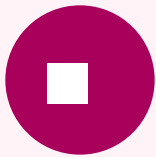


Professional Communication Tips

Professional Learning Resource • Workforce Development & Continuing Education



Professional Communication Awareness

Practical reminders for respectful, professional, and workplace-focused communication.

This educational guide provides practical communication reminders designed to support professional interactions, workplace professionalism, teamwork, and respectful communication in healthcare and community-based environments.

Professional Communication Tips

✓	Speak respectfully and professionally during workplace interactions.
✓	Practice active listening and allow others time to communicate clearly.
✓	Maintain a calm and professional tone during conversations.
✓	Use appropriate language in written and verbal communication.
✓	Protect confidential or sensitive information during discussions.
✓	Avoid workplace gossip or unprofessional discussions.
✓	Communicate clearly and accurately when sharing information.

✓	Show professionalism during phone calls, emails, and messages.
✓	Be mindful of body language and non-verbal communication.
✓	Demonstrate patience, empathy, and professionalism when interacting with others.

Professional Reminder: Strong communication supports teamwork, professionalism, respectful workplace interactions, and positive professional relationships.

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