

What does “workplace communication” mean?

Workplace communication is any type of communication you do at work about work. This includes things like communicating about individual tasks, sharing [project status updates](#), or [giving feedback to managers or employees](#). Knowing how to communicate in the workplace is a key part of the effective collaboration—because if you can’t communicate clearly, then you risk miscommunication, confusion, or even unintentionally hurting someone’s feelings.

Communication in the workplace can happen face-to-face, in writing, over a video conferencing platform, or in a group meeting. It can also happen in real-time or [asynchronously](#), which happens when you’re communicating about work over email, with recorded video, or in a platform like a [project management tool](#). Some examples of workplace communication include:

- Team meetings
- 1:1 feedback sessions
- Receiving information
- Communicating about project status or progress
- Collaboration on cross-functional tasks
- Nonverbal communication

Build collaboration skills

Collaboration is the bedrock of effective teamwork. In order to build strong [team collaboration skills](#), you need to practice open and honest communication. This doesn't necessarily mean always agreeing on things—knowing how to disagree and work through those differences is a key part of collaboration, too.

Collaboration and communication skills are kind of a “chicken and egg” scenario. You can build good collaboration by communicating effectively—but knowing how to collaborate is a key component of strong communication. Essentially, this just means you'll have to practice improving both collaboration and communication skills over time. As you improve team collaboration, you'll get better at conveying information and opinions in a work environment—and as a result, that honest communication will make collaboration feel more effortless.

Prioritize two-way communication

Listening is just as important to communication in the workplace as talking. Part of being a collaborative team member is listening to other people's ideas instead of just trying to put your own ideas out there.

There are two common [types of listening](#): listening to reply and listening to understand. When you listen to reply, you're focusing on what you're going to say next, rather than what the other person is saying. With this type of listening, you risk missing key information or even repeating what the other person just said.



Instead, try to listen to understand—that is, listen to what the other person has to say without thinking about how you’re going to reply. If you do think of something you want to say, jot it down so you can go back to [listening to understand](#), instead of trying to remember the thing you want to say next.

Make time for team building or icebreakers

Getting to know your team is a critical part in knowing how to communicate with them. It’s particularly important to make time to get to know your team outside of a workplace setting. [Icebreaker questions](#) can help bring an element of personality and fun to every meeting, so consider starting with a light chat before diving into your meeting agenda.

[Remote team members](#) can feel siloed and disconnected from one another, so consider doing an exercise with your entire team about preferred communication habits. Some team members might love cold calls, while others might prefer scheduled meetings with clear agendas. Because team members have fewer chances to interact in person, it’s critical to establish these preferences as a team, so you can keep the communication channels open.

Reference : Asana