

Communication analysis

[Philosophy](#)



Supervisor Communication Analysis Effectual communication cannot be termed as sharing of ideas or information between two parties rather it entails so many things. For existence of effective communication to between the sender and the recipient, it is important to understand the motions that succeed the information. It helps in communicating negative or intricate information without creating chaos or interfering with ones emotions. With no proper communication, there can be misunderstanding between the parties leading to poor teamwork, improper decision-making as well as creating more problems rather than solving it. Combination of set of skills such as nonverbal communication, thoughtful listening, stress management in the moment, and the ability to recognize and understand ones own emotions and those of the person you're communicating with, can efficiently drive the point home. The paper, therefore, tends to analyze a communication with the aim of identifying the techniques that need to be employed to make it useful.

There is this case where an organization was planning to come up with a short-term project that would change the way various activities were carried out and all members were to get involved in carrying out the project.

Planning officer was to come up with a procedural plan for how that project was to be carried out and, the only method that he could use in delivering the information about the project was through conducting organizational framework to allocate tasks. During the session, noises, poor feedback, poor non-verbal communication, an ambiguity of some terms, lack of confidence, lack of alternative channels as well as environmental friendliness. The project was effectively done through the organization experienced low morale of the employees, reduced efficiency of the project as well a lack of <https://assignbuster.com/communication-analysis/>

innovation.

From the above it is many cleats that the organization did not achieve its target and, experienced a significant loss. The primary cause of the problem was not the project itself but the manner in which communication was carried out by the planning officer while addressing the employees. Poor listening skills led to a lot of noises, and no one understood what was being said. Listening involve paying close attention to what is being said and asking a question where necessary. The issue of collectivism was to be given much weight as working as a family or one group as it could have helped in yielding much fruit. The employees did not pay attention to the speaker may be because they thought they could do it without the ideas they were being given thus believing in individualism.

Poor non-verbal communication such as the use of body language, eye contact, hand gestures, and tone can play a real role in communication. Friendly tone makes one appear approachable and encourages others to speak openly and maintain contact wth eyes, demonstrates that one is focused on the audience and the information being delivered. Despite the planning officer being of higher rank in the organization could not deter him/her in providing the information or by using ambiguous terms as a way of underrating others. During communication, the issue of power distance should be put aside and see each other as equal by using clear and understandable words. Its important to value equality by believing that no one is superior or inferior to someone else. Communicating directly with the point as westerners drives lead home.

Not all could catch all that were said during the session and by using alternative channel such as written guides could have helped in coming up

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with the project. There are those that are slow learners and need to refer to their notes when carrying out something. The idea of using cultural relativity principle can help where one believes that people are different and, not becoming judgmental. Therefore, we should try to understand people from their point of view before criticizing them for acting differently. Excessive Ethnocentrism, where instead of creating a friendly environment where participants can ask a question, getting feedback from them and sharing ideas, one becomes boastful and hostile while delivering information making other to feel that they are inferior. Using a friendly tone encourages people to engage in open and honest communication, and this is important when using both face-to-face and written communication.

For communication to be effective there should be understanding between the speaker and the recipients and the skills needed should be given much weight. If the organizations planning officer could have used the needed skills during communication, a lot could have been achieved. According to Robinson, L. et al. (2015) understanding nonverbal communication and how to use it in the workplace environment is imperative.

Work cited

Lawrence Robinson, Jeanne Segal, and Robert Segal. Body Language: Understanding Nonverbal Communication, MindTools. com, (2015)