

COMMUNICATION

Definition



- 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?



- Good communication facilitates the smooth exchange of information and ideas, enabling people to collaborate efficiently and make well-informed decisions.
- 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

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