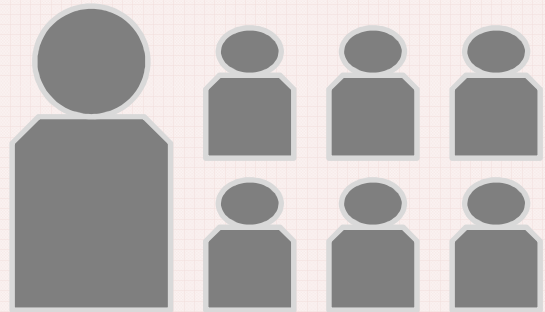


# 10

## Ways to Facilitate Effective Communication & Relationship Management at the Workplace

1. **Promote the use of active listening skills**
2. **Coach staff in the use of effective Communication techniques**
3. **Give clear instructions and provide sufficient information**
4. **Be sensitive to cultural differences**
5. **Seek and provide clarification where necessary**
6. **Delegate work and support work team**
7. **Involve team members in the planning by providing opportunities for them to contribute ideas and skills**
8. **Promote and maintain positive relationships amongst team members by providing assistance, guidance and support**
9. **Monitor and review team performance by giving constructive feedback and criticism**
10. **Resolve conflict effectively through negotiation**



**I am an Effective Supervisor !**