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Published on 18 May 2021 We have two ears and a mouth for one reason—effective communication depends on use in proportion, and this involves having good listening skills. The 21st century workplace can not seem the same as it did before COVID-19 spread around the world as wild fire, but this does not mean that you can relax your standards at work. If anything, Zoom meetings, conferences and the time spent behind a screen have created a higher level of expectations to meet the label and communication. And this goes beyond simply muting the microphone during a meeting. Effective communication at the workplace has been a topic of discussion for decades, but is rarely addressed or implemented due to a lack of awareness and personal ownership by all parties. Effective communication is not only speak clearly or find the appropriate choice of words. Start with intentional listening and be present. This is how to improve your listening skills for effective communication at the workplace. Listen to Understand. Don't talk There are differences between listening and hearing. Listening involves intention, targeted effort and concentration, while hearing simply involves the low-level awareness that someone else is talking about. Listening is a voluntary activity that allows you to be present and at the time when hearing is passive and effortless. What do you prefer for your colleagues to implement during the company presentation? It's a no-brainer. Listening can be one of the most powerful tools in your communication arsenal because you have to listen to to understand the message that is told them. As a result of this deeper understanding, communication can be simplified because there is a higher level of understanding that will facilitate follow-up practical questions, and problem-solving. And just because you heard something doesn't mean you really understood it. We take it for granted but that doesn't mean we can use it as an excuse. Your brain is constantly scanning your environment for threats, opportunities and situations to advance your ability to promote your survival. Yet, while we have long spent the days of concern to be eaten by wildlife, the neurocircuit responsible for these mechanisms is still hardened in our psychology and neural processing. A classic example of this is the formation of memories. Case at point: where were you on June 3, 2014? For most of you reading this article, your mind will go completely empty, which is not necessarily bad. The brain is too efficient to keep every detail on every event that happens in your life, especially because many events that occur are not always so important. The brain should not—and should not—care what you ate for lunch three weeks ago or what color shirt worn golf last month. But for those of you who remember where you were on June 3, 2014, this date probably holds a kind of meaning for you. Maybe it was a birthday or an anniversary. Maybe it was the day your son was born. It might have been a day when you lost someone special in your life. Regardless of the circumstance, the brain is highly stimulated through emotion and commitment, which is why memories are usually stored in these situations. When brain emotional centers activate, the brain is much more likely to remember an event. And this is also true when intention and focus are applied to listen to a conversation. Using these primitive hard-wire survival paths to optimize your workplace communication is a no-brainer—literally and figuratively. Intensive attention and concentrated efforts will pay long-term; you will keep more information and will have a much easier time remembering it along the way, making you look like a superstar in front of your colleagues and colleagues. It's time to kiss those days that come to notice! Effectively it is not always through words While we usually associate communication with verbal words and statements, communication can come in all forms and forms. In the era of the Zoom meeting in which we live, it became much more difficult to use and understand these other forms of language. And that's because they are typically easier to see when we sit face to face with the person we talk to. Body language can play a significant role in how our words and communication are interpreted, especially when there is a disconnection involved. When someone tells you something, but their body language screams something completely different, it is challenging to let it go. Our brain immediately begins to search for more information and inevitably pushes us to follow with questions that will provide greater clarity to the situation at hand. And in reality, not saying something could be just as important as saying something. These commonly neglected non-verbal communication choices can provide a plethora of information on intentions, emotions and motivations. We do it unconsciously, and it happens with every confrontation, conversation and interaction in which we commit ourselves. Magic is in the use and active interpretation of these signals to improve your listening skills and communication skills. Our brains have been designed to interpret our world, which is why we are so good at recognizing subtle nuances and disconnection below within our random encounters. So when we begin to notice conflicting messages between verbal and nonverbal communication, our brain takes down a path of troubleshooting. What messages are consistent with this theme over time? What statements are not aligning with what they are really trying to tell me? How should I hear their words and body language? Suppose we want to take things down further. In this case, one must understand that the language of the body is usually a subconscious event, which means that we think about our body language. This happens because our brain is the first goal of stringing together words and phrases for verbal communication, which usually requires a higher level of processing. This does not mean that the body language will always tell the truth, but provides clues to help us weigh the information, which can be quite beneficial in the long term. Actively interpreting body language can provide an advantage in your communication skills. It can also be used as a tool to connect with the individual you are talking to. This process is deeply rooted in our human tissue and uses similar methods that children use while learning new skills from the traits of their parents during the early years of development. Experience a person's posture or position can create a subtle bond, facilitating a sense of feeling like the other. This process is activated by the activation of specific brain regions through the stimulation of specialized neurons called mirror neurons. These particular neurons are activated while looking at an individual engages in an activity or activity, facilitating learning, questioning and understanding. They also allow the person who observes an action to become more efficient in the physical execution of the action, creating changes in the brain, and altering the overall structure of the brain to improve output for that chosen activity. Listening with intention can make you understand your colleague, and when coupled with the mirroring body language, you can make your colleague feel like you two are similar. This simple make-up can facilitate a greater link of understanding and communication within all aspects of the conversation. Eliminate all distractions. Once and for all as Jim Rohn says: "What is easy to do is also not to do." And this is a fundamental principle that will lead through in all aspects of communication. Distractions are a safe way to ensure a lack of understanding or interpretation of a conversation, which in turn, turn, create inefficiencies and a poor foundation for communication. This should come as no surprise, especially on this day at age when people are constantly distracted by social media, text messaging, and endlessly check their emails. We are stuck in a cultural norm that hijacked our love for drug addiction and altered our ability to truly focus our efforts on the task at hand. And these distractions are not just distractions for the moment they are used. They use a skill of brain power and central processes that secondly delay our ability to return on track. Gloria Mark, an Irvine UC researcher, found that it takes an average of 23 minutes and 15 seconds for our brain to reach their maximum concentration after a break. Yes, you read that correctly—distractions are costly, wrong-prone, and produce little to no benefit outside of an ego bump when receiving a new as on your social media profile. Meetings should implement a no-phone policy, video calls should be set on your browser without any other open tabs, and all updates, notifications and email prompts should be immediately disabled, if possible, to delete all distractions during a meeting. These are just a few examples of how we can optimize our environment to facilitate maximum levels of communication within the workplace. Actions To speak louder Effective communication at the workplace should not be challenging, but must be intentional. Knowledge can only take us to this point, but once again, knowing something is very different to put it in action. Just like riding a bicycle, the more often you do it, the easier it becomes. The communicators are phenomenal listeners, who allow them to be effective communicators at the workplace and in life. If you really want to own your communication, you must implement this information today and learn how to improve your listening skills. Choose your words carefully, listen and above all, be present at the moment - because that is what the master communicators do, and you can do too! Additional tips Improve listening skills Photo credit featured: Mailchimp via unsplash.com If you're still trying to master the chord and minor or have played for years, find tips on learning to play guitar, write songs and play. Once you have a handle on classical hummus, exchange things with this variation of hummus of black beans. This healthy and abundant immersion replaces chickpeas with black beans rich in antioxidants, so while it is not exactly traditional, it sports a pleasant south-west flare. This hummus matches well with the tortilla chips and is an alternative packed with umami to the sauce. This tasty dip based on chickpeas is creamy and rich in protein, with a thin consistency from tahini, or sesame paste. It's perfect as-is, but also makes an excellent base for your favorite mix-ins. Once you master this classic simple hummus with the Tahini recipe, you wonder why you have ever bought it pre-made. Hummus without tahini is also an option. Alexandra Grablewski / Taxi / Getty Images The variations on the humus are seemingly endless, but once you try this spinach and feta dip twist, you can never play with another recipe again. The dip is slightly salty, a bit spicy, and boasts a bright green color that shouts "try me!" Use fresh spinach, not frozen, for the best taste. Maryna Iaroshenko / Getty Images Broil an eggplant to make this smoky and creamy dip that often appears in the Middle East appetizer spreads. This baba ghanouj dip traditionally served with toasted or fresh pita, but it is also delicious with chips or fresh vegetables cut. Drain the eggplants thoroughly after roasting to avoid any bitter taste. Continue until 5 of 15 below. Pictures of golfers fans of baba ghanouj who love a little calcium will love this spicy moutabel dip, made with eggplants, tahini, and hot pepper. tastes even better after a day or two in the refrigerator, so try to do it one day or if you're throwing a party. Adjust the amount of pepper to taste if you are sensitive to heat. PhotoStock-Israel / Getty Images is not much simpler than the liph, or the sweet yogurt. Spring for high-quality yogurt for this simple and delicious medium-eastern laboratory spread with a soft cheese texture. Try to spread it on bagel or toast instead of cream cheese, or with hot pita for breakfast or as part of a brunch spread. Cooling, creamy yogurt-based cacik (pronounced kah-SHEEK) is popular in Turkey, often served as part of an appetizer or breakfast spread. It is especially delicious in hot weather or as a side for spicy dishes from chilled yogurt and chives mix soothes overwhelmed papillae. Try the Turkish cacik with grilled meats like a sauce, or a dip with pita or chips. Green, leafy vegetable purslane is often considered a grass, but it is actually a grass rich in vitamins and tasty that many cultures have enjoyed for centuries. Try it in this simple purslane dip, called yogurtlı semizotu in Turkish. Clean this wild plant tangled with yoghurt and garlic in a cool dip and zip. It is large on croutons, with pita, or even alone. Continue until 9 of 15 below. Getty Images / Clive Streeter Exchange the chickpeas for the beans and you have ful madammes, a widespread Middle East commonly eaten for breakfast with hot pita. You can enjoy this ful madammes dive at any time, with pita, chips, crackers, or any dinner you have at hand. Use canned beans for faster preparation, but dried will work if it is what you can find. Are you bored with guacamole? A real hummus? Try to merge the best of both worlds with this greedy zesty elbow. Ripe avocado blends seamlessly with chickpeas and tahini, without overwhelming the classic hummus flavors you love with some pepitas or pine nuts for flakes and a pleasant crispy texture. The fir / Anita Schechter If you end up with a crib crop of zucchini, use of the squash prolific in this simple and delicious zucchini baba ghanouj dip, for those who do not generally enjoy eggplants, this variation of zucchini is sure to please. feel free to customize the spice mixture to suit your goults. the intense pink color of this hummus beet dive is pretty good for a fancy party, but the dish itself is quite easy to do for a healthy week snacking. This variation replaces traditional chickpeas with beets, which are beautifully matched with tahini, which light up with fresh lemon juice. add a vinegar spray to beets while boiling to maintain their vibrant color. continue until 13 of 15 below. lauripatterson / Getty Images those of you who always order edamame from Japanese restaurants will enjoy at the bottom of this hummus variation. for this dip of soy, instead of chickpeas, or fresh or frozen soy for a slightly different flavor. adjust the amount of lemon juice to control the tang, and serve with triangles, chips, or crudité. the section of beans and legumes in your local grocery store is a great place to experiment, then collect some white beans for this new grip on hummus. White beans are slightly softer than chickpeas, so this white dip hummus beans can require a little less mixing. If you don't have a food processor, you can crush them with a fork or a mashed potatoes. try adding your favorite hummus mix-in to this version, for a creative ride on the classic. julijadmitrije / Getty Images this dip yoghurt garlic is omnipresent in the Greek and Middle Eastern cuisine. Traditional tzatziki often appears in half spreads and is the perfect dressing for gyros, burgers and grilled meat (especially lamb.) is also a tasty dive for pita or fresh vegetables.

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