



WHAT IS COMMUNICATION?

Communication is the process of sending and receiving messages through verbal or nonverbal means.





Verbal

- Use a strong, confident speaking voice.
- Use active listening.
- Avoid filler words.
- Avoid industry jargon when appropriate.



Nonverbal

- Notice how your emotions feel physically.
- Be intentional about your nonverbal communications.
- Mimic nonverbal communications you find effective.

Types of Communication and Ways to Use Them





- Ask others before including visuals.
- Consider your audience.
- Only use visuals if they add value.
- Make them clear and easy-to-understand.



Written

- Strive for simplicity.
- Don't rely on tone.
- Take time to review your written communications.
- Keep a file of writing you find effective or enjoyable.





Better Engagement

Engaged employees are 59% less likely to look for a new job, which is essential in retaining top talent in your organization.

Increased Morale

Positive communication leads to higher employee morale, contributing to a more enjoyable and productive work environment.

Improved Productivity

Companies with effective communication are 50% more likely to outperform their peers in terms of financial performance.

Reduced Churn

Effective communication can lead to a 50% reduction in employee turnover rates, saving your organization time and money.

Benefits of

Effective Workplace Communication

Greater Loyalty

Loyal employees are assets to any organization. Effective communication helps foster loyalty and commitment.

Better Collaboration

Efficient communication is essential for successful team collaboration, enabling better problem-solving and innovation.

Fewer Conflicts

Good communication can help prevent and resolve conflicts, keeping the workplace harmonious.

Greater Motivation

Open and honest communication motivates employees, as they feel valued and understood.