

DISCUSSION TOPICS (communication)

1. Select three of the items below which, in your opinion, best contribute to improving communication (and why)?

trust	flexi-time
office landscapes	small teams
voice mail	strong corporate identity
e-mails	frequent meetings
smart phones	Zoom or equivalent

2. What makes a good communicator? Choose the three most important factors from the list below. Are there any other factors that aid communication (e.g. in English)?

- *fluency in the language
- *an extensive vocabulary
- *being a good listener
- *physical appearance
- *a sense of humour
- *grammatical accuracy
- *not being afraid to make mistakes
- *an awareness of body language

3. Was the advice provided in “How to Be a Better Communicator in the Workplace” useful? How much related to your situation?

4. What do you think has a negative impact on communication? How many unnecessary emails/messages do you receive every day? Is this an issue? How do you prioritize? Are mobile phone calls disturbing? Can employees concentrate well in an open-plan office/office landscape? How effective is the communication between the departments/units in your company? Etc.

5. What (else) would contribute to improving communication in your organization?