Unit 4 Forum: Workplace Communication

Clear workplace communication is critical to accomplishing the tasks associated with your job. However, other aspects of communication that affect your work life may be unrelated to the task at hand. How you communicate with your colleagues, customers, and clients can affect whether conflicts arise between you. Your communication style can help you achieve leadership roles, or, on the negative side, prevent you from receiving raises or promotions.

Locate an article in the online library or on the Internet related to improving workplace communication, preferably in your field of study. Provide the appropriate APA reference entry and include the following in your post:

1. **Share with your classmates several tips that you found to be most valuable from the article.**

Really listen:

Take time to listen to what your coworkers have to say. Sharing ideas and different points of view always lead to clarifying an outcome and eventually reaching a mutual goal. Take time to improve on your listening skills and communicate better by using these skills

Learn each other’s strengths and weaknesses

Take time to share your work and exchange ideas. Involve with each other’s work and critique minor problems that hinder each owns strengths. Become a balance weight towards each other. Complement each other on how to strengthen each other weaknesses by working together to achieve a greater goal.

Offer constructive feedback and compliments in a thoughtful way

Provide feedback to your coworkers so that they understand what your point of view is and where you are coming from. Improve communication in the workplace by complementing each other on their growth in the workplace environment, bringing in positive ideas to improve the workplace.

Use modern tools to enhance, not truncate your communication

Use technology to your advantage, and not to your disadvantage, I personally believe that technology is helpful to a certain degree. If you misuse what tools are given to you to communicate then is not enhancing the way you communicate.

**Facetime:** Have a live one on one video chat with somebody is a much better way to visually and verbally communicate.

**E-mail:** Sharing important information within your workplace in a daily basis is very crucial to you and your coworkers.

**Teamviewer:** Remote control, live video chat, and sharing a workplace is very essential to getting things done remotely and communicating on progress.

All these tools re essential to communication in or out of the workplace, but it is on one’s own responsibility to use this as a helping aid and not something that hinders communication.

Make a process clear and streamline annoying roadblocks

Communicate with your coworkers to make progress by working together and bring solutions to problems instead of making them. Simplify workloads by helping each other out step by step, making it easier to people in your workplace to understand thoroughly every part of the task at hand. Accept other people’s feedback and compliments, this way you will avoid confrontations and problems in your workplace, overall communication in the workplace is extremely essential.

1. **Discuss how you would apply this information in your field or future career.**

I am the currently owner of an web design/ software development business, it is fairly new, but I have managed to gather up a partner to help me.

Listening to each other is a key factor which help us come to an agreement, we take each other’s ideas and combine them into thoughts that lead us to reaching the same goal. Listening is a key factor, but communication in any workplace is definitely necessary, and by doing this we learn each other’s weaknesses and strengths, thus becoming a stronger team of people.

We help each other with different tasks giving constructive criticism and complementing each other on our finished work, aiming to improve not only our skills but our knowledge.

We use technology to a moderation, but tend to focus more on the task at hand, which is getting our priorities straight, finishing jobs and and delivering them on time.

Communicating with each other makes progress by working together to bring solutions, and simplifying workload, making it easier on both of us. As time has gone by we have learned it is better to focus on the most difficult tasks first and get rid of anything that is secondary or not even a priority. We have also learned that besides communication and listening to each other, we need to manage our time better and eventually we will be able to have our own office.

1. **How would you imagine that it might be applied differently in other fields?**

I currently focus myself in the web design and software development field.

If I was a veterinarian I would focus more towards communication with animals and not so much in communication on the workplace, which is important, especially if you have a pet’s hospital or clinic.

If I was a police officer I would definitely say that communication is the main key, not only in the workplace but when called into action you have to know how to talk to people, for example, if you are trying to stop somebody from committing suicide, but they are not cooperating, that is when communication becomes neutral not only between you and the person, but the people who are helping you stop the person from committing it.

If I was a politician I stand firm by saying that it is not easy, but as much as communication in the workplace is essential to solving and getting things done, I especially believe if you are the President of the United States of America, you should communicate with the people without hesitation, not giving written speeches, evading questions or making a fool of yourself on live tv. It is the main duty to communicate to the people what problems the nation is facing and what we are doing about it.

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**Sources**

Hoppe, K. (2018, March 2). 20 Easy Ways to Improve Communication in the Workplace. Retrieved April 30, 2018, from https://justworks.com/blog/19-easy-ways-improve-communication-workplace