

III- CORRECTION IN ACTUAL PERFORMANCE :

After comparing and finding difference in the comparison of actual performance and the standard set, the managers can do three things: do nothing, correction in actual performance, and revise the standards.

Correction in actual performance is the first option usually if the work is yet not completed.

If the work is completed, the managers sometimes revise the standards according to the actual performance.

Communication

Communication is understanding and transferring of useful information from person, group or organisation to other. On the basis of the people, it can be classified into two groups: Interpersonal and Organisational Communication.

Functions

There are four major functions of the Communication. The detail is described as:

1- CONTROL :

Organisations have rules and regulations that must be followed by the employees in order to get benefit in place of penalty. This keeps a unity and equality in the organisation. These are known by Communication.



II- MOTIVATION:

Goals and feedback are the items that are communicated to employees to boost their motivation. Although, more feedback means more motivation but a controlled amount is communicated to employees in regards to the organisation as it may cause problem, afterwards.

III- INFORMATION:

Organisations must provide their information such as goals, processes, developments, and technology to the employees. It may help the organisation to get the required results as this may boost the employees to work harder.

IV- EMOTIONAL EXPRESSION:

Communication helps the employees to express their happiness and disregard for the task or thing or process within and out of the organisation. This can help managers to help in them and also to plan better for their organisation or public.

There is no choosing in the organisation's communication functions. They are all very and equally important for the organisation. So, the managers must keep them all to be operating good.

