Effective Communication in the Workplace

Presenter Thimna Gogwana





Agenda



Introduction

Effective workplace communication is the clear, timely, and respectful exchange of information, ideas, and feedback that fosters understanding, collaboration, and trust, rather than creating conflict.

Key strategies include practicing active listening, giving constructive feedback, choosing the right communication channels, and being mindful of nonverbal cues.





By improving communication, workplaces can enhance productivity, build stronger relationships, and ensure everyone understands their roles and responsibilities.



Verbal & Non-Verbal Communication

Verbal

Meetings

Emails

Presentations

Non-Verbal

Body language

Tone

Visual aids

Workplace Barriers



Cultural and language differences

Physical obstacles

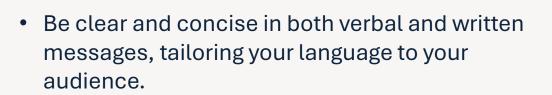
Unclear instructions

Attitudinal issues

Information overload

Applying Communication Skills

 To use communication skills effectively, practice active listening by giving your full attention and asking clarifying questions.



 Pay attention to and use non-verbal cues, like body language and tone of voice, and express your thoughts assertively while being respectful of others.

