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# Management Communication: 18 Ways Managers Can Improve It

[Indeed Editorial Team](#)

Updated February 3, 2023



## ► Image description

Communication is one of the most important elements in business. Open communication as a manager can prevent misunderstandings and promote a healthy, positive environment. Learning to

communicate effectively as a manager can help you to progress in your career and create a productive, satisfied team.

In this article, we'll discuss what management communication is, why it's important to develop and 18 ways to improve management [communication skills](#).

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## What is management communication?

Management communication refers to information delivered from managers to other members of an organization, such as subordinates, other managers or company executives. Management communication can be interpersonal or organizational:

- **[Interpersonal](#)**: Interpersonal communication occurs between a few members of an organization, such as three coworkers discussing a project they're working on.
- **Organizational**: Organizational communication occurs at the highest level of a company and includes messages or information communicated by an organization as a whole, such as a commercial.

Within these [categories of communication](#), each piece of communication has a distinct form:

- **Verbal**: Verbal communication refers to spoken words.
- **Written**: [Written communication](#) is text and appears in books, emails and brochures.

- **Nonverbal:** [Nonverbal communication](#)  refers to the messages you send without using words and includes facial expressions and hand gestures.

**Related:** [Guide To Communication Management Plans](#) 

## Benefits of good communication

Improving management communication within an organization can have far-reaching benefits, including:

- **Developing trust:** Open, effective communication can promote trust between employees and managers.
- **Encouraging collaboration:** When team members feel comfortable to share ideas, more collaboration can occur. This can lead to new strategies and innovation.
- **Improving workplace morale:** Honest, direct communication regarding policies and expectations can improve camaraderie and encourage employees to avoid gossip.
- **Motivating employees through inclusion:** When everyone is included in communication, they feel like a valuable part of the team and are more likely to be engaged at work.
- **Retaining employees:** Employees who feel heard and respected by their managers may be more satisfied in their role and stay with a company longer.

**Related:** [Corporate Communications: What It Is and Why It Matters](#) 

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## Developing effective communication

Here are 18 ways you can develop more effective communication as a manager:

### 1. Practice your speaking skills

Practice your speaking skills by going over a major presentation or speech with friends or family ahead of time. You can even manage your timing, eye contact and breaks by practicing your speech in a mirror until you feel comfortable with your material.

You can also join a public speaking group or take a course at a community college or community center.

**Read more:** [5 Ways To Improve Your Public Speaking Skills](#) 

## 2. Improve your writing skills

As a manager, your writing should be easy to read, properly formatted, take the appropriate tone and contain proper spelling and grammar. You can improve your writing skills by taking a writing workshop or registering for an online business writing class. Reading can also help you recognize and implement strong writing skills.

## 3. Be available and approachable

Show employees you're trustworthy, and encourage them to communicate with you. Be empathetic and understanding, which can help build genuine relationships and promote honesty among team members.

**Related:** [What Is Open Communication? \(With Benefits and Importance\)](#) 

## 4. Review your materials

Before a major meeting with employees, such as a performance review or company announcement, review the material that you're discussing. Being familiar with your content helps you feel more at ease. Rather than trying to remember your material, you can focus more on other aspects of communicating, like listening and monitoring your nonverbal cues.

  
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Good communication begins with listening to the people you're working with. You have to understand their perspective, concerns and priorities before you can create meaningful, effective policies.

**Related:** [Passive vs. Active Listening: What's the Difference?](#) 

## 6. Create a unified vision

When your team shares a common vision, it can help you connect information, policies and expectations to these goals. This helps them understand the reasons behind management decisions.

## 7. Promote transparency

If you want employees to be open and honest with you, you have to practice transparency. Share both victories and challenges with employees to encourage healthy, two-way communication.

## 8. Consider the diversity in your workplace

Make sure what you communicate and how you communicate resonates with the widest audience. Take factors like age, education and background into consideration to make sure you treat everyone equitably. For instance, if you have older employees, avoid modern terms they might not understand. If you have employees in different geographic regions, avoid using regional idioms.

Related: [12 Effective Communication Strategies To Use at Work](#) 

## 9. Prioritize a single method of communication

There are many options for workplace communication, like email, company intranets and messaging apps. It can be difficult for employees to keep up with multiple channels. Consider making one mode of communication your primary source for important information.

For example, you may tell employees that all significant updates and meeting requests should be sent using work emails accounts.

## 10. Be mindful of nonverbal cues

Nonverbal communication can transmit thoughts and feelings. Make sure you understand these cues and can monitor your own when communicating with employees. Show signs of engagement, like nodding and smiling.

Read more: [7 Types of Nonverbal Communication \(With Examples and Tips\)](#) 

## 11. Aim for clarity and directness

Keep your message clear and direct by using simple language and eliminating unnecessary content. Focus on your key points, and explain any complex or technical terms in a way that your audience can understand.

## 12. Communicate often

Communication frequently with your team shows that you're committed to sharing information and that you value their opinions.

Related: [Guide To Improving Team Communication in the Workplace](#) 

## 13. Incorporate virtual tools

With an increasing number of employees working remotely, research and implement virtual tools to strengthen communication between the company and its remote employees. You can use video conferencing and messaging apps that connect employees to one another.

## 14. Use different strategies

Remember that your audience members may learn and process information differently. Incorporate different methods of communication, including auditory and visual aids to help listeners engage with and remember your material.

You could also try different physical setups for meetings and alternate presentation styles to see what connects best with your team.

**Related:** [Top 22 Communication Techniques to Use at Work](#) 

## 15. Have a key message

Decide what you want your main takeaway to be from any piece of communication. As you write, refer to this key piece of information to ensure your message stays focused. Repeat this main point several times in your communication.

## 16. Connect your message to your audience

Find a way to make your information resonate with your audience, giving reasons why it is relevant and valuable to them. This will help your listeners engage with your material.

For instance, you might connect a certain procedural update with the ways it will make work more efficient and eliminate repetitive tasks for employees. You can also use humor, pop culture or current headlines to get your audience's attention.

**Related:** [8 Communication Skills For Project Managers \(Plus Tips\)](#) 

## 17. Ask for feedback

Ask employees for feedback regarding communication. Have them share what methods of communication they prefer, if they feel comfortable bringing concerns to management and if they are satisfied with the company's level of communication. Consider sending anonymous surveys to receive the most honest responses.

## 18. Measure the effectiveness of your communication

To know if your communication is effective, track how much employees are engaging with your material. You can track how many people open your emails, click links or respond to surveys.



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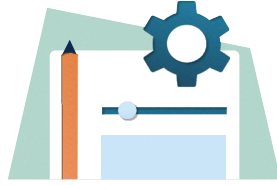


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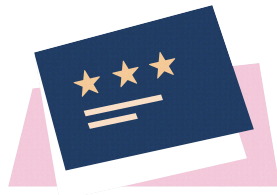
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