

The Importance Of Communicating Well At Work (職場でのコミュニケーションの重要性について)

Author: Abhishek Agarwal

How often do we see job postings that require for the candidate to have "good communication skills"

The frequency of seeing these appear should give you a hint to the importance of communication skills at the work place. But few of us really question ourselves as to what this exactly means.

The whole point of communication is interaction, and this becomes all the more important at the work place.

No one person can handle all jobs at the office.

Communication between worker and worker and department and department is what ensures the smooth operation of the company.

Even if you had your own company you would still need to use good communication skills to get the best out of your employees.

If you work freelance, communication with clients becomes imperative.

These are a few examples of communication at the work place:

1. Inter-office Communication:

communication doesn't just mean speaking to one another. At offices, we often receive circulars and leaflets of announcements.

These help the top brass handle their company better.

For such communication, the person writing the circular needs to phrase it in such a manner as to be

totally descriptive of what the circular needs to accomplish, so this calls for good communication skills

at the managing level.

However, the people receiving the circulars need to understand the message well to be able to follow instructions perfectly.

If you were the boss at a company you would want effective communication to get the best out of the workers.

If you were an employee you would want to tune your communication skills to be able to follow instructions precisely.

2. Non Professional Communication at the work place:

Although many companies prefer to discourage interpersonal relations between the employees,

it is only human to form friendships at the workplace. Communication plays a key role here as well.

If you are good at your job, but nobody likes you at the workplace, it can get in the way of your success.

Nobody likes working with unfriendly people. Many misunderstandings can come out of bad communication.

Some companies go so far as to organize field trips and picnics for their employees,

to encourage good communication between them.

3. Inter Company Communications:

Every company needs to work along with, or for another company. That's what business is about. Corporate heads of companies often have get-together and meetings to put forth plans and developments. Such meetings are the highest level of communication at the workplace, and these meetings are generally at the CEO levels. A good communication between companies ensures a healthy growth of all concerned.

It is pretty obvious that communication at the work place is one of the key elements that can ensure success at a personal as well as a company level.

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About the Author:

Abhishek is a self-proclaimed Personality Development Guru and has written several books on this topic!
Visit his website www.Positive-You.com and Download his FREE Personality Development Report and discover some amazing self-improvement tips for FREE.
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