7Cs OF COMMUNICATION TEMPLATE

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The Message

Write down a message you need to deliver at work in the next few weeks.

Follow through The Seven C's of Communication and make some notes as to what you need to work on to make your message stick.

The Seven Cs of Communication	Notes and Ideas
Clear	
Complete	
Concise	
Courageous	
Correct	
Courteous	
CEO Worthy	

It is not what you say but how you say it

By gaining clarity around your message and following The Seven C's, you have taken responsibility to ensure your message has the best chance to be received and heard in the manner you intended.