WHY IS COMMUNICATION IMPORTANT IN THE WORKPLACE?

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As an English poet puts it, “No man is an Island,” which means that a man should not be isolated from anybody. He needs to be a part of a community or organization; since he may not live alone for a long time. If our social connections are not in the proper perspectives, then different problems will arise.

Communication is the art of conveying messages, information, ideas, opinion to other people. There are different factors to be considered in communicating with other people which are: the sender, the receiver and the message itself. It can be also categorized into two forms; the Verbal Communication, which includes the newspaper, the radio and television broadcast, magazines and other printed materials; and the Non-Verbal type of communication that includes body language, facial expressions and the different gestures being made.

In a workplace, communication is very important. The productivity and efficiency of the employees will increase. Imagine a workplace without existing strong and solid communication; It creates mistrust to everyone, and this will add to a shaky flow of work in an organization. The morale of the employees will be increased, therefore good performance and achievement follow. If an employee is a good communicator to the clients of the organization, he or she will continuously be a model employee of the organization at the same time this employee will be a pride of their office or even the whole organization.

There are some opportunities for an employee to be an asset of their organization. An employee, if given the chance may express his opinions or ideas
openly or direct to the superiors or co-workers. He must show his or her creativeness and innovation, modification or changes. Communication in the workplace may help the employee for his or her professional growth.

An employee who is a strong communicator, will be a good manager who can manage a group or a team better and he can easily delegate works, tasks or activities. A good communicator can also help in decision making and resolving conflicts.

Summing it up, effective communication in the workplace will result to a good working environment, from the smallest employee up to to the higher position holder or the superiors, if everyone will be a good communicator.

References:

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