


EFFECTIVE COMMUNICATION *worksheet* TEEN

Use this worksheet to decide how to use the steps of Effective Communication. We've given you an example to show you how it's done.

 **EXAMPLE**

1. **LOOK AT YOUR CHILD. PAY ATTENTION** TO WHAT THEY ARE SAYING. *Get at eye level. If they are sitting, sit. If they are standing, stand.*
2. **USE THEIR WORDS** TO DESCRIBE WHAT YOU UNDERSTOOD. *"I heard you say you're excited about the new job, but you're also a little worried that you won't be good at it."*
3. **CLARIFY** IF WHAT YOU SAID WAS WHAT THEY MEANT. *"Did I understand that right?"*
4. CALMLY **STATE YOUR THOUGHTS**. *"I understand why you could feel that way. Getting a new job is scary and there is always a learning period and mistakes are just going to happen."*
5. HAVE THEM **REPEAT WHAT THEY HEARD**. AFFIRM OR CORRECT. *"Can you tell me what I said?" Child repeats parents words. Continue using steps 2 -5 to come to a solution.*
6. **COME TO A SOLUTION** IF POSSIBLE. *"I'm glad we came up with a solution. So what you are going to do is to ask your boss what you can do better. This way the boss knows you want to improve."*

 **SITUATION**

1. **LOOK AT YOUR CHILD. PAY ATTENTION** TO WHAT THEY ARE SAYING. _____
2. **USE THEIR WORDS** TO DESCRIBE WHAT YOU UNDERSTOOD. _____
3. **CLARIFY** IF WHAT YOU SAID WAS WHAT THEY MEANT. _____
4. CALMLY **STATE YOUR THOUGHTS**. _____
5. HAVE THEM **REPEAT WHAT THEY HEARD**. AFFIRM OR CORRECT. _____
6. **COME TO A SOLUTION** IF POSSIBLE. _____