

# **RESPECTful Communication Guidelines**

Kaleidoscope Institute

**R** - Take **RESPONSIBILITY** for what you say & feel w/out blaming others.

Use “I” statements, avoid talk of “those people” or “you”

**E** = Use **EMPATHETIC** listening.

Not “listening” to argue or thinking of your next point

**S** = Be **SENSITIVE** to differences in communication styles.

Some people talk a lot, others cross their arms in silence, it’s okay

**P** = **PONDER** what you hear and feel before you speak.

Listen first, speak later

**E** = **EXAMINE** your own assumptions and perceptions.

We’re practicing the art of suspending our assumptions so that we can learn

**C** = Keep **CONFIDENTIALITY**.

Avoid sharing what’s not your story, ask permission to share first

**T** = **TRUST** ambiguity. **We are not here to debate who is right or wrong.**

We’re here for *understanding*, not just acknowledgement or agreement