Diverse skills and expertise Collaboration **Cross-functional Teams** Reduced department silos Defined roles Clear Objectives and Responsibilities Specific expectations Team goals Regular team meetings Communication tools (e.g., Slack, Microsoft Teams, Google **Open Communication Channels** Workspace) Real-time information sharing Inclusive input Collaborative Decision-Making Employee engagement Informed decisions Continuous improvement Regular Feedback and Evaluation Peer-to-peer feedback Team evaluations Watercooler chats **Encourage Informal Communication** Virtual coffee breaks Trust and rapport building Workshops and seminars Training and Development Online courses Topics (e.g., active listening, conflict resolution, teamwork) Open communication from leaders Transparent Leadership Company updates and decisions Rationale sharing

Efficient Communication in a Flat, Team-Based Approach