



Spotlight Topic of the Month: **Communicating Effectively**

March 2018

## Communicating Effectively

Communication is something we do instinctively--like breathing. It might seem easy, but communicating effectively actually requires diplomacy and sensitivity. Choosing the right words, listening with our minds instead of just our ears, and getting our message across are skills that we can all benefit from.

The resources below are available through **Learning on Demand** to assist you in exploring more on the topic of *Communicating Effectively*.

- [Be a Better Communicator](#) – video, 4 minutes
- [Communicating to Different Audiences](#) – video, 3 minutes
- [Understanding Communication](#) – Skillbrief



To learn more about *Communicating Effectively*, exempt and IT professionals can visit **Learning on Demand** by clicking on the link below.

Log on to: [Learning on Demand](#) and get started!

If you have not logged in before, please use these simple steps:

- Enter username: Your State of Ohio User ID
- Enter the password: welcome (not case sensitive)
- After your first login, you will be asked to change your password and to create a security question and answer.
- Your password must be at least eight (8) characters long, include at least four (4) letters and four (4) numbers.

Please review and adhere to your agency's training and development policies, procedures and guidelines regarding the use of LOD resources and tools.

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Next month's theme:  
Business Analysis



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