

# Employee Assistance Program

## Communication and Relationships



Effective communication adds value to any relationship. **Open and honest communication is the key to healthy, rewarding relationships.**

### Try these tips to improve your communication skills:

- **Talk face-to-face, especially about important or serious issues.**  
Too often emails and texts can be misinterpreted.
- **Pick the right time and place.**
- **Listen without interrupting.** Make eye contact and pay attention to what the other person is saying. Be aware of your body language.
- **Use "I" statements.** Explain how you feel without accusing or attacking.
- **Agree to be honest.**
- **Apologize when you're wrong.** No one is perfect. Don't make excuses...apologize if you've made a mistake.
- **Don't bring up the past.** Focus on the present.

**Log on to [www.eap.calhr.ca.gov](http://www.eap.calhr.ca.gov) or call today to learn more about communication and relationships.**



Employee Assistance Program  
**1-866-EAP-4SOC (1-866-327-4762)**  
TTY users should call 1-800-424-6117  
Visit us online: [www.eap.calhr.ca.gov](http://www.eap.calhr.ca.gov)



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