

# Strategies for Developing Effective Communication Skills as a Leader

Crucial for guiding teams, making  
informed decisions, and achieving  
organizational goals



# Families and Educators Together: Building Great Relationships that Support Young Children (background)

## NAEYC's Early Learning Standards

- Emphasizes consistent oral and written communication between preschool leaders, teachers, programs, and families

## Early Childhood Education

Relationship-based practice

Early childhood education relies on strong relationships

Emphasizes communication – inside and outside of the learning environment.

# Effective Communication Help Build Supportive Relations with Diverse Group

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Various groups you interact with daily

**Coworkers**

**Families**

**Children**

**Board members**

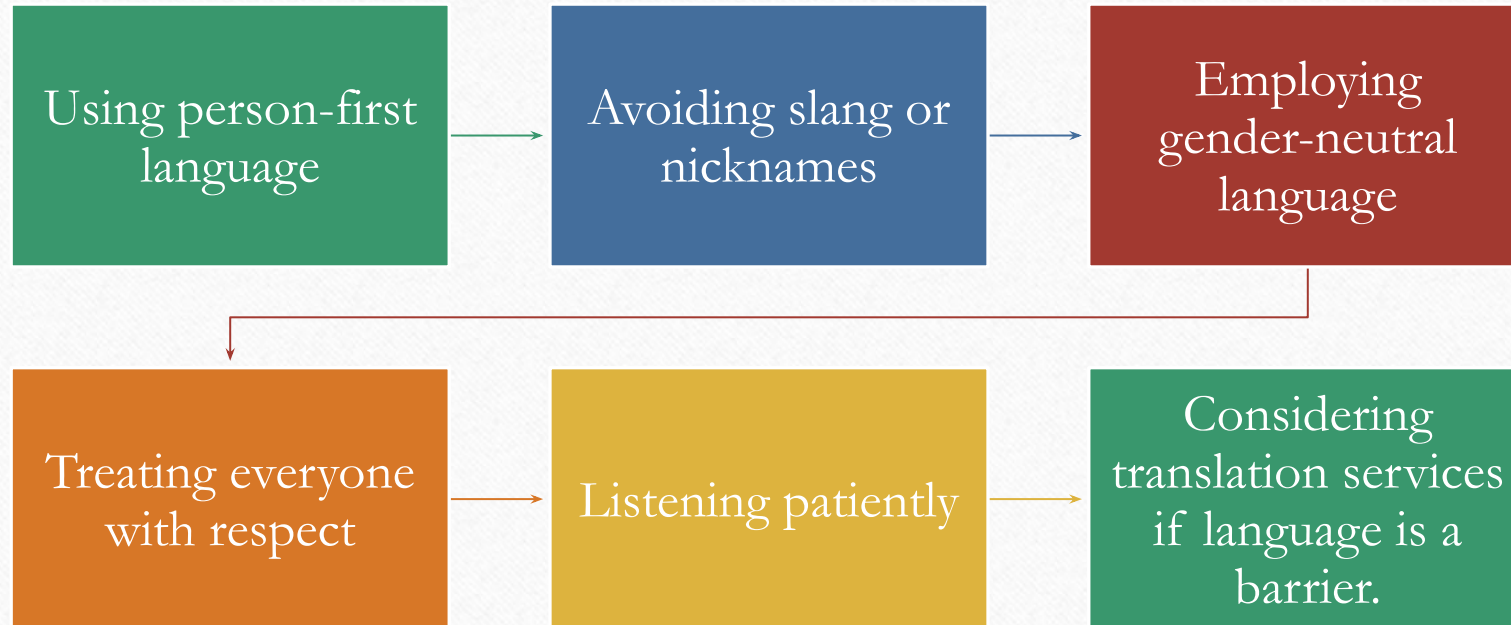
**Community representatives**

Teaching Team (Group of Educators)

Offers the opportunity to discuss expectations for routines, behavior management strategies, and curriculum content

# Strategies for Communications Facilitate Productive Interactions

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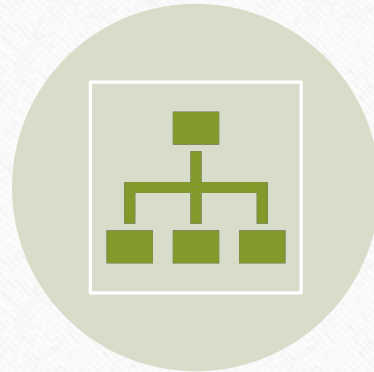


# How to Enhance Communication Skills

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DRAWING FROM THE EXPERIENCE  
OF THE DIRECTOR OF THE  
BEACHWOOD NURSERY SCHOOL



DEVELOP A STRUCTURED "WHO,  
WHAT, WHEN, AND HOW"  
APPROACH.



# Strategy to Become an Effective Communicator – (Who)

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## Who is your audience?

- Who will be reading or listening?
- Is the communication useful to them?
- Am I communicating to a group or an individual?

Consider the diverse group you interact with daily

# Strategy to Become an Effective Communicator – (What)

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- What do you need to say?
  - Clarify the intent of message. Are you sharing general information or safety policies?
  - Provide clear and concise information regarding the context.
  - Use short sentences and familiar words; avoids slangs and ambiguous words.
  - Maintain a positive tone. Use images.



# Strategy to Become an Effective Communicator – (When and How)

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## **When are you communicating?**

Communication should be ongoing and timely.

Daily interactions can occur during drop-off and pickup times, while monthly newsletters and periodic surveys can help gauge family perceptions and meet their needs.

## **How do you communicate?**

Email, text messaging, and social media for instant communication.

In-person meetings and visible interactions, such as greeting families and children during drop-off, foster a sense of community and relationship-building



# Tips for Communicating with Families

|          |  |
|----------|--|
| Use      | Use plain languages with short sentences and familiar words.                           |
| Be       | Be clear, concise, and precise.  |
| Ensure   | Ensure communication is free of bias by using person-first and gender-neutral language |
| Consider | Consider translation service if needed.  |



# Conclusion

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Effective communication with various groups, such as coworkers, families, children, and community representatives, is essential in early childhood education. Key strategies include using person-first language, avoiding slang, employing gender-neutral language, treating everyone with respect, listening patiently, and using translation services if necessary. These practices help set expectations for routines, behavior management, and curriculum content, fostering supportive relationships.

Adopting a "who, what, when, and how" approach provides a structured framework for effective communication. These strategies will help you identify key information and set clear expectations within your programs and classrooms, ultimately supporting the relationship-based nature of early childhood education.

# Reference

Newman-Keenan, M. (2023///Summer). Strategies for Developing Effective Communication Skills as a Leader. *Teaching Young Children*, 16(4), 9-11.

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