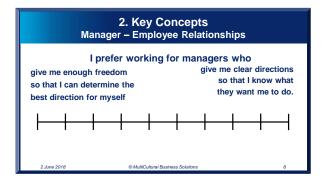


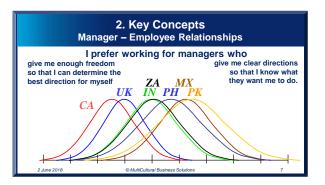


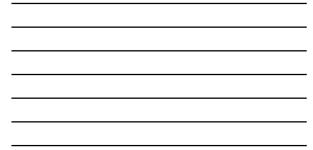
2. Key Concepts Generalizations vs. Stereotypes		
Generalizations	Stereotypes	
Provide general characteristics based on cultural and social factors	Present a fixed and inflexible image of a group	
Recognize individual differences	Ignore individual exceptions	
Describe the behaviour neutrally	Are judgemental and negative	
Help understand people's behaviour from their perspective	Do damage when they are applied to people one does not know	
E.g. I know that time is more flexible in Mexico than in Canada, so I will not interpret the late arrival of my Mexican colleague as disrespectful.	E.g. Mexicans are always late, so I will give my Mexican new hire an appointment 30 minutes before my target to ensure he/she is on time.	
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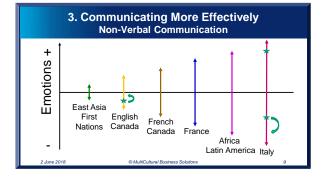




3. Communicating More Effectively Verbal Communication

Challenges

- Speaking a Second Language / connotations / accents Suggestions to bridge the gap
- Understand that people may speak their first language to blow off steam
 Don't ask people to repeat and don't give up; ask them to repeat once,
- then to rephrase
- State what you understood and what you did not
- Speak like news anchors
- Encourage everyone to continuously improve their communication skills and ESL speakers to take accent modification courses (if applicable) 2.June 2018 © MultiCultural Business Solutions 8



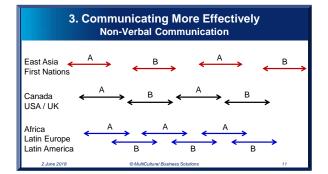


3. Communicating More Effectively Non-Verbal Communication

Suggestions to bridge the gap

- Gauge people's interest based on their emotional thermometer, not yours
- Acknowledge people's feelings and show you understand how important the issue is to them
- At times, you may need to mirror their emotions to get your point across
- Give people the benefit of the doubt by separating impact from intention

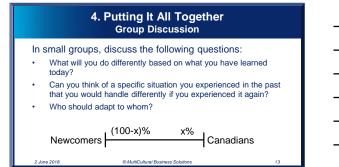
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3. Communicating More Effectively Non-Verbal Communication

Suggestions to bridge the gap

- Be patient with people who need longer silent gaps
 When you want to get information from patients, long
- When you want to get information from patients, leave long enough silent intervals for them to answer your questions
 In team meetings, use round table approach to encourage
- everyone to speak up
- Withhold judgment if people appear to be taking over the conversation
- Mirror people's communication style
- Explain your conversation style preference 2 June 2018 © MultiCultural Business Solutions



4. Putting It All Together Top 10 Tips

- 1. Awareness is 50% of the solution
- 2. Patience is a virtue

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 Communication is not just about sending messages, it is also about ensuring that the message received is the message that was meant to be sent

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- 4. Continuously monitor your impact on other people
- 5. Stop and clarify when the impact you have is not the impact you want to have

4. Putting It All Together Top 10 Tips

- 6. Monitor your emotional state to determine when you are impacted negatively
- 7. Don't act on these negative feelings
- 8. Analyse your own emotions to identify the trigger of these negative emotions
- 9. Separate impact from intention the way you feel may not be the way your counterpart meant to make you feel
- The golden rule needs to be replaced by the platinum rule, since being helpful or respectful means different things to different people
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