

# Communicate Effectively



**Communication  
is the key.  
Call First Sun at  
800-968-8143  
or visit  
[www.firstsuneap.com](http://www.firstsuneap.com)**

*All counseling services are confidential  
in compliance with the law.*

## Effective communication can significantly enhance your work and your life.

If you find yourself struggling to be understood or to understand others, it can make every conversation stressful. First Sun EAP can help you develop your communication skills, which will enable you to strengthen your relationships at work and at home. Call us today for a free, confidential consultation.

### Keys to communication:

- Listening is just as important as speaking.
- Speaking at an appropriate volume, and not too quickly, conveys confidence.
- Making eye contact shows you are engaged.
- Understanding your body language and that of others makes for a more successful conversation.

First Sun EAP Counselors are available 24/7/365 at 800-968-8143.

Employee  
& Family

Member Services