



## Effective Communication

**Effective communication is defined as the ability to convey information to another effectively and efficiently.**

It is crucial to communicate effectively to ensure you achieve your goals in both work and personal life.

Effective communication occurs when a message is sent and received accurately. In every aspect of life effective communication is important for success and happiness.

- Failed communication in work sphere often due to power struggles.
- Workplace relations are damaged if we try to control others through hostility, intimidation, or guilt.

### Effective ways to communicate

- Listening
  - Inviting person to share thoughts
  - Reflecting
  - Showing genuine interest
  - Giving and receiving feedback
- Building trust and respect
- Respect for cultural sensitivities
- Matching the message of verbal communication with nonverbal messages
- Avoiding escalating a situation

### Non effective ways to communicate

- Interrupting another's flow of speech or thinking and changing the subject
- Thinking of your reply while the other is still talking
- Giving advice rather than share in the search for answers
- Jumping to conclusions and making interpretations

*It may not be the event but our interpretation of events..*

#### 1. Facial expressions matter way more

We care very less about our expressions; our focus what you said just doesn't matter because your expressions weren't aligning with your words.

#### 2. Our thinking and listening doesn't align

Not just that they don't get along well but they seriously have some issues. Apparently our hearing is much slower than our brain's ability to think. We listen only 100-125 words per minute while our brain can utilize up to 3000 words per minute during thinking.

#### 3. Listening and vision also have conflicts.

We process images faster than words. We can only listen and store 7 bits of information at a single time. While our vision stores the images seen forever in our long term memory. We are more likely to remember images for a longer time.

#### 4. Your employer loves effective communication

The best employers want someone with exceptional communication skills. Someone who knows about verbal communication and has fair knowledge on how to improve communications skills for benefit of the company. Even your promotions are based on your ability to overcome communication barriers.

#### 5. Words definitely speak louder

Our words have the ability to impact others. The impact sometime is vast enough to spread over decades. distress is caused by what we say to each other.

**To arrange an appointment today please call us on**

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