



CAREER BOUND SUCCESS, INC.

Greetings!

Communication skills are crucial in building lasting relationships and advancing your career.

The current situation has dramatically changed the way most of us communicate and work.

Many are struggling with working from home using video conferencing platforms such as Zoom or Skype, for the first time.

The distance between you and your colleagues shouldn't hinder your communication skills.

6 Tips to Improve Your Communication Skills From Home!



1. Choose an Appropriate Space

- Find a quiet place to work free from distractions.
- Adjust your work area so that you face a window or have plenty of light in front of you
 - Light directly behind you makes it difficult for the viewer to see you clearly.
- Avoid clutter by organizing the space around you.

2. Prepare for the Meeting

- Login to the meeting a few minutes early to ensure you are ready once the meeting begins.
- Ensure you have a reliable internet connection, computer, and webcam.
- Familiarize yourself with your equipment to avoid technical issues.

Job Search Strategies

Discover your competitive advantage by collaborating with Arlene Newman, President of Career Bound Success, and her team.

We work with professionals at all levels and across all industries, providing them with strategies to successfully land jobs!

In addition, we work with companies to provide Corporate Outplacement. With one-on-one coaching, we develop personalized strategies to achieve career success.



[Click Here to See Arlene on ABC News!](#)

Jump Start Your Job Search

- [Career Exploration](#)
- [Resume Preparation](#)
- [Personal Branding](#)
- [Online Image](#)
- [Networking Strategies](#)
- [Interview Training](#)
- [Salary Negotiations](#)
- [Corporate Outplacement](#)

- Place your camera at eye level.

3. Focus on Your Listening Skills

- Pay attention to the person speaking to you
 - If you zone out of a conversation you won't know how to respond.
- Respond with the same tone as the speaker.
- Put your cellphone on silent.
- Be sincere
 - Nod, smile, and mention key points to show the speaker you value what they've said.

4. Improve Body Language

- Adjust your posture so you are standing or sitting with a straight back facing your webcam.
- Make eye contact with whom you're speaking to when not sharing documents.
- Identify non-verbal cues such as nodding to ensure you're connecting with your audience.

5. Know Your Audience

- Research your audience to ensure your speaking points are relevant.
- Determine the following about your audience:
 - What is their job position?
 - What point are you trying to get across?
- Prepare what you want to say ahead of time by creating an agenda and sending it prior to your meeting, whenever appropriate.

6. Work on Video Conferencing Issues

- Ask for feedback and listen with an open mind.
- Avoid taking the feedback personally.
- Target which areas you need to focus on
 - Practice with a partner.
 - Record yourself and review it.
 - Reevaluate your talking points.

With practice, you can improve your video communication skills and make the most of these uncertain times.



Contact Career Bound Success to help you land your dream job!



[Blog: Investing in Your Employees with Outplacement](#)



Set Up Your Free Consultation

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