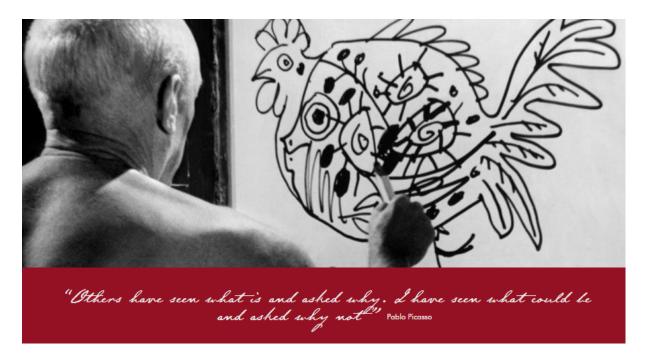


Executive Search & Board Advisory

# BLENHEIM PARTNER'S – 8 COMMUNICATION SKILLS THAT ARE IMPORTANT FOR A LEADER



A leader has the ability to deliver a clear, concise message to inspire others. They possess the skill to not only engage, but influence.

#### 1. Listen intently

How can one engage and influence without listening? Listening is critical; it gives you the opportunity to learn from others, plan your strategy and customise your message.

#### 2. Ask questions

You learn a great deal when you ask the right questions. Leaders plan their questions, they are conscious of their time and others.

#### 3. Allow people to finish

This is critical. Communication is two-way, and as they say, you were given two ears and one mouth, use them accordingly.

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#### 4. Adapt your communication to your audience

Present your message according to the audience. Customise it to your listener.

#### 5. Be conscious of your body expression

Body language contributes significantly to your communication. Are you learning forward, back, sitting up straight, open or arms crossed? Do you have your audience's attention?

#### 6. Your tone

It's not what you say, it's how you say it. Does your tone match your intent? Does it help get the outcome you wish?

#### 7. Comedy and sarcasm

While both can be truly impactful, they also have a high rate of failure. Be careful.

#### 8. Use eye contact

Looking people in the eyes is very powerful. Some leaders have been known to look intently into the eyes of the audience and hold the look as part of the means to disseminate their message. It also displays confidence and provides you with the opportunity to read your audience, as communication is two way.

Gregory Robinson, Managing Partner Blenheim Partners commented, "If one cannot sell their story then they cannot lead. Great leaders spend a tremendous amount of time practising and fine tuning their communication skills. It is crucial."

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