

How to communicate effectively with each employee



Foster an open-door policy

Keep communication channels open and provide employees with a standing invitation to easily approach you with any grievances, suggestions, ideas, or feedback.



Hold regular 1 on 1s

Other than team meetings, encourage team members to have direct communication by providing formal and impromptu opportunities to meet, connect, collaborate and discuss.



Keep your word

Maintain credibility, respect, and employee trust by doing what you promised and communicating it to the team. Backing your word with action helps instill confidence and boosts team morale.



Keep employees informed

Whether it's implementing a new policy, sharing updates about the company's progress or resolving team issues, make sure employees are always kept in the loop about decisions and happenings.



Accept feedback

Be willing to accept feedback. Encourage open interactions by asking if your decisions are having a positive impact on team performance and morale.



Be clear and responsive

Let employees know that their ideas and concerns are heard. Be quick, clear, and honest while responding.



Demonstrate humility

Being humble allows for open conversations, which fosters inclusion and understanding. When managers are more approachable it ensures that team members don't feel alienated.



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