



# the art of workplace communication

Workplace communication is somewhat different & unique since the purpose of this communication is to effectively run a workplace.

Knowing the importance of this communication, developing appreciation & understanding of key points/ skills help to effectively contribute to work and avoid unnecessary situations & disruptions in work.

This training workshop covers routine workplace interactions & explores ways to communicate effectively within the ambit of company's standing orders & rules.

## Contents

Environment in which we operate

- Our role in this environment

- Engaging with team members

Routine workplace situations

- Leaves/ absenteeism

- Overall workplace discipline

- Shift opening meeting

- Problems/ improvements

- Resolving conflicts

- Asking for improving productivity

- Peers not cooperating

- Communicating to seniors

Key elements of workplace communication

## Take Away

This training workshop will familiarise the participants to various facets of workplace communication requirements & help them to communicate effectively to operate with confidence & discharge their work responsibilities.

## Objectives

Understand importance of workplace communication

Understand & practice different elements of workplace communication in routine situations

Knowing do's & dont's

## Who should attend?

New & existing employees at middle level

## What is the duration?

2 days

## Interaction language

English, Hindi/ English

## Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Study material

Anecdotes

Role plays

Inventory

Games

Q & A