“Communication is what makes a team STRONG!”

Brian McClennen
ETHICS – guidelines based on morals and values. At work, ethics remind us why we do what we do in a particular way.
COMMUNICATION 1

*sending or exchange of information
COMMUNICATION 2

*medium of sending or receiving information

e.g. speaking, writing, texting etc
COMMUNICATION 3

*how we express the intended meaning from one person/organisation to another
Ethical communications is critical to Health and Safety work practice.

Today all our communications are discoverable. Any message you send by text, email, Facebook, in writing and sometimes telephone can be traced and used to support you or compromise you.
Role and responsibilities

What is your specific role? Title

What are your responsibilities?

Who do you communicate with on a daily basis?
Fit for purpose

How do you know that your communication ‘information’; ‘medium’ and ‘meaning’ is fit for purpose?

Colleagues/ parents/ grandparents/ children/ public/ teachers …. 
Styles and techniques

Do you use an inside voice?
Are you happy for your boss to hear/read your communication?
Does your communication style/technique reflect how you want the world to know you?
Please/ Thank you/ I’m sorry
Communication is a professional tool that carries a **professional responsibility**.

- Your communications **reflect your employer**.
- Your communications **reflect you**.

Your ‘communications’ is **your autograph**!
“The art of *Communication* is the language of *Leadership.*”

*James Humes*
Kia manuia uatu!

Jean Mitaera