

## How to communicate within a group meeting at work

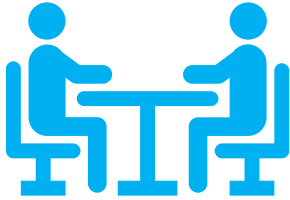
### Schedule regular open meetings



- The best team interaction often takes place in open, face-to-face meetings.
  - Team members will both hear the words of your intended communication and the tone of voice you use while giving it.
  - Meetings are a regular occurrence in many businesses.
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- They are used to convey information, ideas, and develop strategies towards success.
  - A successful group meeting at work requires additional attention to communication details.
  - Listen carefully and take notes. Take a moment to ensure that you understand the information that is being addressed.
  - Make eye contact with each speaker to show that you are actively listening.



### Use appropriate body language.



- Using positive body language conveys interest, sincerity, and cooperation to team members. Here are some ways to show positive body language:
  - Smile.
  - Make eye contact.
  - Give a thumbs up.
- Show that you are actively listening to what they have to say.
- Maintain open body language to show that you are open to new ideas.

### Speak Simply

- Speaking with simple words and phrases will improve the likelihood of effectively communicating your message.
- Allow speakers to complete their thoughts before interjecting.
- Avoid speaking when you do not have any relevant or important information to provide.  
Speak clearly so that all members in the group can understand.
- Provide direct information rather than beating around the bush and support all answers and opinions with facts.





### Value every team member's ideas

- Be sure that everyone understands what is being communicated.
- Use schematics, such as charts and presentations, to reinforce information if you are presenting detailed ideas or analysis.
- Prepare one or two key questions and objectives in advance that you hope to cover during the meeting.
- Do not interrupt other people when they are talking.

### Establish ground rules for the team.

- Every team member will arrive at meetings on time.
- Each team member can offer suggestions and provide ideas.
- Only one team member will speak at any given time.



### Show Appreciation.

- Congratulating a team member for developing a great idea for a new project
- Thanking a team member for finishing an assignment before a deadline
- Thanking team members for taking the time to listen to a presentation.