

Life, Health and You



Essential Communication Skills for Career Growth

Strong communication skills are vital in every industry and role. Below are key communication skills, each with a deeper explanation to help you strengthen your professional relationships and advance in your career.

Clarity. Clear communication is the foundation of effective work. Whether you're speaking or writing, aim to be concise, direct, and organized. Avoid using jargon or overly technical language unless it's appropriate for the audience. Clarity minimizes misunderstandings, reduces errors, and helps ensure everyone is on the same page.

Friendliness. A friendly and approachable tone helps establish trust and encourages collaboration. Building rapport through friendly communication improves teamwork, morale, and workplace culture.

Confidence. Confidence in communication is about expressing yourself with conviction and professionalism. This doesn't mean dominating conversations, but

rather speaking clearly, maintaining eye contact, and using positive body language.

Respect. Respectful communication involves being considerate of others' time, opinions, and boundaries. Respect builds mutual trust and promotes a collaborative work environment.

Adaptability. Communication isn't one-size-fits-all. Adaptability means being flexible in how you convey messages depending on the audience, situation, and medium. Being able to shift between in-person, virtual, and written communication while staying effective shows professionalism and emotional intelligence.

Feedback Skills. Giving and receiving feedback is a critical part of professional growth. It should be delivered with the intent to support and improve, not to criticize. Similarly, being open to receiving feedback—without becoming defensive—demonstrates maturity and a willingness to learn.

Developing these skills helps create a culture of continuous improvement and trust.

Active Listening Basics

Active listening means giving someone your full attention—tuning into both their words and nonverbal cues. It takes practice, but it can improve understanding and strengthen relationships. Here are a few quick tips:

- **Limit distractions.** Put away devices and find a quiet space. If you can't focus, suggest talking later.
- **Listen before you think.** Don't plan your reply while they're still talking.
- **Use body language.** Face the speaker, sit up, and make eye contact.
- **Show you're engaged.** Nod and use small cues like "I see" or "Got it."
- **Check understanding.** Say things like, "So you're saying..." to clarify.
- **Hold back judgment.** Keep an open mind and focus on understanding.
- **Be curious.** Show real interest in what they're sharing.

National Health Observances

Each month, we feature select National Health Observances (NHOs) that highlight important health & life issues affecting people every day.

[National Minority Mental Health Awareness Month](#) brings awareness to the unique struggles that racial and ethnic minority communities face regarding mental illness in the United States

[UV Awareness Month](#) encourages everyone to practice safe sun protection.

[World Brain Day is July 22nd](#) and the main objective of this day is to increase public awareness and promote advocacy related to brain health. The theme for this year's campaign is "Protecting our Future."

Mental Health Minute



Mental Health Tips to Manage Stress

Take breaks from news stories, including those on social media.

Move more and sit less. Every little bit of physical activity helps.

Take deep breaths, stretch, or meditate.

Make time to unwind. Take a break from your routine to do activities you enjoy.

Connect with others. Talk with people you trust about your concerns and how you are feeling.

Connect with your community- or faith-based organizations.

LIVE MONTHLY WEBINAR:

Business Etiquette

Date: 7/9/2025 | Time: 1:30 PM to 2:30 PM EST

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