

### Types of communication

Verbal Communication	Non Verbal Communication
Spoken Language	Laughing, Crying...
Written Language/ Sign Language	Body Language/ Gestures

### Shannon and Weaver model of Communication

Sender  
Encoder  
Channel  
Noise  
Decoder  
Receiver  
Feedback

Types of feedback include

1. Positive feedback
2. Negative feedback
3. Constructive feedback

### Stress

Stress can refer to any 'physical, mental or emotional' strain or tension

Stress can also be defined as a mental state wherein an individual may feel overwhelmed with a situation.

Some symptoms may be common to some people while some might be different person to person.

### Stress Management Techniques

Physical Exercise  
Nature Walks  
Vacation with family or friends  
Meditation  
Yoga

### Non Verbal Communication

Advantages	Disadvantages
Supports main message	Continuity
Visual Appeal	Culture
Faster Communication	Distracting
Substitutes Verbal Communication	Non specificity

### Barriers to effective communication

Language  
Culture  
Physical  
Lack of Attention  
Jargon/Slangs  
Psychological

### Importance of Stress Management

Improves mood  
Checks distractions  
Helps in increasing life span  
Boosts immune system

### Benefits of working independently

Ensures better and faster learning  
One feels more responsible and empowered  
Accountability  
Fosters creativity and satisfaction

### The Four Self Awareness Archetypes

	Low	High
	<i>external self awareness</i>	<i>external self awareness</i>
<i>High internal self awareness</i>	Introspectors	Aware
<i>Low internal self awareness</i>	Seekers	Pleasers

### Facts

# Body Language is also known as kinesics or kinesthetics  
# 65% of communication happens through non-verbal methods

### 7 C's of Effective Communication

Completeness  
Conciseness  
Clarity  
Consideration  
Concreteness  
Courtesy  
Correctness

### Stress Symptoms

Physical	Mental
Breathlessness	Anxiety
Sweaty Palms	Boredom
Fatigue	Irritation
Nausea	Mood Swings

### Enhancing ability to work independently

Self Awareness  
Self Regulation  
Self Motivation

### Types of Self Awareness

Strength	Weakness
Emotional Triggers	Problems

