

# Qht1 task 4 essay



**ASSIGN  
BUSTER**

Overcoming communication barriers Communication can make or break any business. The long and short term success of any business venture often times hinges on the level and clarity of communication that is passed throughout a team of people, or an entire organization. With such a weight of importance it is imperative that we as a new company identify possible barriers in communication and have processes in place to successfully overcoming those barriers. We will discuss the four main communication barriers today, and when we have a clear plan in place as a company we will increase our productivity, and reduce frustration among employees, and customers alike. First we will talk about the Process Barrier. A process barrier can hinder our ability to efficiently plan projects, presentations, or even create simple messages.

We must effectively relay messages to a receiver, or subordinate, manager, peer, executive, or customer. The person, or people receiving the message must then internally process this information with the ability to understand and the true intent and meaning. This sounds very simple at face value, but many time what someone hears is not what you have said, or meant, so overcoming this barrier is vitally important. How can we do this? You must identify your audience. Know who you are speaking to and understand the level of detail, candor, and time it will take to deliver your message.

Determine the best way to communicate based on the complexity of your message, and the number of people that will receive it. For larger groups it may be necessary to split into smaller groups, or use a power point presentation. Explain what is expected of the receiver along with actions to

be taken. Never use acronyms. Not everyone knows our internal company specifics. When addressing Executive level receivers, use less detail.

Give them more need-to-know information. When addressing peers, communicate what you need, why, the timeline, and what is in it...