

# Effective Communication in the Workplace

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# 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.





## **IMPROVED COMMUNICATION**

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.
- Be clear and concise in both verbal and written messages, tailoring your language to your audience.
- 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.



# Thank you

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