

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