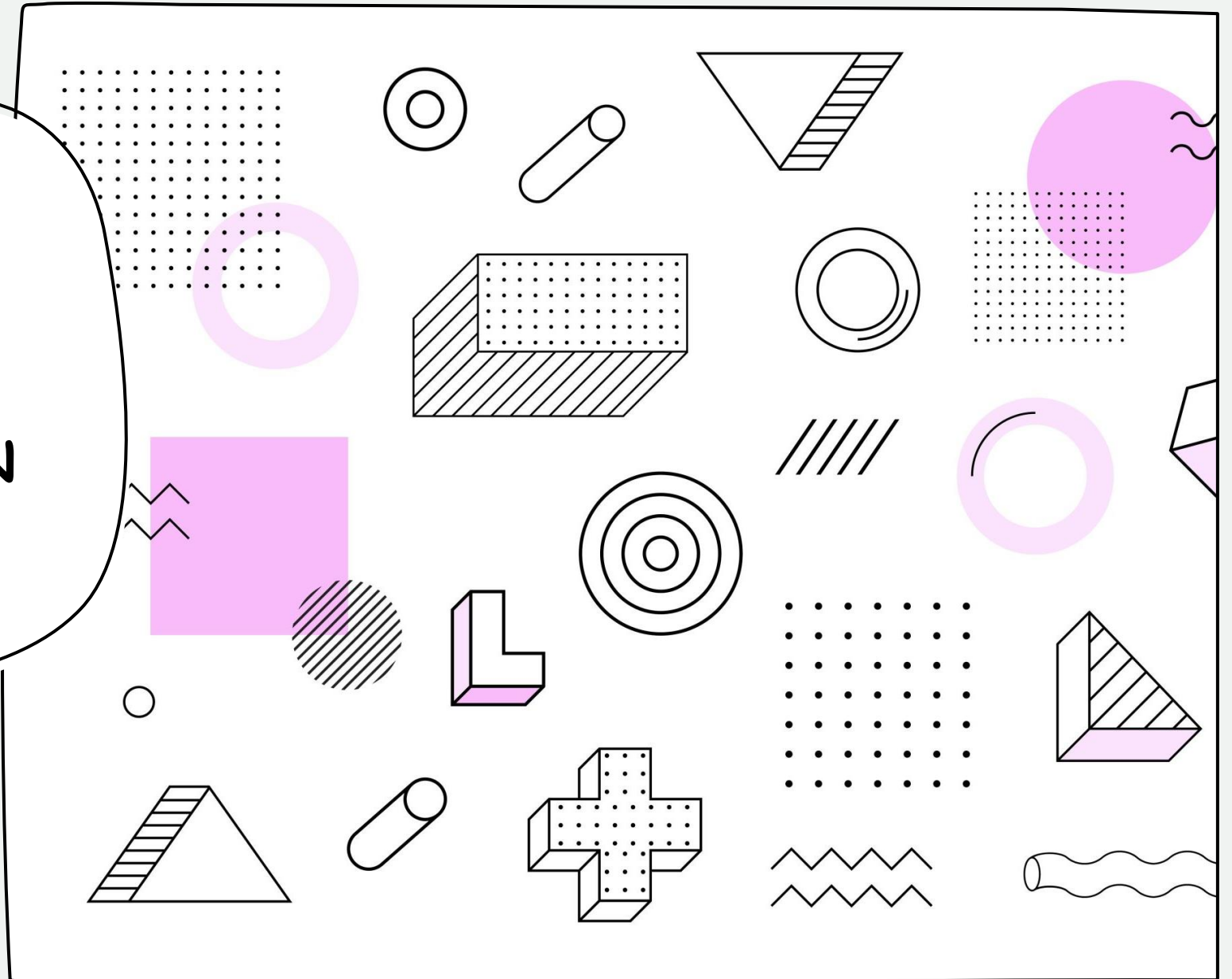


ENHANCING WORKPLACE COMMUNICATION

Building stronger connection for
success



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WHAT IS COMMUNICATION?

Communication is the imparting or exchanging of information by speaking, writing, or using some other medium.

Fostering Teamwork

Effective communication ensures alignment with common goals, facilitates idea sharing and collaboration, and builds trust among team members.

Enhancing Productivity

Clear communication streamlines workflows, enables proactive work by conveying expectations, and improves task delegation and time management.

Cultivating a Positive Work Environment

Open communication promotes transparency, engagement, and satisfaction among employees, fostering a sense of belonging and reducing conflicts.

IMPORTANCE OF COMMUNICATION

TYPES OF WORKPLACE COMMUNICATION

Verbal

- face to face
- phone calls
- public speaking

Non-verbal

- eye contact
- facial expression
- body language

Written

- emails
- letters
- reports
- text messages

Digital

- social media
- instant messaging
- video conferencing
- blogs & forums

BARRIERS TO EFFECTIVE COMMUNICATION

Language barriers

Psychological barriers

Emotional barriers

Physical barriers

Attitude barriers

Perception barriers



COMPREHENSION

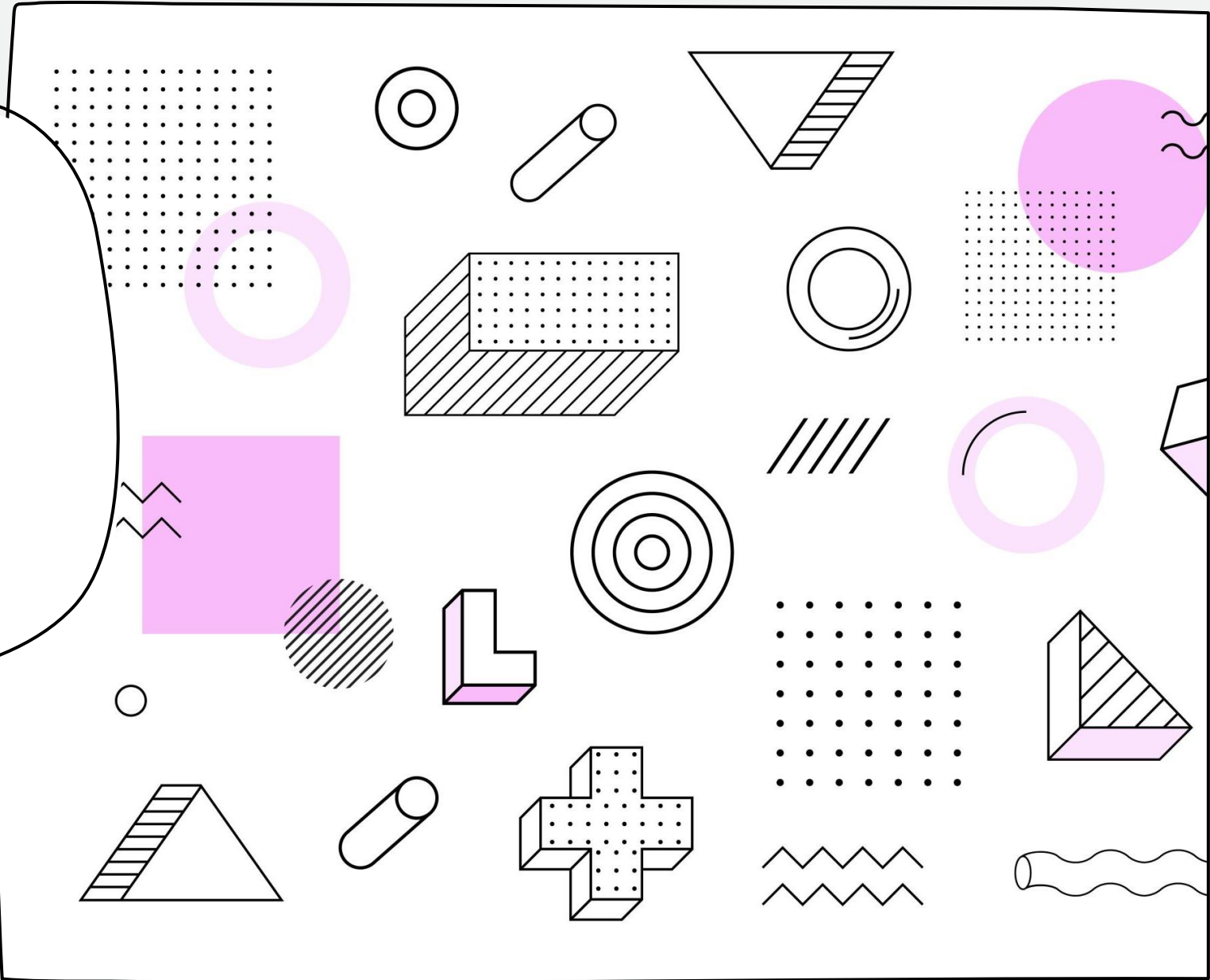


Comprehension is an important part of gaining and understanding knowledge. If the other party cannot comprehend your message, it's more likely to be lost in translation.



Often, comprehension is more important than the communication itself. We can prepare our message and polish it to the best of our ability, but if the other party doesn't comprehend what we're trying to convey, we weren't as successful as we'd hoped.

CULTIVATING A
COMMUNICATION-
FRIENDLY CULTURE



THE 7 CS OF COMMUNICATION



Clear: when the message is easily understood by the receiver.



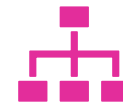
Concise: when it is brief and to the point, without unnecessary elaboration



Concrete: when it is specific, tangible, and grounded in reality.



Correct: when it is accurate in terms of grammar, spelling, and factual information.



Coherent: when it is logical and organized, with ideas presented in a clear sequence.



Complete: when it provides all necessary information and addresses all relevant aspects of the topic.



Courteous: when it is respectful, considerate, and mindful of the recipient's feelings and perspectives.

HELP

Watch your tone.

Stop, construct, meditate
and communicate

Watch your actions
(Action speaks louder
than voice)

Trainings

Physical Development

Seek to be better than
the last time.

THANK YOU

