

# Communication At Work.pdf

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## Improving Workplace Communication

Sat, 15 Sep 2018 02:58:00 GMT

1 Team Awareness: Improving Workplace Communication Module 5 Improving Workplace Communication Participants will: • Identify norms and responsibilities in workplace communication • Identify and reduce blocks to effective listening • Understand role of informal communication (the grapevine) in the work setting

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EffECtivE CommuniCationS introduction The ability to communicate is an essential life skill and one that can be continually developed. Even if you are a naturally good communicator, there are always opportunities and ways to enhance your communication skills. Individuals who are good communicators find it easy to develop empathy and trust with others.

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Communication is the essential function of any workplace. As you might imagine, communication plays an important role in the issues we are covering in this training .

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