



an Extra EFFORT





How to improve effective Communication skills

PERSENTED BY
PRABHAT KUMAR
HAZARIBAGH





PURPOSE

- Enhancing skill
- Improving mind set
- Handling the Tasks Effectively
- Putting extra efforts
- To think **Out of box**
- an OVERALL DEVELOPMENT





TOPICS

S.No.	Торіс	Presenter
1	Time Management	Harsh Bahadur Singh
2	Reporting and Necessity	Manoj Kumar Singh
3	How to capture market intelligence	Abhishek Das
4	Effective team handling and Management (Distributor, Retailers, MDOs)	Avinash Kumar
5	Team work, its improvement and Management	Ankit Kumar Singh
6	How to improve effective Communication skills	Prabhat Kumar
7	Positive approach/attitude and advantages	Vikas Kumar
8	How to conduct an effective MDA	Ritesh Kumar Singh
9	Complaint Handling and its importance	Sanjay Singh





Communication Skill

Customer care

Presentation Skill

Assertive Behavior

Negotiation Skill

Dealing with Aggression

Intercultural Communication









6 TIPS TO HELP YOUR COMMUNICATION



Eye Contact

Look the person you are talking to in the eye.



PROPER HANDSHAKE

Consider factors of speed, grip, and length.



Smile

The key to a smile is to be perceived as friendly.



Some body shifting is ok. Too much can be distracting,



Speak Slowly

Slower is always better. Speak with a nice even pace.



Speak Up

Speak loud enough so people can hear you.



7 Ways to Improve Communication in the Workplace

Follow Up

Check in frequently

and encourage

collaboration



Be an Active Listener

Employees want to feel valued and appreciated. Ask questions and give feedback so they feel that their opinions matter





Implement an Open **Door Policy**

Ensure that employees feel comfortable bringing anything to management and open the doors for continued collaboration



Easily Accessible Documents

Utilize a CRM or ERP system to ensure that all employees have access to the documents and information that they need to be most productive.



Internal Newsletter

Build a sense of community with consistently flowing communication and celebrate each departments successes and achievements.



Meet Face to Face

Discuss projects, tasks and the overall organization to help get everyone's voice heard and build relationships.



Company Outings

Employees work best in an environment that they genuinely want to be a part of. Build communication and improve company culture by engaging in company outings and activities.





Communication skills and tips

Listening skills

There is no way to be a good communicator without listening!

But what is important is to listen carefully, with attention.



Use body language

The signs and signals of your body always send messages to your partner.



Be confident

If you are introvert and unsure, there are many tips and techniques that are helpful to learn.

When you are confident, it is easy for other people to trust you and to rely on you.



D

Be clear and concise

Do not use long sentences that are difficult to understand!

Stick to the main points.





Be positive and patient

The positive attitude has a huge power for successful relationships in business.

Remember that it is always a pleasure to speak with positive people.



Be respectful

People love to see that someone respect their efforts, opinions and abilities.

Remember to speak politely to everyone.



Feedback

.......

Giving feedback show that you are not just a passive listener.





Essential Elements of Communication Skills



Listening Strong observ

05

Strong observational skills to fully understand the message being conveyed

Non-verbal Communication Body language like posture, gestures a

Body language like posture, gestures and eye movement

Being Clear

Choosing the right words to deliver a message that's easy to understand

Being Concise

Using fewer, well-chosen words to convey your message

Being Confident

The right message with the appropriate non-verbal communication

Being Personable

A friendly tone and a simple smile can go a long way

Being Patient

Being composed and not rushing when conveying your message



vnrseeds

Best ways to improve communication skills

Take time and

analyze before

you response

Preview the possible

response before you

communicate

Understand your

audience and work

environment

Learn to manage your

emotional states

Always carry a

problem solving attitude

Assess yourself to find your issues with communication skill

Ask others about your weaknesses in communication skill to gather honest feedback

them stepping stone to improve your communication skills

Strengthen your verbal communication skills

Improve your nonverbal communication skills

Be a good listener by developing listening skill

Don't speak anything without understanding well

Prepare well before you communicate and find the purpose and importance

resumeskillsforjobs.com By: Ranjeet, Monu

Respect and treat people equally

Always display positive attitude and smile on your face

Learn to manage your time wisely and punctually

Engage your audience

Be a good learner





