



GROUP 5
MANAGEMENT SKILLS
PRESENTATION
ON
COMMUNICATION SKILLS

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Discuss ways in which Alex can improve his communication skills specially with his subordinates.



○ Problem:

- Alex doesn't try to understand the problems of subordinates.
- Expect others to do the work at the same pace as his own.

○ Solution:

- Improve his **Listening skills**- Alex should pay close attention to what's being said and make others feel heard and considered.
- Alex should have **Empathy** towards his subordinates.



○ Problem:

- He is too honest in critical assessment of others.
- Also he does not praise others often.

○ Solution:

- He should offer negative feedback in a constructive manner.
- Offer compliments more often in a smart way.



○ Problem:

- Alex doesn't listen to other's ideas.
- Also he reacts too quickly.

○ Solution:

- Alex should try stop being a lone ranger and make efforts to make a productive and cohesive team where everyone's ideas should be listened.
- Alex should avoid making quick assumptions and respect others.



○ Problem:

- Alex is not bothered about feedback and believes that his way of working is correct until he is getting good results.

○ Solution:

- Set up weekly or monthly one to one meetings and take the note of verbal feedbacks.
- Actively seeking out feedback is one of the best ways to improve communication.



○ Problem:

- Alex is not good in communication while leading virtual team meetings.

○ Solution:

- Alex should be more respectful and involve everyone in the virtual discussion so one should not feel like working in isolation.
- For creating good rapport with his team members he should allow time for the team to get to know a little more about each other's personal lives and factor in a few minutes small talk at the start of meetings.



○ Problem:

- Alex controls every minute detail and doesn't trust the way his subordinates are working. This demotivates the people and creates a gap in communication.

○ Solution:

- Alex needs to see the value in diversity of approaches and attitudes.
- He should trust his subordinates, delegate some work and let people do it their way.
- While directing he should explain **why** he is asking his employees to do that particular task.



○ Problem:

- Alex is inflexible at work, arrogant and have a bad temper.

○ Solution:

- He should learn to control his emotions and try to maintain humor at workplace.
- He should adopt a assertive style of communication instead of becoming the boss and belittling them.



THANK YOU

