

Managerial Communication

**Managerial Communication: Module: 1 Communication in the Workplace:
Importance of Communication skills:**

1. Good communication **passes information along**. If you can effectively communicate, then people understand you much better, and whatever information you are trying to tell them will get across without being misunderstood. In business, this can prevent mistakes from being made by people who thought you said something else. In personal life, it can help you to let others know what you want.
2. Good communication **makes good relationships**. If you can effectively communicate, then other people know what you need and want, and you can let them know your feelings without being misunderstood. This prevents arguments, especially between couples, because it avoids all that "you should have known how I felt" sort of mind-reading arguments. If you can explain your thoughts and feelings, then you won't misunderstand each other.
3. Good communication **helps you get what you need**. If you can effectively communicate what you need or want, you are more likely to be successful in getting it. Effective communication also helps you to convince others to agree with you in a persuasive setting.
4. Good communication **gives you self-esteem**. People with effective communication skills are more confident, because they know that they can tell other people exactly what they need to, and they know that they are understanding those people better.
5. Good communication **helps you to think better**. In order to communicate effectively, you have to think ahead and organize your thoughts. This helps you learn how to organize, and how to plan ahead.
6. Good communication **makes peaceful communities**. If you can effectively communicate, then you can get along better with your neighbors - in your town or city, in your country, and in the world. Most wars are caused by people not communicating effectively and not being able to negotiate with each other.

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