



MICROLEARNING - 10 MINUTES TO EXPAND YOUR KNOWLEDGE

EFFECTIVE COMMUNICATION

Effective communication is the process of exchanging ideas, thoughts, opinions, knowledge, and data so that the message is received and understood with clarity and purpose.

Communication in the workplace is important because it boosts employee morale, engagement, productivity, and satisfaction. Communication is also key for better team collaboration and cooperation. Ultimately, effective workplace communication helps drive better results for individuals, teams, and organizations.

We hope to take these effective communicating techniques into our daily conversations, meetings and into the new year!

ARTICLES



- [Effective Communication](#) (7-minute read)

VIDEOS



- [How miscommunication happens \(and how to avoid it\)](#) - Katherine Hampsten (5-minute video) **Top Pick of the Week**
- [The Recipe for Great Communication](#) (5-minute video)

Actions for the week

1. Adopt these communication techniques and see if you notice a difference with engagement in your conversations, presentations and events.
2. Understand that some people have different behaviours that will make it difficult to judge how successful the communication is (cultures and different social norms, fear of public speaking, being distracted or having a lack of engagement from low energy, etc.)

Want to develop your professional and personal skills? Email organisationaldevelopment@stmarys.ac.uk for upcoming learning opportunities.

Thank you joining us in this week's Microlearning!

LONGER ACTIVITIES TO FURTHER EXPAND YOUR KNOWLEDGE



- [Celeste Headlee: 10 ways to have a better conversation | TED](#) (12-minute video)
- [The Art of Active Listening | The Harvard Business Review Guide](#) (8-minute video)
- [Develop Your Communication Skills and Interpersonal Influence](#) (8-hour LinkedIn Learning course)