

Principles Of Management Communications

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All organizations need to have critical management principles to perform their tasks efficiently and effectively. Communications management is one of the ways to effectively improve the efficiency of the organization's culture (Real Arts Media, 2011). Moreover, management communications not only enhance the performance of the institution but also aid in developing good relations with the various stakeholders who are their key to the growth of business and influence society and the culture of the organization.

The principles on which management relies for success can be summarized as the vision, objections, values, staff, and communication among them. Management's responsibility is to ensure that the company has open and face-to-face communication with all the necessary information on the right decisions (Baack, 2012). If the management communications do not meet the standards, the growth of the company is likely to reduce. Also, the loss of employees is caused by mismanagement and behavioral issues between employers and employees. The principles of the organization are not only essential to the roof, but these also need to create a stimulating environment for a long time.

Sharing information from one person to another or from one end to another or transferring information, ideas, or thoughts is "communication." According to McFarland, there is an important interaction between people. More specifically, it is a process in which values are intelligible, and people develop understanding. Newman and Summer define communication as facts, ideas, opinions, or emotions by two or more people.

One of the key features of communication is two-way traffic. Management is also a two-way traffic. It is very important to develop effective communication tools to manage the effects of the problem. In an effective communication system, both sides will communicate their ideas, opinions, facts, and complaints, and a connection between the leadership and staff is formed. Two-way communication ensures the transfer of all necessary information from the staff to leaders and then from leaders to staff. Communication is a continuous procedure for the exchange of opinions and ideas, and there must be two ways. The procedure should not only have the honor to dictate orders and instructions to employees but also complaints, opinions, suggestions, etc., must be sent to the employer as feedback. It must have freedom of movement. Establishing a bilateral movement will enhance the morality of the employee and the quality of work in an organization. A healthy communication strategy will ensure stable business relationships as well.

The norm is defined as a set of standardized behaviors used by the group. Rules of business communication ensure efficiency and help to form the basis of relationships. Good and productive communication is needed to create a successful business in organizations. Communication is the process of interaction with each other. In any environment, communication requires understanding. In an organization, communication is the way in which members interact inside and outside the

organization. This impacts the organization's events and on its way out. It cannot happen at once; it depends on many social and demographic factors, and it evolves over time. Standards and business communication criteria are different in different places. Effective communication is the only way through which executives can grab their employees and customers. However, this communication can take any form. Mainly, in any organization, the communication is verbal as well as written.

Effective Communication Norms And Business Setting

Effective communication can be termed as a key for any company to achieve a sustainable environment and compete in the business world. It also plays a crucial role in ensuring that employees within the organization manage their duties and control and increase their growth in achieving organizational goals and objectives (Hartley, 1997). For this reason, adequate standards or communication standards used in the internal and external business environment depend on the proper use of the oral, written, or non-verbal communication process. It can take the form of notes, presentations, proposals, or letters. These media create real standards for business professionals through the development of effective management communications. Without effective communication, enterprises cannot optimize all the opportunities for market success. On the flip side, oral interactions allow managers to encourage and communicate with employees when they manage their company meetings and work with management staff (Rogers, 2013).

Effective Communication Standards In A Business Environment

Communication is vital to ensure good relations between the manager and the employee through the transfer of organizational goals and objectives. Effective communication helps employees make clear expectations and provides productivity, which is crucial to the success of the organization. A healthy working relationship will help improve the effectiveness of the organization's trust and teamwork. When the employees have a healthy work environment, they can have a positive working environment, and they get more knowledge, which they need to solve conflicts and handle problems efficiently and effectively. The relationship between the employees and employer defines the success of the company. Loss of effective communication can result in undesirable results, which creates a fuss between the employees and employers, leading to the loss of good workers. (Weber & Friedman, 2000). As a result, an organization will be ineffective, and this can influence its ability to achieve its goals and objectives.

This can increase the possibility of incomplete project implementation times, resulting in stress and loss of production, credibility, and loss of credibility in the organization. This may result in a loss of income, and many organizations with weak or ineffective communication have to bear it. Poor

management procedures and practices can cause havoc for organizations. Communication in the organization depends on the environment. If the environment is positive and motivated, it will lead to the achievement of goals and successful work of the organization. All employees and employers will use a series of talents, and they will have a reliable and lasting relationship so that the company may flourish.

Role Of Interpersonal Communication Both As A Manager And As An Employee

Interpersonal Communication is the foundation of all relations in any organization; sometimes, it is termed as the building block. "It happens between people or a small group of people and individuals" (Baack, 2012). Without this communication, the development or progress of the organization or its employees could not be feasible. "In the context of a knowledge-based economy, it is fundamental to the social and human development and asset professionalism" (Peeran, 2017). Interpersonal link is an interconnected link that connects managers with their subordinates, and their relationship is based on it; this is a way for managers to have a strong link to their employees. One cannot deny the existence and importance of this bond.

One can say that communication is one of the most important practices of interaction between actions if the organization comes from the idea that success is a must for them" (Peeran, 2017). This type of communication is also defined as socio-economic behavior because it gives a path for the information to fly from one person to another. (Peeran, 2017). As an organizational manager, people should be willing to do more than an order given to them. They should be trained, guided, and advised (if any). The administrator cannot befriend an employee, but there has to be some professional relationship so that they may not feel unfamiliar with each other and ignorant of their fellows (thus the interpersonal term). The manager should be able to train and coordinate his employees.

This is an important part of any communication because the employees are far more productive and efficient, and they know their roles and responsibilities in the organization. As Peeran mentioned, the organization is the result of human resource development, occupying a central place in human resources, increasing productivity, increasing communication skills and skills, increasing interaction and relative stewardship" (Peeran, 2017). The managers also expect that their subordinates will have the ability to lead when he is not available. He should guide and take care of the employees because managers can help them groom them professionally. When the manager and the employee share a good relationship, the employee can be open about his personal issues and problems affecting his performance, which gives an air of trust. As a result, the bond of trust between the two people will lead to a positive working environment for the whole organization in general. The employee plays a vital role at an equal level in interpersonal communication. Employees should be open and ready to give managers the opportunity to train them, educate them reliably, and do whatever they need to do

to make the right choice.

Verbal And Nonverbal Management Communication

Communication Effectiveness

The importance of communication in the global environment cannot be denied. There is nothing that can be considered good communication. An effective interface that requires the use of tools and recommendations is proposed by the experts to develop the necessary skills. If we teach the art of communication as a commander, then a person can express his ideas and use his right to be heard more clearly. In the case of effective verbal communication allows the public to understand the word, helping a speaker build confidence and trust in the public. They use words and signs to make their communication easy and efficient. In communication management, it is difficult to be involved in the board directing and controlling the elements at strategic, tactical, and operational levels. To succeed, not only the content but also the demographic factors are to be taken care of.

Written Management And Communication Approaches

Effective written communications are used to allow different approaches to the business communication process to be re-attached and, ultimately, eliminate curious and frustrating cases for each party. The messages written to the other party must be clear enough to let the recipient understand the purpose of the message. The approach is explained as follows. The writer should try to make the reader pay more attention to the letter "yes sir" (Mena Report (2014)). For this reason, use effective sentences such as "I understand" and "got." An efficient approach to written management communication does understand the recipient's message, the word in the buyer's written message, which may be useful when the deal needs to be strengthened. It is crucial to send important messages to highlight again. The word ensures misunderstandings and confusion to provide clarity of the written message. All communications connect both goals and objectives to the meaning. The result is simple and expected because written communication, goals, and expectations are aligned and easy to communicate in written management.

Approaches To Engaging Audience

The most important task for a successful presentation is the audience participation and active listening. A different approach is used by the server to create presentations for the successful engagement of the audience. Some of the approaches are used to highlight the target group -

Relationships, motivation of the active word, and the use of ordinary words, questions, answers, and the promotion of the correct body language. A more straightforward approach is to engage them in active listening (Astd, 2008) as it is more straightforward. The key is to use simple and easy words to get rid of jargon and help them when they try to get more information as an active listener. The application method and response can guarantee that other participants will be involved during the session, and on the other hand – it is one of the simplest methods of tackling and encouraging students to concentrate actively. Also, when the presenter reaches the audience, he may ask some listeners questions about this issue. It is appropriate to present the lead, indicating that the person takes care of the gesture, voice, sound level, and tone of the audience, which inevitably creates a relaxing atmosphere that attracts the audience. The correct body improves the language message and keeps people paying attention (Drummond, 1993).

Proactive Or Reactive Communication

A person often gets confused while questioning because he cannot determine why he is asking the Question. This is a preliminary message that can be seen as causing anxiety since the information transmitted can change or may have a positive assessment, for example, good news for the company and its employees; not to forget, it can also be something bad for them. Before sending my message forward, I have to ask a couple of questions myself, as a person, a large organization, or the whole company. The nature and temperament of the audience is also vital. The very first step in the communication process is to determine its purpose. Is this a pre-employment or reactive message? Do you need to understand the desired result when you want to send a message? If you are looking for an answer to your contact on the same day, your favorite time is to be sent out in the morning. If you are contacted at the end of the day or on Monday and Friday, this will provide a variety of answers where an e-mail will be sent to the principal stakeholders in the conference room for communication, and the information might not be the one you wanted or expected. Personal meetings are very important, and these are more credible than any meeting or message sent through any media. In this era, although emails and video conferences are taking organizations by storm, one cannot deny the effectiveness of personal meetings.

Analyze Various Approaches For Engaging An Audience During A Presentation And Encouraging Active Listening

The first important thing is to consider the audience when preparing any presentation. It all starts with this particular stage. In public cases, a presentation is a bit easier, as the host has no problem with the audience. Also, when the presentation of work is being prepared, it is straightforward to identify the audience, as this is a professional environment with fewer personal opinions and personal feelings. Baack (2012) says that open public phases define the strategy, determine the audience and

potential obstacles to communicating, prepare a message, prepare questions, and present them. This step is necessary for good preparation. I will always start with a high, proud, motivated, and confident presentation to attract the audience's attention.

I like to use fuels, such as light stories, to help people relax and make my presentation more comfortable for me and my presentation in general. I believe that an excellent strategy and adaptation can help me. Therefore, I always try to build something more with graphics and highlights. I like to present my knowledge using various tools like charts, slides, graphics, and slides so that the audience can keep their eyes on me. Another thing that creates links and what I embed as a part of my strategy is eye contact, which ensures the involvement of the audience in the presentation. I like to ask the audience and get ideas on the subject. Although only the audience is termed as a listener, the speaker also has to listen actively to them. However, many people lose interest in those who have a poor understanding of their topic and who only read the slides. Also, many people will be brushed or abandoned.

I like to find out what I have to do, ask them questions, keep everything in my pocket, and gather information from the moment. It is imperative for me to provide an excellent public presentation and engage the audience. Also, the organizational hierarchy should have a small role here. Managers and employees need to know how to present their information successfully through schedules, graphs, and data. Usually, this is achieved by using visual facilities. Managers can be trained with employees on how to present presentations correctly during meetings or conferences. The hierarchy is more involved in the educational aspect of this subject.

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