

# Communication support tool

## I communicate my boundaries

I communicate what I am comfortable sharing or not. I express when something is outside my comfort zone. It's also ok to say 'I'm not comfortable about this right now' without explanation.

## I speak about my own experiences

I express things from my own experience and feeling. I don't rely on 'you said' or 'I heard'. It's an authentic way to bring knowledge into the room.

## I treat diverse perspectives respectfully

I listen to what others have to say. I don't have to agree with it, but I don't judge it. I explain my own position, and why it is different.

## I don't shame anyone

This should be explicit, and a conscious effort, for words and actions of others.

## Personal things shared stay in the group

I express things about my own experiences, I help build the trust in the group. I keep personal vulnerable things shared by others close to my heart and not shared indiscriminately. I never share other people's things without permission.

## I share silence

I use that time to breathe and think. I allow others the time they need to express themselves. It can take time to voice things, or to get to the point. It can provide a break. If there are pauses, I take that time to reflect on what is happening for myself.

## I show agreement by hands shaking

My positive opinion is shown non-verbally in the group plenary space by spinning hands in the air. This helps to get a picture of the agreement within the group.

## I focus on my own learning

I take care of myself and what I want to learn, or if I want to get more out of the situation. I take responsibility for my own (learning) outcomes in this seminar.

## I respect the use of a non-native language

In this international environment, I am compassionate and empathetic if something is not phrased perfectly. I use simple language that is understandable for others that have different language skills. If something is not phrased in a way that is comfortable, I explain why and provide an alternative phrasing for people to use.

## I try to avoid to generalise

I talk about specifics. I try not to stereotype or pre-judge.

## I listen actively

I make sure I am physically and mentally present when other people are speaking, to really listen to what they have to say. I am attentive and present to their words, and not focusing on other things that are going on in my head/phone/life.

## I take responsibility

I am responsible for the time I take up when I'm speaking and for what I am saying. I am mindful of others in the room that might also want to talk. I am careful of what I say and how I phrase it. Taking a long time to talk means it takes time and space from others.

## I communicate the background of my questions

Giving context opens up more levels in communication. It's a tool that can improve connection.