

COMMUNICATION AT WORKPLACE

Communication is transfer of ideas, feelings, plans, information, messages from one person to another.

Purpose of professional communication

Advising

Providing instructions and orders

Marketing

Persuading

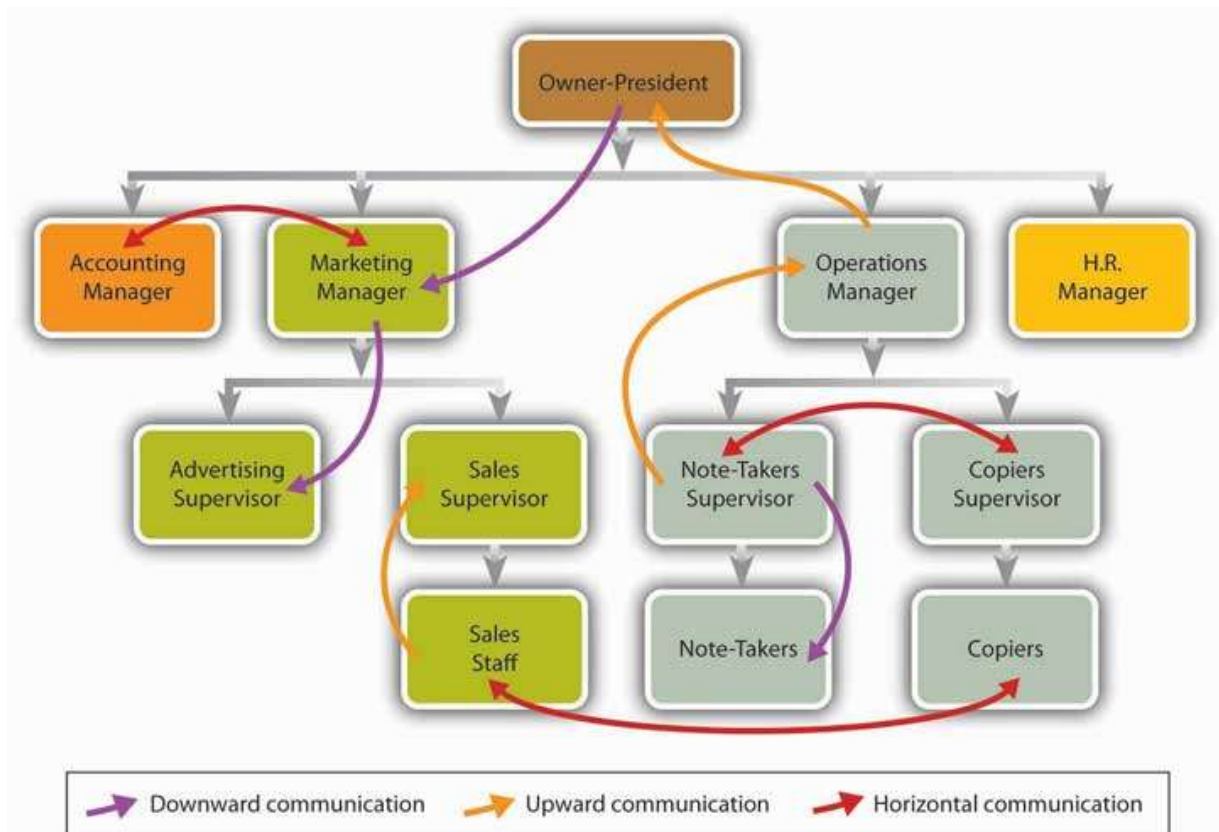
Making decisions

Preparing advertisements

Getting feedback

Communication flow

Communication in a professional organization flows at different layers which regulates, guide and propel its flow



To make sure you communicate in the most effective manner possible, you need to know what are the principles of communication.

Concrete

When your message that you want to convey is concrete – not liable to have fallen, your audience (team or clients) will have have a clear picture of what you're trying to tell them. Your argument should be supported by factual material that includes data and figures, leaving no space for the audience to imagine the things.

Coherent

The whole point behind your message will be useless when you are not coherent. Coherent communication is logical. It is a well-planned, logical and sequential manner of communication. There should be a good connection with the main topic and the flow should be consistent.

Clarity

The purpose of your message should be clear so that the reader doesn't head up scratching his/her head to understand what you mean. Be clear of what format do you want to say it in. Be clear about your goal or purpose. Your readers shouldn't have to make assumptions regarding what you're trying to say. For example, the sentences should be short, prefer the active voice and state it in separate bulleted points.

Consistency

The choice of words matters when you are communicating at work. Your words shouldn't leave your team confused. You need to communicate your message in the least possible words, have the consistency of tone, voice, and content so that you can save time. There is no room for repetition. Try to use short sentences and short words.

Completeness

Never leave your sentences incomplete. Each message must have a logical conclusion. People shouldn't be left wondering if there is more to come. Make sure you communicate completely that includes the need to be informed and take action.

Courteous

Let's keep it positive. Your argument should make the other person respectful. Try your best that in your communication

you're honest, respectful, open and polite. Say it with proper care and it will be perfectly effective and important. Offensive words can put off people.

Importance of Effective Team Communication at Workplace

Importance of Communication at Workplace

Take you a long way to building effective teams

Let everyone have a voice to communicate freely

Openly communicate ideas without the fear of outrage

Good communication increases employee engagement

Fosters a more productive and talented workforce

Work satisfaction for always

Eliminate misunderstandings, ambiguities, and questions

Builds a safe place for people to think creatively

What are the 4 Types of Communication?

Verbal communication: conversations, interviews, calls

Intrapersonal – conversations with ourselves

Interpersonal – one-on-one conversation

Small group – press conferences, board meetings, and team meeting

Public – presentation, public speeches

Non-verbal communication: voice tone, facial expressions, postures

Written communication: letters, memos, reports

Visual communication: photographs, videos, films

Visual communication via charts, maps, images, and graphs.

Verbal communication through face to face, by phone and other media.

Non-verbal communication through body language, eye contact, gestures.

Written communication through letters, e-mails, books, magazines, and the internet.

14 Tips for effective team communication

Give Your Whole Attention

Therefore, be mindful of how you're communicating. Offering a full focus by maintaining eye contact during conversations and meetings will contribute greatly to effective communication. Nod your head affirmatively while in a conversation to convey your focus

Inform and Inspire

More than just passing on the information, be careful of explaining and clarifying your thoughts and ideas to have an effective one. Passing the information is just half the equation. Plan ahead what you want the audience to remember from the conversation. Do you want them to take any kind of action? The most effective communication will make your people take action.

Practice Active Listening

Employees who listen well tend to work better. Listening is twice as important as talking and one big important part of effective communication skills in business. Listening should not be taken for granted. Do not just sit back, barely awake, letting

the speakers words wash over you. The more you listen well, the better you receive the information.

Make eye contact with the speaker

Respond appropriately

No interruptions, please

Examine your body language

Choose the Best Method of communication

To communicate well means to understand and be understood. Knowing the right methods of communications is as important as having effective communication skills.

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Don't Beat Around the Bush

Keeping in mind the importance of communication at the workplace, the next big thing is clear, concise communication. Whether you're into a verbal communication or non-verbal communication, do not get into a long speech to get your point across. You do want to respect everyone's time, so be brief, to the point, and balance brevity with a human touch.

Personal Skills

Interpersonal communication skills will do good to both your professional and personal life. You will need it every day in your life. It includes skills related to emotional intelligence or being able to understand your own and others' emotions. For example, high self-esteem and confidence can help you have more positivity about yourself and what you can do, including communication. And positivity leads to effectivity.

Confident, Persuasive, and Patient

There is a difference between being able to communicate and to communicate effectively. Along with the above tips, having just a little of patience, confidence and persuasiveness can help you communicate your information more effectively.

Confidence means to take care of what your body language is. Your own sense of self-worth will make you feel effective, rather than helpless.

Conduct team building activities

Team building activities have a great impact on productivity and overall teamwork of your team. It can help your people to communicate better, and also help them to build good relationships with one another. Create structure opportunities for your employees to collaborate through activities like team lunch, ice breaker games in meetings, group meetings, fitness sessions, puzzle solving games or any outdoor activity. You can schedule these activities at the end of the month or weekly to get your team together in the room.

Show appreciation

Tell your employees, coworkers and colleagues about how much you care and respect them. Showing appreciation is an effective way to deal with low employee morale and to make your team members feel like they matter. This a method to promote communication in team. Given a token of appreciation to your team members by congratulating them for great ideas, thanking a team member for finish a task and express gratitude even for small acts.

Encourage two-way feedback

In order to have smooth work environment, it is important to

have two way communication. In workplace, feedback is important to generate results, where the main objectives is to strengthen progress towards company goals. A common mistake that leaders make when offering feedback is turning into one way dialogue (feedback). They give no opportunity to employees to present their own comments and concerns. Encouraging two-way feedback is a sign of good communication in workplace that will give your team a chance to self-evaluate. Give detailed feedback to increase team communication and to coach your team members. You can keep a written record of feedback via your task management system which can help increase the overall communication and productivity.

Having One-on-One Interactions

Successful teams are made of team members who are purposeful in their interactions. One on one interactions is important with every individual you hire to make sure employee engagement doesn't fall short in your workplace. During these interactions, set your expectations and needs. Tell them about what your project demands, what are the norms of your company for employees and give them adequate preparation time to maximize their potential. When having one-on-one interactions, make sure you know when to listen to

what your employees have to say. The leaders need to put their best foot forward for their new hirings to get to the bottom of things.