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Planning the Project

Lack of good communication in organizations has led to disagreements and frustrations among the employees. It leaves the employees tentative of what is expected of them leading low productivity. High dissatisfaction among employees manifests itself in absenteeism, turnover, and other undesired behaviors. To deal with this, it is essential to design a project which will effectively minimize the problem and prevent deep-rooted problems in the future. This is the three steps effective approach which will boost employee motivation and boost their morale thus preventing their turnover.

The first step is to give a listening ear to the employees and receiving their concerns out in the open. The manager should acknowledge their issues and commence working on their improvement. They should encourage the employees to give feedbacks and also guarantee them that their ideas are of utmost importance to the department. The manager in this phase should be perceptible, easy to talk to and well-briefed, so that they can get employee questions. Interaction should be in person whenever possible. Key communication channels should also be developed and be used as part of usual, continuing communication activities. The managers need to believe in and support all listening activities. Some of the activities to undertake in this phase are employee surveys which include routinely scheduled company surveys or those intended to communicate change. Another activity is forming employee focus groups and management discussion groups which will guide managers on the process to run employee discussion groups and how to get feedback on specific topics.

The second step is communication the department's leaders should

concentrate on solving the issues of the employees as put across in the first stage. This is in order to establish an equal understanding of the challenges and solutions of the organization. The manager should build a common understanding of the vision, mission and the values of the department and also solutions to the departmental issues and the advancement that they are making. The manager should create an environment for dialogue and discussion, which will lead to higher levels of employee engagement.

Managers are supposed to guarantee employees of getting straightforward and appropriate information. They should show their compliance to discuss anything on employees' minds and help employees feel comfortable asking questions and sharing solutions (Diwan, 2000). The activities on this stage will include holding public forums, one on one dialogues and using electronic media like emails and social media to enhance communication.

The third stage should involve recognizing the employee accomplishments and successes in every effort should reflect this. The activities during this stage include formal initiatives like bonuses and promotions, informal gestures like a hand-written note and also public recognition which will encourage the other employees to work hard for them to also be awarded. The accomplishment of the above project will be evident in the department as it will boost employees' morale reducing their turnover level. The department will have had better communication channels now and the organization will be at a position to effectively compete with the Miami advertising firm

Part of the determinable objectives of this project will be reduction of employee turnover to other organizations, boosting employee morale and

maintaining it to high levels. This will in turn led to increased productivity and cutting on the costs of staffing and time wastage. It will lead to the accomplishment of the department's goals and offer the organization a competitive edge in the industry.

Although this project is to enhance the communication within the human resource department, some issues will not be covered in the scope of this project. One of the areas is on how the professional position in a company has any effect on the decision of the employee to remain quiet or not or it is presently a matter of looking at each individual's situation.

Another area is examining into the concept of not communicating as a behavior as the absence of speech. It is difficult to study the absence of such a behavior is difficult to study than more overt and obvious behavior (Johannesen, 1974).

The final area is on non-verbal behavior which is an essential part of communication because it is important to address the impact of body language and its importance to interpret employee motives especially the ones who cannot express their opinion openly, as these cues possess a lot of meaning.

References

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