

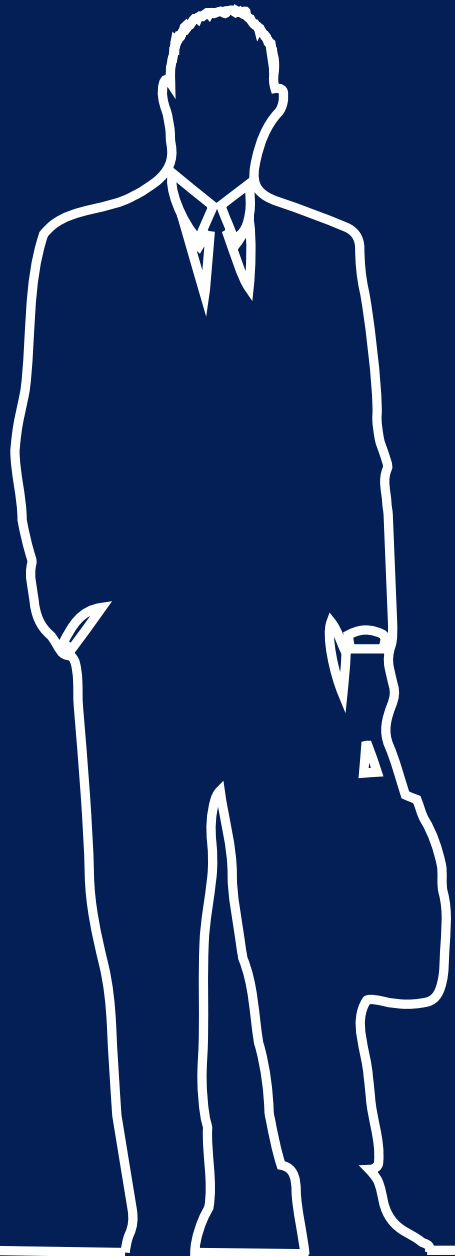


Communication Tools for Management

Culture and Communication in Development
(CCID)



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Member



Agenda

01 Why Communication Tools?

02 Communication Tools for Management

03 Using Communication tools to increase productivity

04 Q &A Session

Effective Communication tools & Strategies



<https://youtu.be/AV1wp0W9P-8>

Why Communication tools?

Management is responsible for providing vision, inspiration and motivation for those being led.

Leadership must to listen to concerns, resolve issues and implement change.

Communication tools increase productivity, employee satisfaction and effective change.

Effective communication enables employees to ask questions, receive clarity and accomplish their task with clear steps to complete goals

Right People - Right Information- Right Time

+ Effective communication

The right people,
getting the right information,
at the right time



Communication Tools:

1. One-On-One Meetings:

- Training and developing individuals
- Providing professional coaching and listening to the person's needs and wants.
- Training someone in a specific area because the manager can have a close look at the person's abilities..

Management Communication Tools Contd..

2. Surveys

- Surveys serve the dual purpose of collecting usable data from employees and customers at the same time.
- Surveys to explore and grade certain areas of an organization's effectiveness.
- The surveys are tallied and used to highlight areas of strength and weakness in the organization's communication

Communication Tools for Management ..Surveys



Strongly agree ☐

Agree ☒

Disagree ☐

Strongly disagree ☐

Practice in Teams



3. Focus Groups

- Focus groups are used as a feedback agent that allow management to express a particular goal or core value, and then let representatives from different departments express their ideas, thoughts and concerns about that goal.
- A manager facilitates a focus group discussion to learn the various perspectives and opinions about a specific area of the company's communication. For example, the group could focus on customer appreciation, understood direction or employee satisfaction.

4. Social Intranet Software

- All too often documents get lost in emails, too much paperwork, employees miss out on important company information, disconnected departments and employees, new employees/interns lost about procedures and processes... the solution?
- A central portal where everybody can access all relevant information, communications, documents, and contracts in one place ... no matter where they are.



Private, group messaging, and chat tools.

- Employees and project teams need collaboration tools to help them work together more efficiently. Without a platform to collaborate, it becomes difficult for members to share ideas and keep tabs on group progress.
- Employees spread across geographical locations in different time zones. While public spaces like Facebook Groups may work, dedicated intranet chat services ensure everyone is just a tap away. They can also be used to share files (with a drag-and-drop function) and search for contacts or past conversations.

5. Task Management

- Combining strong communication features with assignment tracking capabilities, a task management tool will transform the way staff completes the most vital aspect of your company: their jobs.
- From execution to completion, task management software helps employees and directors reach their goals as efficiently and successfully as possible. Managers can directly assign tasks to team members and track their progress. They can also set due dates and priority settings, which appears in an organized list for everyone involved.

6. Internet blogs and videos

- The brain processes visual information 60,000 times faster than text. Therefore, it's a no brainer that images and videos in your digital workplace will get more traction from your employees.
- Posting training videos, messages from top-level managers, or culture videos in your company intranet will increase engagement and retention among employees.
- Image-focused content, infographics to display important information. Particularly for data, timelines, or explaining complicated topics, infographics will simplify information in a catchy and engaging way.

Supplementary Resource

Title Author	Organization/Author	Link
Communication Tools for Management	Mohandes PMP	https://www.youtube.com/channel/UCQng_zkHi18-stmbo2rGvdQ
Tools for Managers: How Leaders Communicate	Universalclass.com	https://www.universalclass.com/articles/business/tools-for-managers-how-leaders-communicate.htm
Business Communication Tools	Self Learn	https://youtu.be/h1fCJM1LMaY
Communication as a tool of management	Stanford School of Business	https://youtu.be/HAnw168huqA

We are as effective as we can communicate.



Other Communication Tools

7. Discussion Forums

8. Recognition and Reward Platforms for Employee Engagement

9. Podcasts

Communication= Growth

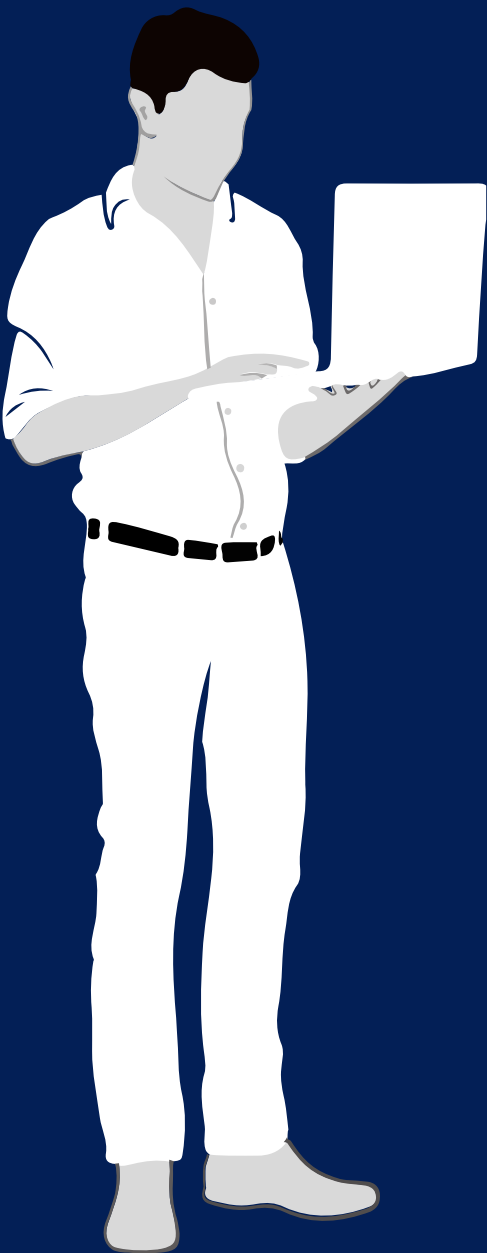


Conclusion

The difference between mere
management and leadership is
communication.
~ Winston Churchill

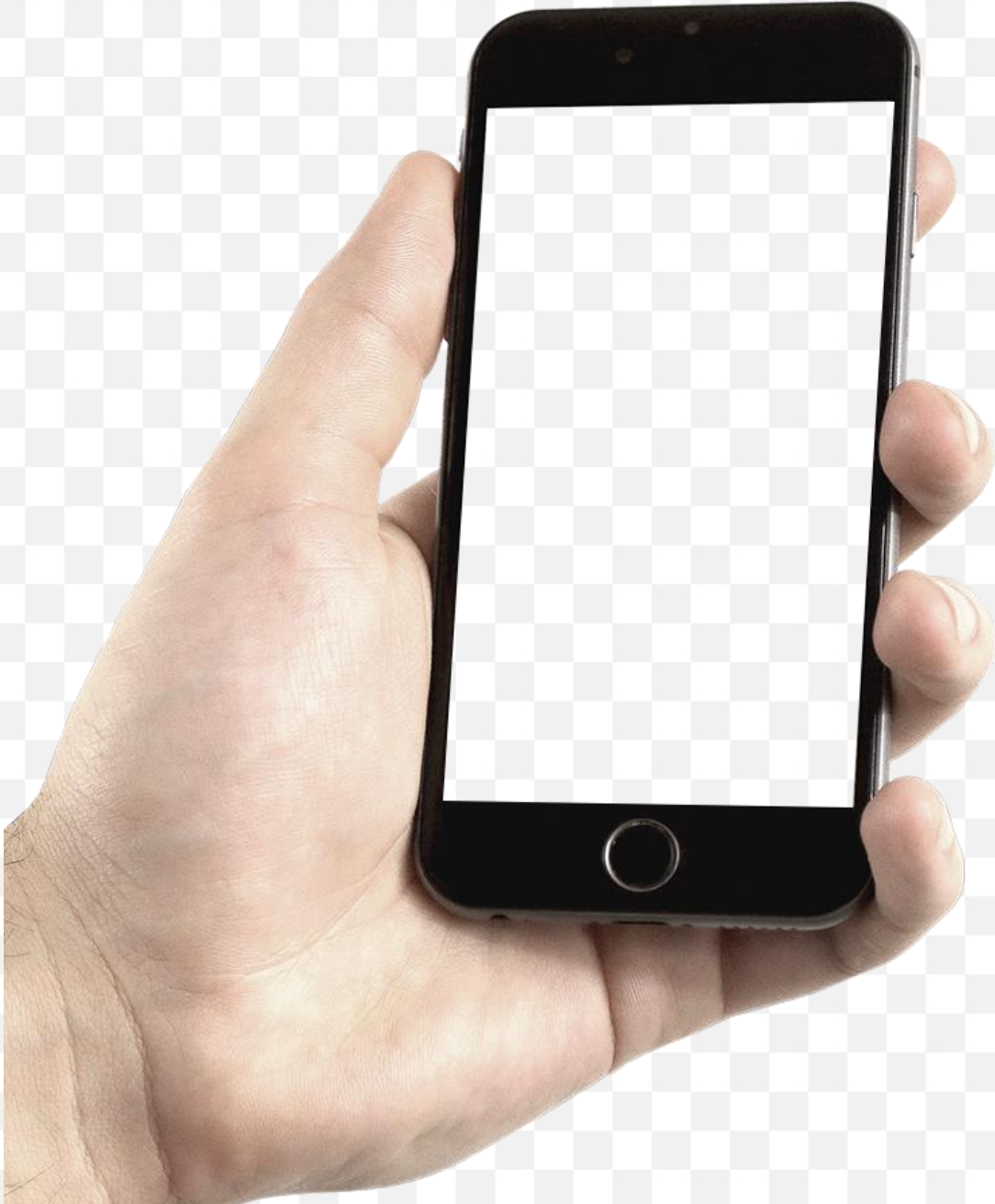
Communication tools ensures particle flow





Thank You
Q&A

Contacts



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