ARE FULLY PRESENT AND ENGAGED IN THE MOMENT.
- CONVERSATION IS NOT JUST VERBAL, BODY LANGUAGE AND FACIAL EXPRESSIONS.

A FEW TIPS TO INCREASE YOUR LEVEL OF CONSCIENCE ENGAGEMENT

- CREATE A SAFE SPACE FOR HONESTY
- ALLOW THE LEARNING AND GROWTH EXPERIENCE TO OCCUR NATURALLY BY THIS LEVEL OF INTERACTION
- PAY ATTENTION TO DETAILS (VOICE VOLUME, EYE CONTACT)
- SILENCE IS ALLOWED.

THE BENEFITS

- LASTING, PROFOUND LIFE-AFFIRMING EFFECT
- HARMONY
- STRENGTHEN CURRENT BONDS AND BUILD DEEPER ONES
- CLARITY
- LOOK AT A CHALLENGING SITUATION AND LET IT BREATHE AND
 BRING NEW LIFE TO IT



WHO AM I? WHO ARE YOU?

HOW DO YOU CREATE AND MAINTAIN VOICE WITHIN A GROUP?

HOW DO YOU SUPPORT OTHERS WHOSE VOICE IS NOT ACTIVELY OR FULLY ENGAGED?

- BEING TRUE TO YOUR PERSONALITY AND VALUES
- HONEST WITH SELF AND OTHERS

WHAT IS AUTHENTICITY?

- TAKING RESPONSIBILITY FOR PERSONAL ACTIONS
- YOU ARE ALIGNED WITH YOUR VALUES, IDEALS, AND ACTIONS



WHY BE AUTHENTIC?

- TRUST AND RESPECT
- INTEGRITY
- ABILITY TO DEAL WITH PROBLEMS
- REALIZING POTENTIAL
- CONFIDENCE AND SELF-ESTEEM
- LESS STRESS

HOW TO BE AUTHENTIC?

- LIVE BY YOUR VALUES
- IDENTIFY THE GAP
- LIVE WITH INTEGRITY AND INTENTION
- COMMUNICATE HONESTLY
- DON'T MAKE ASSUMPTIONS
- DEVELOP SELF-CONFIDENCE
- MANAGE YOUR EMOTIONS

ME IN THE MIRROR

Who am I? Who are you? Listen with intention to the verbal instructions





EXERCISE

INSTRUCTIONS:

IN GROUPS OF PAIRS, FACE ONE ANOTHER. MAKE EYE CONTACT FOR ABOUT 3 MINUTES. SPEAK ON A SELECTED EXTERNAL CUSTOMER SERVICE TOPIC YOU HAVE EXPERIENCED, WHILE THE OTHER LISTEN. THEN, SWITCH ROLES.

LET'S DISCUSS AND SHARE!

SECRET #1: MONITOR YOUR TONE OF VOICE

- 55% OF THE MEANING WE DERIVE IS FROM HOW IT LOOK
- 38% FROM HOW IT SOUNDS
- 7% FROM WORDS THAT ARE SPOKEN.

SECRET #2: LET PEOPLE FEEL UNDERSTOOD FIRST

BY MAKING IT YOUR GOAL TO UNDERSTAND THE OTHER PERSON FIRST YOU WILL ALSO UNCOVER THE OTHER THREE SECRETS OF THE CONSCIOUS COMMUNICATOR, POSITIVE INTENT, CRITERIA, AND BEHAVIORAL DEFINITIONS.

CONSCIOUS COMMUNICATION® THE FIVE SECRETS OF THE CONSCIOUS COMMUNICATOR

BY DR. RICK BRINKMAN

SECRET #3: INTENT IS PURPOSE

INTENT IS THE PURPOSE BEHIND AN ACTION OR COMMUNICATION. FOR EXAMPLE:

- "IN ORDER TO UNDERSTAND..."
- "SO WE CAN PUT THIS BEHIND US..."

SECRET #4: GATHER CRITERIA

THE REASON PEOPLE LIKE OR DISLIKE IDEAS OR HAVE A PARTICULAR POINT OF VIEW IS BASED ON THEIR CRITERIA. ASSUME YOU KNOW NOTHING UNTIL YOU FIND OUT THE OTHER PERSON'S CRITERIA AND VICE VERSA.

SECRET #5: BEHAVIORAL DEFINITIONS

- WORDS ESPECIALLY THOSE THAT DEFINE BEHAVIOR –
 MEAN DIFFERENT THINGS TO DIFFERENT PEOPLE.
- FOR EXAMPLE, SOME PEOPLE DEFINE "LISTENING" AS
 QUIETLY TAKING IN EVERYTHING ANOTHER PERSON IS
 SAYING, WHILE OTHER PEOPLE DEFINE "LISTENING" AS
 ASKING QUESTIONS AND SHARING THEIR OWN EXPERIENCES.

T.E.A.M - SYNERGY TO INCREASE THE FLOW

T.E.A.M = TOGETHER EVERYONE ACHIEVES MORE.

- ANONYMOUS



CITED SOURCES

TEXT

- ASTD WEBINAR TRAIN A TRAINER WEBINAR SERIES SEPTEMBER 2013.
- MIND TOOLS <u>HTTP://WWW.MINDTOOLS.COM/PAGES/ARTICLE/AUTHENTICITY.HTM</u> DECEMBER 2013.
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- DR. RICK BRINKMAN, CONSCIOUS COMMUNICATION® EXPERT & BEST-SELLING AUTHOR
- WHAT ARE THE CHALLENGES TO TEAM COMMUNICATION? http://smallbusiness.chron.com/challenges-team-communication-1697.HTML
- THE ZEN OF GROUPS: HANDBOOK FOR PEOPLE MEETING WITH A PURPOSE. DANIEL HUNTER, ANNE BAILEY, AND BILL TAYLOR, 1995.

IMAGES

- WIKEPEDIA
- CLIP ART FROM GOOGLE IMAGE LIBRARY



THANK YOU

THE POINT OF POWER IS ALWAYS IN THE PRESENT MOMENT.