

Effective communication in the workplace

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



As a baby, you learn that if you cry and fuss, Mom and Dad will rush over to comfort you; however, as you mature, you realize that there are better ways of communicating. I will present my message here today on “

Effective communication in the work place.” Communication in the work place is essential because first, communication skills prepare you to perform specific duties in the work place making you a better employee. Second, communication skills in the work place prepare you to exercise flexibility.

Last, communication skills form better relationships and understanding amongst other employees and managers.

Communication skills prepare you to perform specific duties in the workplace making you a better employee. Good communication passes information along and if you can effectively communicate, then people understand you much better, and information you are trying to tell or receive will get across without being misunderstood. Marsha Ludden states in a book he had written that, “ if you can communicate effectively what you need or want, you are more likely to be successful in getting it. An example will be a bigger salary. Effective communication also helps you to convince others to agree with you in a persuasive setting.

Good communication helps you to think better which are essential to make you perform well when performing duties in the workplace. In order to communicate effectively, you have to think ahead and organize your thoughts. When performing job duties this teaches you not only how to learn how to organize, but how to plan ahead.

Communication skills in the work place prepare you to exercise flexibility. Communication in the workplace reflects key personality traits, as well as key competencies for success. Show yourself, your staff or your employer you have the necessary intellectual, creative and behavioral flexibility to handle what each work day brings. Studies show to suggest positive aspects of a challenging situation.

Examine how a change in a supplier, for instance, can improve a product you manufacture or a service your company provides. Resist insisting that a change cannot work, advises the University of Bradford, Career Development Services office. Have a scheduled time with each department in your company. Add to your skills set to enable you to better understand new issues that may arise in each department. Find the secret of effective, easy performance to get more equip with difference task including other workers. Implement team problem-solving measures. Meet with key staff members when changes arise. Get brief insight and solutions from your team if, for example, a valued client decides not to interact in certain situations.

Communication skills form better relationships and understanding amongst other employees and managers. Good communication passes information along and if you can effectively communicate, then other employees understand you much better, and information you are trying to tell them will get across without being misunderstood. This prevents arguments, especially between co-workers, explain your thoughts and feelings, and then you won't misunderstand each other. If you can effectively communicate, then you can get along better with other employers. Most arguments are caused by people

not communicating effectively and not being able to negotiate with each other. B. Being respectful and using manners in the work place sets a great tone in the environment and forms better relationships with managers. Good listening skills are part of good communication; you need to understand what you're manager is saying to you as well as to say what you want.

Communication often includes non-verbal clues such as tone of voice, facial expression, gestures, and body posture. Good communication includes being observant and focusing on the other person. Conclusion I. There is always room for improvement when it comes to communication skills.

The more you practice by interacting with others, the better you will be. In addition, you will be better able to tell when you are getting your ideas across effectively, and how to improve if you are not. The better you are at communicating, the easier it will be to do your job and work with others- making the workplace more enjoyable, and making you a more successful employee. II. In the words of Tony Robbins, “ To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others. ”