



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.



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."



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.



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.



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:

https://jive.com/resources/blog/5-tips-for-effective-communication-in-the-workplace/ https://justworks.com/blog/19-easy-ways-improve-communication-workplace https://www.officevibe.com/blog/improve-communication-at-work