***POINT#07:***

Providing stakeholder and collaborator visibility into work and project progress is one of the most crucial things you can do as you manage your work and the work of your teams. It adds an element of accountability, enables effective delegation, and is critical for empowering your team to operate more nimbly and with greater responsiveness. But pulling this off means doing things differently.

We’ll communicate by the following steps:

**1. Open Meeting**

It is easier to communicate your passion and how you feel to your team via open meetings. In this kind of forum, they will not only hear what you are saying, they will also see and feel it. This approach still remains one of the best approaches to communicate effectively with a team.

### 2. Emails

In official settings, communication via email remains potent. It will enable you to pass messages to members of your team without pulling them out of their workstations.

### 3. One on One

Experts have been able to prove that some people understand better when you take them aside and talk to them on a one-on-one basis. Ensure that you maintain eye contact with them to enable the message to sink in.

### 4. Create a Receptive Atmosphere

To effectively communicate with your team, you must create a receptive atmosphere. Avoid a tense environment at all costs because when you communicate in an overly intense manner, the message you are trying to share might not be well understood or retained.

### 5. Use Visuals

Place visuals at strategic positionsaround the workstations of your team. They should not just hear the message, they should also see it. This gives room for better comprehension.

***POINT#08:***

A [hotel reservation system](https://www.siteminder.com/channel-manager/hotel-reservation-systems/) is a complex software tool that schedules the dates and length of stay for guests as well as takes payment from them. It enables them to choose their rooms at the time of booking, and more advanced systems even allow customers to [select extras](https://www.siteminder.com/r/hotel-distribution/make-direct-bookings-even-sweeter-extras/) such as wine, flowers, fruit or other niceties to be placed in their room at the time of arrival (or later).

## **Who uses a booking system and how does it work?**

A reservation system, though it might sound like a tool used at the reception desk, is actually an online piece of software that enables guests to book their *own* stays online and pay for them using a secure portal. That way, they can complete the transaction quickly, efficiently from the comfort of their own office or living room.

## **What benefits should you expect from a booking system?**

A quality solution – one flexible enough to account for all customer desires – brings a range of benefits to you, including:

* **Less work for the front office**

When guests book their own stays, the reservation simply pops into your system with all details intact, so all you have to do is get ready for their arrival when the time comes. This allows your reception staff more time to tend to their other tasks.

* **Reduced chances of losing or mucking up a reservation**

Human fallibility is a far less significant factor when guests put in their dates and specifications themselves. That way, if something goes wrong, you have the data to prove it’s no fault of your business. You can still provide them with a solution, but your reputation is protected.

* **Easily gathered data**

An [online booking system](https://www.siteminder.com/hotel-booking-engine/) feeds a huge amount of [guest data](https://www.siteminder.com/r/technology/hotel-data-security/hotel-data-analysis/) right into your system: how many guests are travelling, when they come, what amenities they prefer, where they live, and so forth. That’s very useful for you to know, and will help you improve both customer service and marketing.

Survey

6. How do you provide this information to the Booking Websites?

7. What information is updated automatically and what information is entered manually?

8. How regularly is the information updated?

9. Are you aware of how Booking Websites rank your accommodation relative to other listings? If so, please explain the factors affecting your ranking.