

Communication in the workplace

[Sociology](#), [Communication](#)



Communication and its many assets are very important. In order to be successful in anything we need to have effective communication. Although effective communication is very important in today's world we will have issues with ineffective communication, also known as barriers. To communicate you need to have a sender, receiver and a message. It is important to relay any message with accuracy, with errors we then begin to have barriers causing ineffective communication. Technology is another factor that can be helpful but needs to be used properly.

In my organization we use autocratic, democratic, paternalistic and laissez-faire. We are all about rights as well as delegating things to the appropriate parties. In my opinion having a combination of all management styles is important and makes it easier when you need to adjust to the different situations. Every situation and work day (involving who you work with) can be different. You may need to be more of a laissez-faire or paternalistic manager when you work with someone who needs direction at work.

In my work facility we share knowledge and anything we need, thoroughly through emails, verbally and our communication book; which in our communication book you can find a lot of different information with dates, times, descriptions, etc. The more thorough we are the more likely we have communicated effectively even though the receiver or receivers may not be there. To communicate effectively there are five main techniques that can help you to improve. First off there is brainstorming; when you brainstorm you are just throwing ideas out there in order to get any ideas together.

There are also workplace tours which can also be known as a form of training. By doing tours you can allow others to see how another spectrum does things and learn how to improve or find new ways of doing things. Stakeholder surveys and stakeholder meetings are ways of getting groups together to generate more ideas. Put simply there is the expression “two heads is better than one”. Lastly there is formal suggestion system which in turns means you are working together to figure out what these ideas mean and if they will have any value to what you need currently.

Even though we have effective communication you are still going to have ineffective communication. This can be a variety of things. The first one which can cause a vast variety of issues is our main demographics like; age, cultural background, race, gender and language. There is also noise barriers which can cause you to miss-understand or interpret your sender (person giving message) wrong. You could also be ignoring parts of the message you will be receiving and only hearing the parts you would like to hear.

Communication through technology has many of these same factors. Technology can be both effective and ineffective with all of its aspects. First we have speed which with online communication and cell phones you receive the data almost instantly. Accessibility in today's world with the internet and our vast variety of resources we can find just about anything we would like. In healthcare accessibility can become an issue if information is accessed by an unauthorized individual which is a violation of HIPPA.

When a breach becomes known you are required by law to notify the correct officials and take the necessary steps to correct the problem. Efficiency has a

lot to do with speed. You can send something as simple as an email or text to get your message to the receiver. Written communication means there is a “hard copy” of the given information you can access. As for the news it can be accessed online or via the T. V. giving you more information. In health care we need to be able to keep up with the change and communication is vital.

One simple mistake can make a world of difference especially in a hospital setting. You want to take the appropriate steps to improving and ways to alter or avoid having issues with ineffective communication. As you can see communication and management are vital in today’s success. You want to communicate effectively and work on improving and getting rid of any ineffective communication issues you may have. Make sure you are using the appropriate management style for the given situations and communicate your message thoroughly to your receiver.

References

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