

Communicating at work



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[Your full July 24, Importance of Communication in Workplace The best thing that an organization can give to its employees in order to keep their morale high is an effective communication platform through which they can interact with their higher officials, their peers, and their subordinates. This adds to job satisfaction which in turn enables the workers to contribute in high productivity and good outcomes. For example, since conflicts arise in the workplaces every now and then, it is important for the parties involved to communicate with one another so that they can negotiate their objectives and better understand one another's viewpoints without being rational or biased. Proper communication is necessary to resolve conflicts that may happen among employees when job satisfaction decreases (Masters and Albright). When there is no communication between the supervisor and the subordinate, the former becomes oblivious to the latter's needs and demands thus putting the latter under job stress which increases his dissatisfaction. This has bad effects on the organization in the long run. The manager has to remain informed about his employees and the only way he can do it is through communicating with them about what they want to get and what they need to do to achieve organizational goals. Workers need to communicate among themselves so that they can share views and ideas, and stay stress free. This is internal communication. External communication is also as much important which involves communicating with partners, shareholders and the customers. All this adds to the organization's integrity and rapport which pays off in the long run in the form of employee and customer satisfaction. Works Cited Masters, Marick Francis, and Robert R. Albright. The Complete Guide to Conflict Resolution in the Workplace. USA: AMACOM Div American Mgmt Assn, 2002.