

Self Reflection

Improving communication



Where do you see the biggest gaps in communication in your company? How did they occur? Is it a limitation of time, the software used, or a lack of skills?

What kind of intervention could have the biggest impact on improving employee communication? A new initiative? A set of processes? A new tool? Or is a dedicated training workshop required?

On a personal level, how can you improve your communication with your colleagues?

Examples: Communication challenges

- Employees may be reluctant to approach a superior with questions, but also a peer because they are afraid they might be perceived as incompetent.
- A strict non-disclosure policy may discourage employees from discussing work-related problems.
- Differences in body language or the lack thereof in hybrid meetings might lead to misunderstandings.
- Overly expressive employees might dominate team meetings.
- Time pressures might lead to reduced feedback exchange.
- Poorly timed messages might be ignored.
- Using the wrong communication channel might lead to clogging the vital information flow with unnecessary data.