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# Your Daily Communication Primer

Build confidence to network, present  
and speak on demand

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**CHAD EAVES**



[www.eaves.group](http://www.eaves.group)



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# STEP #1

## THE WAY WE WORK

Those of us who work in STEM roles or at STEM-oriented organizations have invested a lot of time in learning our jobs. Even when we're done with our schooling, learning continues. It must so we keep current with state of art advances in our fields.

While there are degree programs, certifications, and other learning paths for our technical roles, ones for other critical skills are often anemic or missing completely. Communication skills is one of these areas. When communications go awry, the damage is too often broad and indiscriminate.

This course is designed to be a primer, an introduction into working on

your communication skills. This is the **first step**.

It's an important first step for a skill that is frequently neglected. Too often it is left to chance. In fields where technical prowess can make the difference between life and death, communication is a skill where mediocrity is acceptable and even expected from STEM professionals.

How often do we hear the stereotypes of engineers, scientists, programmers, accountants, and others not being able to communicate? It's a stereotype that doesn't need to persist. For you, it can end starting today.

*Chad*



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# INTRODUCTION

session notes

1. \_\_\_\_\_ builds \_\_\_\_\_ which overcomes \_\_\_\_\_.
2. Speaking on the spot without notice is known as \_\_\_\_\_ speaking.
3. To speak intelligently and make a positive impression, you need to have something to \_\_\_\_\_.

You spent years learning your technical skill. Becoming an effective communicator can yield benefits beyond your commitment in yourself, effort, time, and money.



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# BENEFITS

## session notes

4. To best network with people and explore opportunities, you need to be able to \_\_\_\_\_ kinds of people.

5. You need to be able to talk about topics other than work and technical-related ones with non-work people, including \_\_\_\_\_ and \_\_\_\_\_.

6. When you are able to talk intelligently and personably, new \_\_\_\_\_ and \_\_\_\_\_ may be discovered.

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## YOUR LEARNING STYLE MATTERS

In not only about communication. What do you do with being a more effective communicator?

- How does your career benefit?
- In what ways are you a better STEM professional and team member?
- What do you want to achieve next? In five years?

People learn differently. They have different reasons for wanting to become more effective communicators. And different timeframes they need to be that communicator who

can make a difference.

Some people will learn from courses and material we offer. Others benefit from group learning. There are those who thrive with individual attention.

Explore different learning options on our website. There are options for each us. Each of us want to be better communicators. How we get there? You have choices.

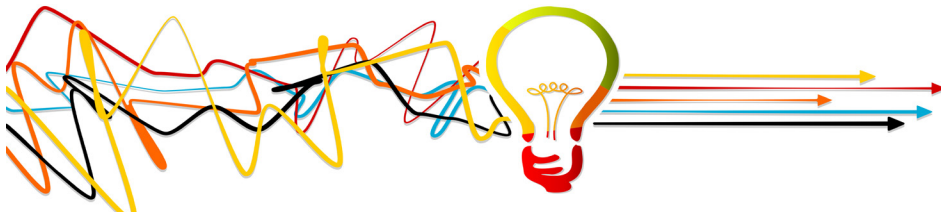


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# PROCESS

session notes

7. The three phases of the 3x15 process is:
- Read a \_\_\_\_\_ for \_\_\_\_\_ minutes.
  - Read a \_\_\_\_\_ for \_\_\_\_\_ minutes.
  - Write in a \_\_\_\_\_ for \_\_\_\_\_ minutes.



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## YOU'VE GOT THIS

**“Anything you can do, or  
dream you do, begin it: bold-  
ness has genius, power, and  
magic in it.”**

*Johann Wolfgang von Goethe*



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# EQUIPMENT

checklist

- A book (one you're working to finish!)
- A magazine - whichever you want to read this day
- Device/watch with a timer
- Sticky note square (For paper book/magazine)
- Pen (You should ALWAYS have a pen handy!)
- A place you can read and write with minimal interference/distraction
- Paper journal or digital device such as an Apple iPad

## Optional

- Headphones
- Hot beverage



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# READING MATERIALS

suggestions

## **Books**

- The New Art of Selling (Elmer Leterman)
- Daily Rituals (Mason Curry)
- Never Split The Difference (Chris Voss)
- Losing My Virginity (Richard Branson)
- Thinkertoys (Michael Michalko)
- Blowing The Bloody Doors Off (Michael Caine)

## **Magazines**

- Monocle ([www.monocle.com](http://www.monocle.com))
- Harvard Business Review
- Popular Science
- Men's (Women's) Health
- Golf
- The Economist
- Nobleman
- Success
- Breathe

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# NEXT STEPS

adoption is key



## Make a date

Pick a time and put it on your calendar for reading and writing. **Do it everyday** if you can. Like any routine, it becomes a part of you and you become stronger for it. Change the time of day if the first one does not work for you, but stay with it! Protect this date for yourself - you're really protecting your future.



## Read & reflect

Writing your thoughts down is important. Reading them, thinking about your thoughts - that is critical. Do so can reinforce your memory and give rise to ideas never before considered. After you do this exercise read your notes. Then do so before you end your day. This will help recall and allow your subconscious to process these thoughts overnight.



## Build your reading pipeline

Know what is on your reading radar. It can change if you discover a new book or magazine, but have a list you can fall back on. Don't let a gap in your reading interest derail developing your speaking skills and building confidence.



## Get your gear, find your space

While you don't need much, you do need the tools listed earlier in this workbook. If you travel or move around a lot, have a post-it notes and pens in various locations or in your bag. Your journal (paper or device) should always be with you. For this purpose and to keep notes and journal. Don't trust important concepts and thoughts to your memory.



## Practice

Reading and writing is only the FIRST step in developing your impromptu speaking confidence. Seek opportunities to speak with people you know (in the beginning). Engage associates and strangers when the opportunity presents itself. This could be while travelling, getting coffee, or walking your dog.



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## Before you go...

This practice and your adoption of it is a first step to help you become a more effective communicator. Believe in the process. Make this practice a habit and you will become a better impromptu speaker. This is about having a meaningful message to share - not struggling for something that sounds trite or simple while holding a drink in your hand or during an interview.

Struggling to speak well will not advance your career and grow professionally and personally. It could hurt you. Maybe a decision-maker lets you stay in your current role. Hey, engineers, scientists, and others can't speak well, isn't that the truth stereotype **something you can change?**

There are still those of you reading this thinking you don't need to be an effective communicator. Your work speaks for itself, right?

No. Someone with a less valuable idea but who is better at sharing it will most likely gain support and a path to make it a reality. That person may not even have any understanding of how to make it work (like you do)! How many people have great ideas that never make it to the marketplace, much less profitability? Don't be one of them. With this first step, you have the means to become a better communicator than you were yesterday.

*Chad*

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## Answer key

1. Preparation, confidence, fear
2. impromptu
3. say
4. different
5. current events, trends
6. relationships, opportunities
7. a) book, 15 b) magazine, 15 c) in a journal, 15

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# CONNECTIONS

## **Contact Us**

Phone: 847.220.7433 (usa)

Email: [hello@eaves.group](mailto:hello@eaves.group)

## **Website**

<https://www.eaves.group>

## **Social media**

LinkedIn: <https://www.linkedin.com/in/chadeaves>

Instagram: <https://www.instagram.com/eavesgroup>

YouTube: <https://www.youtube.com/@EavesGroup>

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