Your Employee and Family Assistance Program is a support service that can help you take the first step toward change.

Boosting skills and morale with wise workplace communication

In today's fast-paced and sometimes under-resourced workplaces, it can be easy to take for granted what you know, to feel that you need to keep a tight grasp on your areas of specialization, or to feel too busy to take the time to share skills and information with co-workers. However, communicating openly about what you know can yield huge dividends both for yourself and for your organization.



Improve the way you interact with colleagues and lead the way to positive change in your workplace with a few tried and true communication tips:

Lend a hand. The skills and information necessary to complete a task can sometimes slip between the cracks. If you're well-versed in a task that someone else is learning, offer support and be available for assistance. Take a step back and try to look at the duty from the perspective of an "outsider."

Reduce the jargon. Acronyms can be useful in speeding up communication, but only if everyone is aware of their meaning. Don't alienate people by using too much "insider" talk. Help team members, especially new ones, understand the terms unique to your organization, and allow them time to learn the ropes.

Share your personal vision. Whether sharing your goal is on the schedule or not, ask your employer for an opportunity to talk about your vision. Having an authentic conversation about where you want to be in the future and how you can get there will give you a target to work toward, and will increase job satisfaction within your current role.

Avoid "toxic talk". Negative talk is a morale killer, so don't be the reason for someone else's bad work environment. Refuse to take part in negative talk about a project, your team or its members. This is the worst form of communication in the workplace.

Talk your team up. As the opposite of "toxic talk," communicating individual and team achievements should be a priority on everyone's list. Build morale by sharing the good news of your team's success. You don't need to throw a party (although it can be a great idea), but you can send out an e-mail or announce the achievements at your next meeting. Sharing this information also keeps everyone "in the loop," which is crucial to achieving team goals.

Communicate an optimistic "can do" outlook. A good attitude is contagious. People are naturally drawn to a person who faces challenges with determination and optimism. You'll earn the respect of others and become a natural leader in your willingness to embrace change or a new challenge with confidence.

Great workplace communication can have amazing results. It can boost the health of your relationships and lift your outlook and the outlook of those around you. By practicing the tips above, you might find yourself better able to work with colleagues and senior staff, and enhance your enjoyment of work and your career prospects. Lend a helping hand, look on the sunny side, and enjoy the fruits of your efforts to practice positive workplace communication.

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