

# 10 Tips on How to Establish an Atmosphere of Open Communication

## 1. You had me at Hello

If you don't know everyone at your workplace, start out by saying hello to them. Communicating and getting to know the people you work with can allow for a happier work environment for everyone.

## 2. Use easy language for everyone to understand

Don't allow listeners to be lost in your words. Use simple language to get your point across.

## 3. Differentiate the speed of your voice

Talking fast can energize and excite your listener, but may drain them. Talking at minimal speed or slowly tends to keep your listener bored and they may shut you out. Be sure to vary your speed to keep the listener interested and anxious.

## 4. Know what you are saying and don't just "wing it"

Prepare for a few things to say if you know that you're going to have to speak. Saying things from the top of your head might mislead your listeners and cause confusion if inaccurate information is given.

## 5. Encourage the participation of the listener by asking questions

Check to see how the listener is doing. See if they are on the same page as you or if they have disagreements. It's better to talk it out than to sweep it under a rug.

## 6. Be Precise and Articulate

Mumbling and stumbling on words is very hard for the listener to understand. Speaking with clear crisp words and syllables convey confidence and understanding.

## 7. Stay focused and actually listen to what is being said

Don't allow your mind to wander. It's important to listen and be prepared to respond if you are asked a question. Listen, compute, and then respond.

## 8. Be Proactive

Speak up and participate in discussions. Giving input will allow for a different perspective on a situation.

## 9. Solicit Feedback from your Staff

Ask your staff what can be improved in the organization and with your managerial skills. Make a note of all the things that the employee's say and use those notes to find ways to make the employees happier in their environment.

## 10. Break Time

Find some time where everyone in the office can have a short break to celebrate a birthday or a holiday with some snacks. This will allow employees to socialize and casually open up to one another.



## Employee Satisfaction and Engagement

*Productivity begins with Employee Engagement.*

For more information on Employee Satisfaction and Engagement, please visit: [www.cpms.osd.mil/worklife](http://www.cpms.osd.mil/worklife)

