

Flow of communication in the workplace essay

[Business](#), [Management](#)



Communication is an inescapable aspect of human life. The transfer and exchange of information takes place anywhere and everywhere, be it at home, on the streets, and/or in the workplace.

In educational management, communication is the ultimate key to a successful academic institution. Therefore, the flow of communication must be suitable and favorable to all members of the organization. Content The academic field is the kind of workplace that must be productive since education is necessary for the realization of the professional aspirations of any person. A desirable flow of communication within an educational organization would result to a well-performing work force which would eventually lead to globally competent products. Generally, the flow of communication should not be monopolized into a single direction. Upward, downward, and/or horizontal flow of communication must be utilized, depending on the needs of the organization.

Each and every member of the organization must be given the opportunity to be heard regardless of rank or level as long as democracy and freedom of expression is exercised responsibly. Professionalism and ethical conduct should be kept constantly in mind to prevent academic chaos. Every academic institution has its own distinct system of communication. The members of the organization may or may not agree with these systems. These disagreements create a negative environment and, thus, factions arise. For communication to be effective, all kinds of barriers must be avoided. This is to prevent the receiver from misinterpreting the message of the sender.

It is essential to an organization for communication to be precise.

Miscommunication would result to the downfall of the institution. If the flow of communication in the workplace is harmonious, the organization will flourish and the whole institution will achieve progress. The administration, the faculty, the staff, and the students will all benefit from the correct use of communication which will pave the way for success.

Reaction Realistically speaking, the flow of communication in the educational setting may not always be what it should be or what we expect it to be. What we should always keep in mind is that, in communicating, we must listen first to our conscience and ask Him for guidance and enlightenment before sending our messages. Practice not only professionalism but patience and humility as well. Based on the experiences shared during our class in EDM221, the flow of communication in the academic workplace, in reality, is far from ideal. Problems in the flow of communication do exist in educational institutions. We must plant our feet firmly to the ground, stand steadfast, and prepare ourselves from the harsh blows of reality. Personally, since I am inexperienced and presently aspiring for a teaching job, I try to picture out a workplace wherein there is an ideal flow of communication. I am very glad that I took this Communication in Educational Management class because I know that everything I learned would really come in handy when I become employed.

I really appreciate all the reports, discussions, and information shared by our teacher and classmates alike. People would usually say that experience is a good teacher but learning from the experiences of others might be better.

Conclusion There are infinite ways for communication to be used as a tool for progress.

There are also numerous hindrances that must be overcome. It demands a huge effort from each component of the organization. It is also a continuous process.

Effective flow of communication is dependent not only on the select few but on the whole organization. Therefore, in order to achieve an appropriate flow of communication in the workplace, willful and cooperative participation of all concerned is required.