COMMUNICATIO

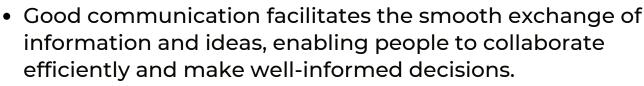




- Communication is the process of exchanging information, ideas, or emotions between individuals or groups through various means such as speech, writing, gestures, or technology.
- Effective communication involves encoding and decoding messages accurately to ensure clear understanding and successful interaction.
- It is crucial in human interactions, facilitating relationships, conveying knowledge, and enabling collaboration.
- Good communication skills encompass active listening, empathy, clarity, and adaptability to various contexts and audiences, ultimately fostering productive and harmonious connections among people.

Why Is It Needed?





- Effective communication enhances leadership and management by enabling clear instructions and feedback, fostering employee engagement and motivation.
- It plays a key role in resolving conflicts, reducing misunderstandings, and maintaining a harmonious workplace.
- Good communication skills are essential for building and maintaining professional relationships, promoting trust, and establishing a positive reputation, which can significantly impact career growth and success.

Impacts If you Don't Have It

Misunderstandings



Wasted Time



Employee Frustration



Poor Decision-Making





Reduced Productivity



Missed Deadlines



Increased Conflicts







