5 Easy Ways to Improve Communications in the Workplace

#1 Develop a Communication Strategy
Have a meeting of the minds with your employees and develop a procedure for how the organization will communicate with employees. This team should think through and define a process for better business communication management.

#2 Create a Communication Process
In a survey, less than 10 percent of employees claim to know what is happening “most of the time.” The majority, 55% of the 289 respondents, said employees feel informed “some of the time.”

#3 Set up weekly or monthly 1 on 1s
Often, open communication with your employees is as simple as setting a time to do so. An employee might be concerned they are interrupting your busy workday with heir recent challenges, concerns, or even triumphs. By setting up a weekly or monthly meeting, you will have the chance to learn the smaller details of what is happening in the office and how to make the team work together in a smoother fashion.

#4 Hold Weekly Team Meetings
Scheduling conferences with the entire team, where everyone can be heard, in addition to the one-on-one meetings with individual employees, can only be beneficial.

#5 Create a Feedback Process
Providing your employees a forum where they can give and receive feedback is important in a healthy work environment. These feedback sessions can be done in staff meetings or an online employee forum.

Let us help you get started.
https://www.hrdqstore.com/whats-my-communication-style

Sources:
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