

Student's name

Instructor

Course

Date

Introduction

Communication skills in the workplace are paramount to the effective function of every department in the workplace (Nor 34). Communication determines how information will be processed into the desired results. Some important communication skills in the workplace include listening, positivity, clarity, self-improvement among many others. Any misunderstanding that may arise because of how the message is passed can be disastrous. This is because in communicating, one aims to put across information in a vivid manner so that the other party may get the meaning, and act on the information given. Therefore, every party is responsible for how they pass across information and how the other parties decode the information. What can hinder the decoding of the information is noise (Barker 2).

Communication skills are going to be explained in the following section.

Patience is another important skill in the workplace. People have to wait for things to be done efficiently and finished at the right time. Each work takes time to complete and it is important to work taking into account the specified time. This is in contrast with working hurriedly and producing below average results. Timing and patience therefore go hand in hand. The people in authority may give instruction for set jobs to be completed at a certain time, which may be interpreted differently by the people at the workplace. It is thus, important to patiently listen and finish doing a job promptly as scheduled. Confidence is an important value in information. It enables one to communicate without fear. Confidence gives one the ability to

communicate effectively in giving out instructions. It is a skill that a leader must have. The above skills and others are important in *creating a workplace that is conducive to the workers and that can get better results in the end*. Clarity is another important skill that deals with how one will understand or decipher the meaning of what is said or implied.

The above communication skills are important in passing across information from one person to another. Effective communication occurs when both parties understand each other. These skills are of great value in the workplace, and the employers together with their employees should cultivate them. In learning to communicate, people relate better and become more proficient in discharging their duties.

Communication skills involve listening skills, which are significant in communication. How a person communicates and how a person listens determines the outcome of the conversation. Listening is of great importance since what one hears determines the action he or she takes. A manager or supervisor has to ensure that what he is putting across can be understood and followed to the letter without difficulty. The employees have to ensure that they improve their listening skills to get instructions clearly, and work efficiently in carrying out their duties. Listening can be hindered by noise, which leads to distortion of the information.

In the workplace, many job interviews are carried out and one is in a better condition if he or she is a good communicator. Most of the jobs may be internal or external. Internal jobs give the employees of the business opportunity to be promoted to other positions in the company. They may undergo an interview to determine if they are qualified or not. Communication skill comes in handy especially when a person is expressing him or herself while being interviewed.

One needs to be an avid communicator. He or she should be able to answer any questions that may be asked by the interviewers. This comes about with the combination of various aspects

in communications skills that involve among other listening skills. In the workplace, communication skills are important in that when a person is carrying out training or leading others to do something, the information is passed in a manner that anyone can understand. Therefore, leaders have to be good communicators since they engage in communication of instructions and what activities to undertake for the workers.

Teamwork is crucial in the workplace, and it cannot function well without proper communication skills. Many people come together to form a team to do a particular job. The people have to converse to perform such and such a task. Therefore, communication skills are important in leading a team. Empathy is a communication's skill that comes in handy. Here, one can accept the views of others with despising them or looking down on their ideas. This is usually common in the workplace. Many teams are formed to perform a certain function together. Team leaders are usually appointed to lead these groups towards such tasks. The leader needs to communicate to the other team members, and ensure that they understand the mandate they have been given.

Communication skills, as noted above, are important in any venture, in the workplace. The skills determine how people interact with each other to get things done in the workplace. This determines the efficiency of carrying out a particular task. People who communicate well have good communications skills. Many people at the workplace need communication skills to carry out their work. This is usually true in activities involving teamwork. Leaders and managers, in corporations or companies, need to work on their communication skills and that of their workers to effectively meet their goals and provide a good working environment for their workers where communication is effective to achieve the vision and mission of any organization.

Works Cited

Barker, Alan. *Improve Your Communication Skills, Revised Second Edition*. London: KoganPage,

2010. Internet resource.

Nor, Azni A. *Communication Skills for the Workplace*. Petaling Jaya, Selangor: August

Publishing, 2008. Print.