



EFFECTIVE COMMUNICATION SKILLS IN THE WORKPLACE

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[01/07/24]

INTRODUCTION



- Positive interactions with colleagues and customers in all fields need good communication skills.
- Effective communication helps Tesco Plc improve operational efficiency, cooperation, and client relationships within and outside the company.
- This presentation examines how Tesco's business model relies on skilled communicators.

COMMUNICATION SKILLS IMPORTANCE



- Professional success depends on good communication skills, which affect organisational dynamics, productivity, collaboration, and client satisfaction.
- Effective communication boosts productivity by minimising errors and improving job output.
- Making sure all corporate levels have simple and comprehensive access to key information may boost productivity and strategic harmony.
- The staff can quickly make educated decisions. Effective communication strengthens a team.
- Teams with polite and honest communication are more likely to excel in innovation and performance.

ESSENTIAL COMMUNICATION SKILLS



- Professional communicators must actively listen, communicate verbally and in writing, understand nonverbal signs, show empathy, and adjust.
- To succeed in customer service at Tesco Plc and negotiations at Sainsbury Inc., one must actively listen and appreciate others' opinions.
- Clear communication is essential for Tesco's logistics and distribution staff's operational instructions.

TEAM WORK ISSUES AND RESOLUTIONS



- Our team faced a huge challenge when improving product arrangement on a busy aisle at Tesco Plc.
- Rearranging the shelves was complicated by disagreements about the best manner.
- Open talks, careful listening, and courteous speech were our solution.
- We encouraged all team members to share their views and opinions.
- During these conversations, we found common ground and created a hybrid solution by combining the best parts of numerous suggestions.

APPLICATION OF COMMUNICATION SKILLS



- Resolving issues, developing teams, and achieving organisational goals need strong communication abilities.
- Tesco Plc. employees needed to clearly state their differing inventory management views to simplify the solution-finding process.
- Open debate and attentive listening reduced conflicts, consensus, and solution implementation.
- Cross-functional teams working on complex projects like product launches benefit from clear communication to ensure team alignment.
- Tesco found that clear communication of objectives, deadlines, and goals improves project success and teamwork.

CONCLUSION



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- This presentation show that Tesco Plc needs good communication to keep its workplace happy and productive.
 - Effective communication boosts productivity, cooperation, and customer satisfaction.
 - Clear, empathetic communication avoids misunderstandings about roles and obligations, improving collaboration and productivity.

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