

SKILL – COMMUNICATION LACONSEIL





SKILL – COMMUNICATION

1.Aim- The aim of this topic is to support people in HR but also from a wide range of companies and institutions to be aware of the major importance that communication has both personally and professionally.

2.Objectives

- a) Ways to Improve your Communication Skills
- b) Awareness on the Importance of Developing Strong Communication Skills

3. Content -the most important points/chapters of this topic

-4 Smart Ways to Improve your Communication Skills

-Stats on the Importance of Developing Strong Communication Skills

4 Smart Ways to Improve your Communication Skills



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[Communication experts](#) have many advice on **how to improve communication skills**. For example, take a look at Simon Lancaster's best practices for speaking like a leader below

Simon Lancaster shares his best practices for developing great communication skills



Or watch what Linda Reynier has to say when it comes to building great communication skills for your personal and professional life:


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As you can see, there is no single way to develop great communication skills or become a great leader.

The methodology you're going to pick will depend on you the objectives you want to achieve and your personality as well (we don't need to develop the same communication skills). To help you get started with thought leadership, we share below **4 of the most productive ways** to quickly and efficiently improve your communication skills.





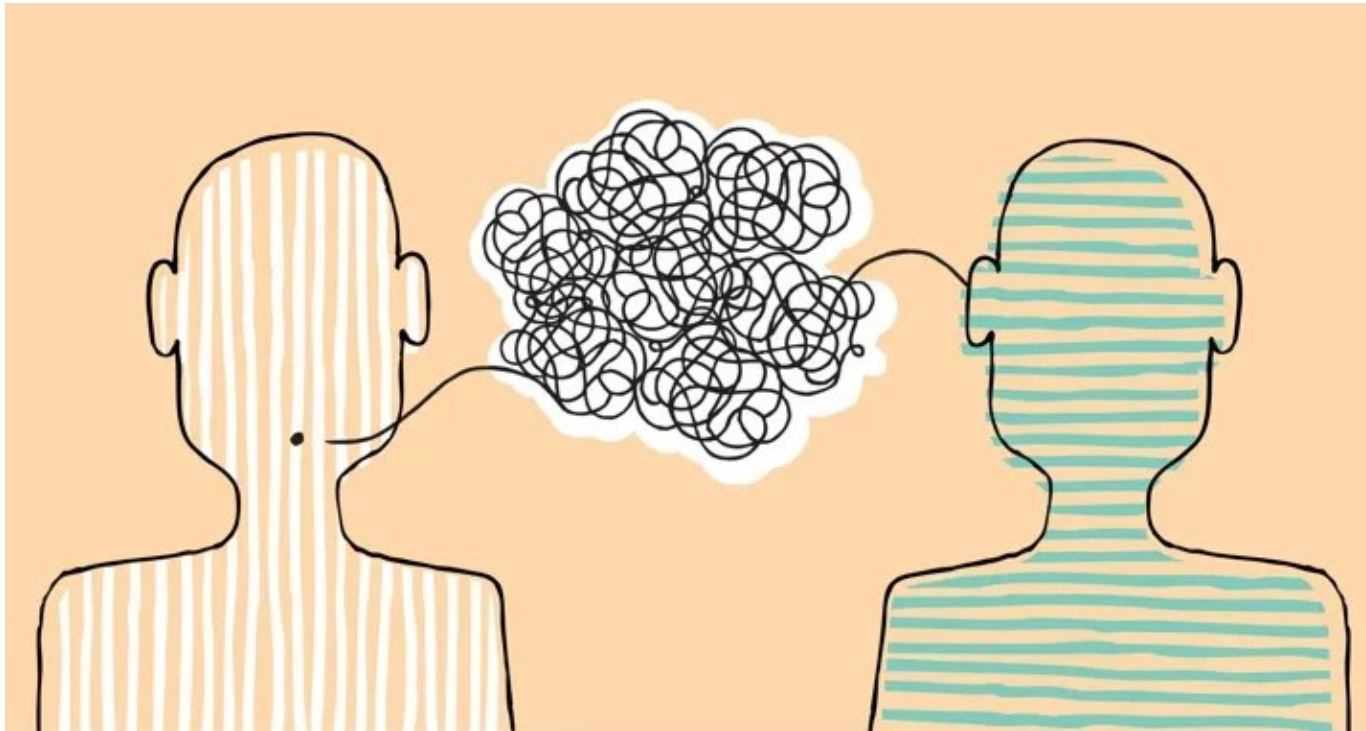
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1. Listen with empathy

Empathy is the ability to **understand the feelings, thoughts, and beliefs** of another person. Exactly this is the reason why organizations have started [developing empathy in the workplace](#).

Emotional acceptance, closely related to empathy, means that, after empathizing and **understanding how other person feels**, we can accept the reasons why somebody feels or thinks the way they do, regardless of whether we agree with it or not.

Try to see things from others' perspectives by accepting what you hear instead of trying to „fix things and solve the problem“.



2. Speak up

Communication **begins with you**. Take responsibility and start communication, do not wait and expect another person to do so, and don't hide behind various forms of online communication.

Good communication, especially on important topics, requires far more than what we can express in a written message.

We often misunderstand this kind of communication because we do not see the person's face, its nonverbal communication, and in what circumstances communication starts.





3. Prepare what you're going to say

Think before you speak. Most of us work best when we have time to process our own thoughts before we share them.

If the conversation or meeting is worth your precious time, take a few minutes to prepare the speech draft.

For a very important conversation, **try a mock-up conversation** with a trusted person so you can get rid of any potential mistakes.





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4. Be ready for different answers

As you formulate a speech strategy, **put yourself in the position** of a person who will listen to you.

This will ensure a balanced approach and you will be prepared to learn and defend potential disagreements and it will be easier for you to defend your standpoint.

No one can predict with certainty **how other people will react**.

Improve chances of a successful conversation by expecting negative answers and queries. So it is harder for your listeners to catch you unprepared.



Stats on the Importance of Developing Strong Communication Skills



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We've compiled below **some of the most important stats on the importance of developing strong communication skills** in the workplace.

- **7% of communication** is verbal, **38%** is the tone and inflection, and a staggering **55%** is body language ([Haiilo](#))
- **Over 80% of Americans** think that employee communication is a key factor in creating trust with their employers ([Slideshare](#))
- **81% of recruiters identify interpersonal skills as important** ([mba.com](#))
- However, **more than 60% of employers** say that applicants are not demonstrating sufficient communication and interpersonal skills to be considered for jobs ([Business Time](#))



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- **98% of top salespeople** identify relationships as the most important factor in generating new business ([Salesforce](#))
- More than **90% of employees** would rather hear bad news than no news ([Jostle](#))
- 69% list strong communication skills** as a reason they are confident in hiring graduates from business school ([mba.com](#))
- According to the National Association of Colleges and Employers, **73.4% of employers** want a candidate with strong written communication skills ([Inc.](#))

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- Companies lose on average **\$62.4 million per year** because of inadequate communication to and between employees ([SHRM](#))
- 69% of managers** are not comfortable communicating with employees ([HR Technologist](#))
- Only 19% of organizations** say they are “very effective” at developing leaders ([Infopro Learning](#))
- 82% of employees** don’t trust their boss to tell the truth ([Forbes](#))
- **85% of employees** say they’re most motivated when management offers regular updates on company news ([Trade Press Services](#))



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