Communication Skills

Being able to communicate effectively is perhaps the most important of all life skills. It is what enables us to pass information to other people, and to understand what is said to us. You only have to watch a baby listening intently to its mother and trying to repeat the sounds that she makes to understand how fundamental is the urge to communicate.

Communication, at its simplest, is the act of transferring information from one place to another. It may be vocally (using voice), written (using printed or digital media such as books, magazines, websites or emails), visually (using logos, maps, charts or graphs) or non-verbally (using body language, gestures and the tone and pitch of voice). In practice, it is often a combination of several of these.

Communication skills may take a lifetime to master—if indeed anyone can ever claim to have mastered them. There are, however, many things that you can do fairly easily to improve your communication skills and ensure that you are able to transmit and receive information effectively.

The Importance of Good Communication Skills

Developing your communication skills can help all aspects of your life, from your professional life to social gatherings and everything in between.

The ability to communicate information accurately, clearly and as intended, is a vital life skill and something that should not be overlooked. It’s never too late to work on your communication skills and by doing so, you may well find that you improve your quality of life.

Communication skills are needed in almost all aspects of life:

- Professionally, if you are applying for jobs or looking for a promotion with your current employer, you will almost certainly need to demonstrate good communication skills.

Communication skills are needed to speak appropriately with a wide variety of people whilst maintaining good eye contact, demonstrate a varied vocabulary and tailor your language to your audience, listen effectively, present your ideas appropriately, write clearly and concisely, and work well in a group. Many of these are essential skills that most employers seek.
The Importance of Good Communication Skills Continued

As your career progresses, the importance of communication skills increases; the ability to speak, listen, question and write with clarity and conciseness are essential for most managers and leaders.

In your personal life, good communication skills can improve your personal relationships by helping you to understand others, and to be understood.

It is almost a cliché that personal relationships need communication. Failure to talk has been blamed for the breakdown of any number of partnerships and relationships—but the ability to listen is also an important element. Communication is also vital in wider family relationships, whether you want to discuss arrangements for holidays, or ensure that your teenage children are well and happy.

Communication skills can also ensure that you are able to manage interactions with businesses and organisations

Over the course of your lifetime, you are likely to have to interact with a wide range of organisations and institutions, including shops, businesses, government offices, and schools. Good communication skills can ease these interactions, and ensure that you are able to get your point across calmly and clearly, and also take on board the responses.

Being able to complain effectively is an important skill, for example, as is handling criticism yourself.

Read more at: https://www.skillsyouneed.com/ips/communication-skills.html

Developing Communication Skills

Good communication skills can improve the way that you operate through life, smoothing your way in your relationships with others.

Poor communication skills, on the other hand, can sour relationships from business to personal, and make your life significantly harder.

Some people seem to understand how to communicate without even trying. They are able to tailor their language, tone and message to their audience, and get their point across quickly and succinctly, in a way that is heard. They are also able to pick up the messages sent to them rapidly, understanding both what is said, and what has not been said.

This may seem effortless, but the chances are that they have spent plenty of time honing their skills.

Along the way, they have probably also developed a good understanding of themselves (called self-awareness) and habits of reflecting on success and failure, and the actions that have led to one or the other.

Read more at: https://www.skillsyouneed.com/ips/communication-skills.html

INTERPERSONAL COMMUNICATION SKILLS

Interpersonal skills are the skills we use when engaged in face-to-face communication with one or more other people. Read more at: https://www.skillsyouneed.com/ips/communication-skills.html

VERBAL COMMUNICATION

Verbal communication is all about what we say, which is an important way of getting our message across. Read more at: https://www.skillsyouneed.com/ips/communication-skills.html

NON-VERBAL COMMUNICATION

Using our voice is only the tip of the iceberg. Read more at: https://www.skillsyouneed.com/ips/communication-skills.html
Summary
The Lakota language movement is to bring our tribal members together in unity for the revitalizing and preservation of our Lakota language.

Purpose and Intent
Is to bring Awareness of the importance of revitalizing and preserving the Lakota language through a joint effort; to provide a comfortable atmosphere and yet fun experience that will captivate the audience attention and motivate participation, as well as, their commitment to continue with learning the language.

LAKOTA LANGUAGE SESSIONS
There are four repeat sessions that are scheduled on Tuesdays at the OST Employee Assistance Program. The participants have the opportunity to choose the session that best fits their schedule. The times are as follows:
TIMES: 9:30am-10:30am / 11:00am-12:00pm
1:00pm-2:00pm / 2:30pm-3:30pm
Call the employee assistance program for more information at 867-1841.

Greetings and Introductions

<table>
<thead>
<tr>
<th>Wicasa (Male)</th>
<th>Wisicu (English)</th>
<th>Winyan (Female)</th>
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<tbody>
<tr>
<td>Hau</td>
<td>Hello, Hi</td>
<td>Han</td>
</tr>
<tr>
<td>____emacyiapiyelo</td>
<td>____miye</td>
<td>____emacyiapiyelo</td>
</tr>
<tr>
<td>____miye</td>
<td>My name is.../is my name</td>
<td>____miye (ye/ksto)</td>
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<tr>
<td></td>
<td>I am...</td>
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</table>

Immediate Family

<table>
<thead>
<tr>
<th>Female says:</th>
<th>Male says:</th>
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<tr>
<td>Ina</td>
<td>Ina</td>
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<td>Ate</td>
<td>Ate</td>
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<td>Tiblo</td>
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<td>Cuwe</td>
<td>Tanke</td>
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<td>Misun</td>
<td>Misun</td>
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<td>Tanke, Mitankala, Mitan</td>
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<td>Cunksi</td>
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<td>Mother</td>
<td>Father</td>
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<td>Older brother</td>
<td>Older sister</td>
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<td>Younger brother</td>
<td>Younger sister</td>
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<tr>
<td>Son</td>
<td>Daughter</td>
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Prayer:
Tunkašila, Anpetu Wate Ki Le Wopila Hece, Mitakuye Oyasin
"Grandfather, Thank you for this beautiful day. We are all related."
OST EAP—The Employee Assistance Program is in the process making some positive changes within the program to provide more education, awareness, prevention and trainings for the employees of the Oglala Sioux Tribe. This program has been created to assist tribal employees when they are facing issues of alcohol or drug abuse, family or work issues, grief and loss issues and other problems that may affect their employment. EAP is open to any suggestions that the tribal employees may have in enhancing the employee assistance program. Watch for schedules to be posted, faxed or emailed for upcoming events.

**Employee Assistance Program**

**Staff**
- Alice Perkins—Director
- Julia He Crow—Administrative Assistant
- Sandy Flye—Counselor Trainee
- Harold Brown—Counselor Trainee
- Cedric Broken Nose—Counselor Trainee

OST EAP 867-1841

**Benefits of EAP**

The employee assistance program represents a first-line response to providing awareness, prevention and intervention, short-term counseling, assisting in problem resolution services within a tribal program. It is a valuable employee benefit, especially when the employee utilizes the services offered, which
- emphasizes early intervention when confronting a variety of work/life issues;
- encourages employees, supervisors and directors to take preventative action early rather than later;
- easy self-referral or supervisor referral access to professional and confidential assistance;
- is offered at no charge to employees and their immediate household family members; and
- provides alcohol/drug evaluations and referrals, and much, much more.

Call our office today for more information on what the OST employee assistance program services can do for you.

**Dangers of Meth:**

Meth is a dangerous, potent, and highly addictive drug. A potent chemical, as with all drugs, a poison that first acts as a stimulant, and eventually begins to systematically destroy the body. This drug is associated with many serious short-term effects and long-term health conditions, such as, increased blood pressure, increased body temperature, extreme weight loss, severe dental problems (“meth mouth”), skin sores, paranoia, insomnia, anxiety, visual and auditory hallucinations, mood disturbances and can display violent behavior. And, our children are in danger, and that is just naming a few.