

COMMUNICATION SKILLS & WHY THEY MATTER



OVERVIEW

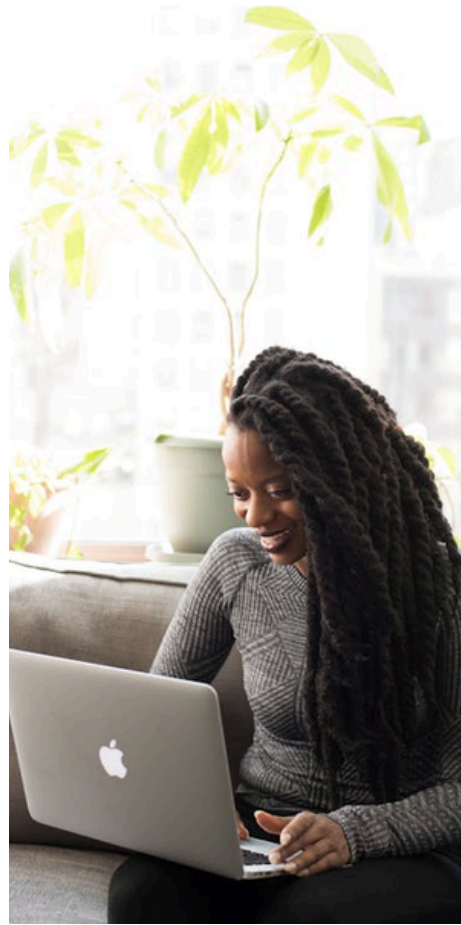


Throughout your professional journey, you will unavoidably face challenging circumstances and demanding colleagues, clients, customers, and supervisors. However, effective communication involves more than simply having charisma or an expansive vocabulary. In reality, it can be quite different, particularly when navigating these difficult interactions. You will require strong communication abilities to reach favorable results

COMMUNICATION TYPES

There are three categories of communication:

- Verbal: Spoken language (what you articulate and perceive)
- Nonverbal: Physical cues, facial expressions, hand movements, and similar (how you convey or interpret messages)
- Written: Emails, texts, and correspondence (the words you compose)



Communication is a mechanism through which information is shared between people.

COMMUNICATION ADVANTAGES

WHAT MAKES COMMUNICATION ABILITIES SO CRUCIAL? STRONG COMMUNICATION SKILLS OFFER NUMEROUS ADVANTAGES:

- THEY CAN OFFSET GAPS IN TECHNICAL OR SPECIALIZED KNOWLEDGE (PARTICULARLY WHEN BEGINNING A NEW POSITION).
- THEY ENHANCE OUTCOMES, CONSERVE TIME, AND BOOST PRODUCTIVITY.
- THEY CAN STRENGTHEN COLLABORATION, FOSTERING A MORE COHESIVE TEAM.
- THEY CAN MINIMIZE STRESS AND ENHANCE WORKPLACE SATISFACTION.



CLOSING

Beyond these advantages, making an effort to communicate effectively will demonstrate to your colleagues and supervisors that you value their input. It will also show that you dedicate time to listening and identifying the individual's genuine concern or uncovering the actual issue. Skilled communicators frequently rise as leaders within companies. Conversely, inadequate communication will result in errors, decreased productivity, and even harm to professional relationships.



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