



Manage harmoniously through effective

COMMUNIC ATION



As a leader, you play an integral part in carrying out your organization's mission. But successfully accomplishing goals along the way isn't a solo act – you've got a team to conduct, and it's your responsibility to see that everyone works in unison toward each objective. Effective communication is the key to creating and maintaining group harmony. Here are some tips from your [Employee Assistance Program \(EAP\)](#) on how to ensure you're all reading from the same sheet of music.



Let us help
orchestrate your
success

Compose yourself

Determine your personal communication style; take advantage of your strengths and hone areas for improvement. Making your communication assets work for you will have a positive effect on relationships with your employees.

Be a leader they respect

Gaining the trust and loyalty of your employees is crucial to the success of the entire team. First of all, do they respect you? Start by being open and genuine. Listen to your employees and ask questions. Creating a safe workplace environment includes ensuring that your employees feel heard.

24 HOURS A DAY

800-222-0364

TTY: 888-262-7848

FOH4YOU.COM

The EAP is a voluntary and confidential employee benefit available to federal employees and their family members at no cost.

Get to know your team

Set aside one-on-one time with each person, and make a point to learn about their interests, both professionally and personally. When possible, develop a good rapport by sharing general information about yourself, as well.

Encourage your team to get to know each other

Coworkers who appreciate and can relate to one another are more likely to get along, lend a hand, and work together. Team building activities can ignite and grow coworker relationships.



Nip the negativity

Nothing hinders teamwork like negativity. Whether it's a lack of enthusiasm, a disrespectful attitude, or workplace gossip, put a stop to it right away. Not only does this show that you care about the well-being and productivity of the group, it also reinforces a safe and open communication space which mitigates conflict between employees.

Gather the group together

Make a point to regularly meet face-to-face as a group to prevent an out of sight, out of mind situation. If some team members telework, or are located in different cities, set up a video conference to keep you connected.

Be consistent and transparent

When you communicate with your employees, don't waver or keep them in the dark. Reiterate the team's mission and the role each person plays in working toward common goals. When issues arise or organizational changes are in the works, tell them as much as you can and be prepared to answer questions.

TO LEARN MORE about how you can enhance your communication or other leadership skills, call us any time to schedule a free Management Skills Consultation. Whether you need one appointment or several, our consultants are here to work with you in concert toward your management goals.