

# **DON'TS ON COMMUNICATING**

*This section of the report is a list of things NOT to do while communicating with Clay. Review each statement with Clay and identify those methods of communication that result in frustration or reduced performance. By sharing this information, both parties can negotiate a communication system that is mutually agreeable.*

Don't:

- Manipulate or push him into agreeing because he probably won't fight back.
- Talk to him when you're extremely angry.
- Make promises you cannot deliver.
- Offer assurance and guarantees you can't fulfill.
- Don't be haphazard.
- Debate about facts and figures.
- Use testimonies from unreliable sources.
- Give your presentation in random order.
- Rush him in the decision-making process.
- Patronize or demean him by using subtlety or incentive.
- Be abrupt and rapid.
- Force him to respond quickly to your objectives. Don't say "Here's how I see it."
- Push too hard, or be unrealistic with deadlines.

---

Champion Education Resources  
281-835-3532 Fax 281-437-4682  
Champjj@aol.com