

Techniques to optimize communication skills

Business



Techniques That I Want to Use To Optimize My Communication Skills:

Working efficiency in any team is best achieved when there is unhindered communication between the management and workers. When I have to communicate with my team members, irrespective of whether it is a junior or a senior, I would endeavor to keep the following techniques in mind to ensure optimized communications.

Interaction Model: With a linear mode of communication, one finds it easy to make the listener understand his or her points. In all my transactions, I have seen that instead of going through a medium, one on one interaction with the listener has worked best for me. I can convince my listener about my intended view point very easily when going through a trusted single medium (Baack, 2012). It is easier for me to understand the perspective of the listener when he or she returns my thoughts with his/her views on the same level of interactive model that I use. It helps develop fruitful communication and establish understanding and grow relationships in better ways. Even when interacting with the team I prefer to use interactive model through which multiple listeners can react to what I am saying one by one. This mode according to me has the least barriers to communication. I always ensure that the medium of the message is as direct as is possible to avoid misunderstandings.

Transaction Model: This is more effective in group and multi-listener scenarios, wherein the speaker has all the attention of the audience and keeps it that way through the use of intelligent phrases and quips that indulge the audience and make them agree or disagree to the point being asked much like a dance between partners (Baack, 2012). However, I prefer to use this in group communication scenarios rather than one to one

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conversations since, it starts to sound animated when too much of transaction is encouraged in one to one conversations.

In both of the above techniques, barriers are extremely reduced which is the main reason why I prefer to use it.

References:

Baack, D. (2012). " Interpersonal communication". Management communication. San Diego, CA: Bridgepoint Education, Inc. Link URL: <https://content.ashford.edu/books/AUBUS600.12.2> (Accessed on 6th September, 2014)