

## **Effective Communication in the Workplace**

What exactly is effective communication? Communication is the basis on which all work is accomplished. For an example, let's look at a restaurant business. The customer communicates to the server what he or she would like to eat. The server then communicates to the chef what the customer would like to eat. The chef uses the communication to create what the customer wants, and then the chef communicates that the food is cooked and so on. One important thing to look at is the type of communication. While the customer plainly reads off what is on the menu, the waiter will communicate differently with the cook. He or she may communicate from a determined code or word to indicate what food is wanted and any special changes that the customer desires. Then, the chef will use communication to announce that the food is done, for example, 'Order up!'

In the same way that these three people communicate differently, team members and staff all have their own way of interpreting, communicating and acting. In order to be truly successful, you need to be multi-communicational, or communication flexible. You need to be able to communicate with all team members, regardless of how they interpret what is being said. You have to understand what to say and how to say things. You also have to be able to interpret a message in the way that it was meant to be sent. Without these necessary skills, a business or corporation can fail very easily. Communication is one of the most important tools that a company uses.

This is not only true between team members, but a great leader can be a legendary leader with just a few basic communication skills. Learning how to address different employees based on how the employees communicate best is a valuable lesson and can turn into a very lucrative tool. One thing that a valuable leader can always do is come to the table in a position of strength. When this leader is able to communicate well within his entire business community and company, he is in perhaps the greatest position of strength that there is. From senior managers to the lowest level employee, all can identify with this leader and can appreciate him. Learning how to better communicate is not just a simple investment in one's company and one's future, it is a necessity for true success and wealth. By never underestimating the power of effective communication, you will always find yourself at the table in a position of strength.



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