



## The research paper on the communication skill: A basic requirement of managers

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### Abstract

The Communication skill is one of the most important quality required for the managers in all the walks of life and industries. The poor communication skill will directly affect the performance of the individual and as whole it will affect negatively on Companies performance. The communication involves both oral and written communication and both requires best efforts to develop and make the personality all-round to get best in this competitive world.

**Keywords:** communication, oral communication, written communication, english language, test, formal, informal

### 1. Introduction

#### The Role of Communication Skill for Managers

The communication skill in manager at top level plays important role in execution of the objectives set by the organization in the Organization. The Manager has to execute the powers entrusted in him by law by post. He has to motivate his subordinates by his own behavior and life style. The main aim of any manager is effectively pass on the goals, objectives and aims of the organization to all the stake holders of the business organization.

#### 2. Meaning of Communication

Communication is the act of conveying intended meanings from one entity or group to another through the use of mutually understood signs and semiotic rules.

The Manager or the leader is very important for organization to develop in all fronts. The best leader will see that his organization is always on the top of the list. Best leaders in the world are always upgrading the skills to become best in the world. The use of power for the all-round development. The skill introduction of the leadership are to be inculcated in the personality and used for the controlling and coordinating the employees in the organization. The above paper highlights on various means of Power and skills of the leader.

#### 3. Communication Skills for Managers

Communication skills are very important for all managers and leaders. Good communication skills allow managers and leaders to perform their role more effectively.

Their role requires that they communicate. They must communicate many things to many people: they must communicate effectively to the team, to their suppliers, to their customers and financiers.

So it is important that leaders and managers are good communicators.

Communication skills for managers and leaders are different from communication skills for the average person in the street.

#### Communication Skills for Managers and Leaders Consist, Mainly, of Seven Subset Skills

1. The ability to set out the goal or the target to be hit. Goal Oriented approach.
2. The ability to communicate the plan of action that, it is hoped will describe successful action, capable of achieving the goal. Setting workable objectives for staff.
3. The ability to communicate delegated actions: who is going to do which task and interested parties.
4. The ability to give corrective critical feedback.
5. The ability to give praise and motivate all.
6. The ability to communicate the need for change management.
7. Managing Risk at all levels.

#### 4. The Structure of Business Communication Communication Channels

Regardless of the type of business structure, all information passed from one person to another follows some type of communication channel. Communication channels can be both lateral or horizontal. Lateral is within a department or between departments among employees.

##### Independent Communication

The independent structure has no established standards of communication. It is considered flexible and a product of individual activity.

##### Pyramid Structure

The pyramid structure is seen most frequently in large companies with multiple departments. The decisions of company heads are passed down through the chain of command.

##### Matrix Structure of Communication

The matrix structure of a business is based on group work within departments. In other words, each department is assigned a task, and that department is responsible for completing that task. The departments are responsible for

various tasks that they are entrusted for.

### **Entrepreneurial business communication structure**

The entrepreneurial business structure is most common within small businesses.

### **Basic components of communication**

- structure (the way the content is laid out)
- style (the way it is written)
- content (what you are writing about)

Structure and layout can be relatively quickly learnt but learning how to write good quality content takes much longer. Following are the basic components of communication.

1. Active Listening and Understanding the concept of the problem.
2. Building Relationships Based on Trust and Respect and make the analysis of the same.
3. Setting Clear Priorities and making it simple to understand to others.
4. Enabling Collaboration for difficult problems and concepts
5. Conveying the Organisation's Vision and making it possible by breaking down in to tasks

### **5. Conclusion**

The paper cover in brief about communication skill in leadership to become effective leader The Author has discussed in effective manner how improve communication skill. This Skills is very important for the company and as individual to the manager. The performance of the manager can be improved if the communication skill is improved. The Communication plays a important role to be ahead in the competition.

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