

Communication: An Effective Leadership Skill

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ABSTRACT

One important skill of a great Leader is the ability to communicate effectively. It's not enough to simply be able to articulate the vision and mission of the organization; it's also crucial to know how to convey it in an effective way to everyone else. As leaders, we are the conduits between different people, and our ability to communicate effectively is paramount to our success. Leadership communication skills include verbal and written communication, as well as understanding nonverbal behavior. Good communication skills are essential to building a positive workplace culture. Leaders must know how to listen to all employees, and use their communication skills to develop these relationships. Good leaders use a combination of positive and constructive feedback to encourage employee engagement. They should also seek feedback from their staff and seek employee opinions and ideas frequently to develop a rapport with them. And while giving feedback is a necessary part of effective leadership.

Keywords: communication, leaders, leadership skill, good communication

INTRODUCTION:

Communication is a necessary skill for a leader to be successful. Good communicators use logical arguments and use effective language. Nonetheless, they must not forget to communicate the importance of alignment. Inconsistent behavior will undermine their credibility. In addition, the message conveyed by words is not necessarily reflected in the actions of a leader. Effective leaders should be transparent, engaging and aligned in their communication, no matter what they are saying. Communication is one of the cornerstones of business success. A great communicator will build trust with his team and avoid any confusion. Effective leaders listen carefully to understand what their team members are saying and will not make decisions unless they understand their employees. They will also gain the trust of their team members by asking questions. The ability to ask questions shows that you are interested in what they are saying. Also, it makes you look more approachable (P.Morgeson, April 2007).

A good communicator inspires and empowers others. Without effective communication skills, a leader will not be heard. The best communicators have great leadership skills. Abraham Lincoln is one example of a strong communicator. It is imperative to develop effective communication skills to be a great leader. And, while it is important to understand the importance of leadership, effective communication is more than just a means to an end. Effective leaders know when to talk and when to listen. They listen to employees and invite them to elaborate. They also take notes when an employee speaks. This allows them to improve their work and themselves. Effective leaders make sure their employees are given constant feedback. Besides ensuring that they stay on track, they also ensure that their team is motivated and efficient. This way, they can make their work and lives easier. However, the best way to improve the quality of communication is to tailor it to individual employees and groups (J.Hall, August 2005).

Effective leaders communicate clearly. They avoid vague requests. They make clear their goals and expectations. People who don't feel heard lose their trust in their leaders. In fact, negative communication decreases productivity. By contrast, positive communication increases team morale and sets a good example for employees (Mikkelsen

AC). A good leader communicates with their employees with empathy and transparency. So, how do you improve your communication skills? It's simple, but effective. Developing trust with employees is an essential part of leadership. Employees trust leaders who are consistent. By demonstrating that you are accountable and willing to acknowledge mistakes, you are likely to earn the respect and trust of your employees. Developing trust with employees requires a leader to demonstrate empathy. The leader should be clear and concise when discussing goals and strategies. In short, a leader should never over-promise. It will only increase the chances of getting better results (Chappell & Richards, May/June 2015).

In addition to talking, great communicators listen. They listen with active ears, which means listening with the intent to understand and respond. Observing the body language of others fosters trust, candor, and respect. Great communicators encourage input and create an environment where people feel comfortable expressing themselves. Communication skills also include being visible. A leader should be present and visible so that people will feel comfortable and connected to him or her. Strong leaders also know how to read their audience (Effy Oz., 01 Feb 2016). They need to understand how to communicate their message effectively in both formal and informal settings. In addition to words and grammar, leaders should know how to make others feel like an individual. This is possible by identifying their audience's personality characteristics and tailoring their communication style accordingly. To build rapport, leaders should make sure to look and feel like an individual. When delivering a message, leaders should use the language and tone of voice appropriate for the audience (Riggio, (2008)).

Importance of Leadership Skill:

The ability to inspire others and pass on responsibility are critical leadership skills. If you want to be a good leader, you must know how to inspire your people. Without motivation, your team will be less likely to succeed. A good leader inspires trust. They can inspire their teams to become more engaged and committed to the organization. They can influence and motivate others to become better people and achieve more. It is important to develop leadership skills from the inside out.

Self-awareness is a crucial leadership skill. An excellent leader has the ability to motivate their team and manage conflict and issues without taking over. Problem-solving is another important skill. Good leaders are able to come up with creative solutions and deliver on deadlines. They have a strong sense of teamwork. Having a good team culture is essential to success. Great leaders are motivated by their people and understand the importance of teamwork.

Emotional intelligence is another crucial skill. It allows you to receive and provide feedback to your team members. Emotionally intelligent leaders are more likely to be successful. They are more likely to motivate employees. If they feel motivated, they will work harder to achieve their goals. They will also have better relationships with their team members, which will ultimately make them better leaders. This is a great leadership skill to develop. When applied correctly, it can help a leader gain more credibility with their team members and employees (Hess, 2007).

Importance of Communication in Leadership Skill:

Effective communication builds trust within an organization. It clarifies company structure and culture. It encourages open dialogue throughout an organization, which promotes teamwork and honest feedback. Effective communication prevents miscommunications within the company and ensures that all employees are informed about important issues. A Harvard Business Review study revealed that 69% of managers don't trust their employees enough to communicate effectively with them. However, leaders with effective communication skills are more likely to build trust and increase their employees' loyalty. A leader's ability to communicate effectively is essential to the success of any organization. Effective communication can make or break a business. Effective leaders make it a point to be open and honest with their team members. They are able to convey complex ideas in simple and understandable terms and can demonstrate empathy and understanding. By fostering strong communication skills, leaders can increase their credibility and create positive changes in the workplace (Di Salvo, 1973).

One of the most important leadership skills is being able to communicate effectively. Whether in an intimate setting or before a large group, great communicators can tailor their message to the audience. This enables them to build credibility, rapport, and trust. They can also communicate in a manner that makes others want to work with them. Regardless of the level of leadership in an organization, a leader can improve their leadership skill by using effective communication. While extroversion is a trait most of us inherit, leadership skill can be developed over time. Employees who can clearly convey their messages to others can be viewed as leaders and promoted in their teams. As such, it's important to practice active listening and be aware of your own words. You should not

allow yourself to be interrupted while talking to an employee (Lee, 1983).

Good communication is a two-way street. It's crucial for a leader to be honest with their team. The goal of a leader is to build trust and respect by providing honest, transparent communication. Likewise, a good leader avoids giving half-truth answers because they foster distrust. Rather, they want to show their employees that they value their input. Moreover, good communication requires active listening. It requires you to be in the moment and avoid interruptions so that you can focus on the employees' needs and concerns. Communication is an essential component of any great relationship. It's especially important in a work environment. Employees need to feel connected to their colleagues, so effective communication is essential for building team cohesion and healthy working relationships. Furthermore, research has shown that leaders with effective communication skills are more effective at teamwork, mentoring, and problem-solving. Additionally, they become more confident leaders and are more effective at managing projects (Ann Gilley, 06 January 2009).

Effective communicators are able to convey their ideas and inspire action without using unnecessary language. They show that they are truly listening instead of being judgmental or indignant. Moreover, they focus more on contributing than receiving. This is because a good communicator is able to share more than they give. Communicating effectively and concisely is important to any leader. If you talk too much, you may end up leaving important information out of the conversation. Listening to what others have to say is essential. It is easier to remember things that you hear if you pay attention to nonverbal cues. Listen to people's concerns and opinions and keep an open mind. Finally, be visible and approachable, and remember that silence is equally powerful as a word. In addition, one-on-one interactions are also vital for building trust and understanding between co-workers and employees. By building positive relationships, you can foster an environment for productive communication. Remember that empathy is the most important ingredient in building relationships with employees. Do not react negatively to their concerns or criticisms, as you will never gain their trust. This is why it's important for leaders to develop communication skills in their organization (J.Hall, August 2005).

REVIEW OF LITERATURE:

A good communicator makes a plan and states it clearly. They state their objectives, time frame, resources, and other important details. Bulleted lists help them avoid forgetting anything important. They listen to employees and are visible. They also follow through on their commitments. Effective communicators are not afraid of conflict. A great communicator demonstrates empathy and takes the time to understand the situation at hand. They are also open to new ideas and welcome feedback from their teams. Effective communication is essential for the success of a business. Lack of communication leads to low morale, missed performance goals, and a lack of sales. Research has shown that effective communicated leaders cost large businesses \$64.2 million per year, while less-effective ones lose \$420,000. Effective leaders know when to talk and when to listen. They ask their employees to elaborate on their ideas and listen intently. They do not interrupt and take notes when they listen to others. Effective leaders build trust, respect, and psychological safety by listening carefully and not interrupting others. They also avoid unnecessary distractions. Here are three ways to improve your communication skills:

Communication is essential to all levels of the organization (Chen & Silverthorne, 2005).

Storytelling is an effective way to build trust. When people listen to your ideas, they will remember them better when they're told in story form. Moreover, stories can emote and persuade your listeners. Similarly, storytelling is a proven technique for achieving good results in your business. To be effective, however, you need to follow certain rules. In addition to connecting with your audience and building trust, storytelling can help you convey your message to your staff, your customers, and even your management team (Madlock, 2008). When done well, storytelling can help you address concerns and inspire loyalty among current employees and future hires. Active listening is an important leadership communication skill as well. People tend to trust those who listen to them and are more willing to share their concerns and ideas with them. It is also useful for detecting the problems and challenges others face in their projects. In fact, many successful leaders use active listening as one of their top leadership communication skills. Most of us are habitually thinking of the next thing to say, instead of truly listening to what someone is saying (Yukl, 2 Sep 2012).

Learning to listen to others' thoughts and feelings will help you understand them better. Secondly, you can learn to recognize their nonverbal cues. Often, we become irritated and agitated when we have opposing opinions, so it is important to listen to their perspective. Leaders who put numbers in context help correct misperceptions about the importance of specific topics, such as financial risks. People are prone to overestimate risks without numbers. When communicating with numeric information, leaders should limit the cognitive load on their audiences. Provide only relevant information, do calculations ahead of time, and make information visual (Bryman, 05 Jun 2008). Structured lists can be used to outline what the audience can expect in a longer piece of writing. There are

many benefits of using positive body language as a leadership skill. First of all, it improves your understanding of the other person. In other words, you can make the other person feel comfortable by simply being in control of your body language. Try to make eye contact with the other person and avoid interrupting them whenever possible. Also, when talking to someone, ask questions so that you show interest and understand the other person's point of view. If you want to be taken seriously as a leader, you must always prepare for every meeting or conversation by using positive body language (Hassan & Sanusi, 2015).

Using positive body language as a leader skill can create favorable relationships at work. It can project an image of confidence, strength, and intelligence. Using positive body language is crucial to inspiring your workers and building strong relationships. You can use positive body language in any situation. Once you learn to use it, you'll feel more confident in your leadership skills and can make others feel more inspired and confident about your abilities (Ann Gilley, 06 January 2009). The best leaders practice a combination of verbal and non-verbal cues to create genuine connections with their employees and boost their productivity. In fact, a recent study showed that 96 percent of employees rated empathy as an important leadership skill. However, a staggering 92 percent of respondents said empathy was undervalued in the workplace. Developing empathy and a practice of listening and understanding others helps to build rapport. Nonverbal communication is more than just words, and reflects more than 90% of the impact of a person's messages. Effective leaders should communicate with people in all walks of life. Effective leaders build trust in their team and make sure that everyone on the team knows what they are supposed to do. A good leader listens to their team and does so with attention and comprehension. Active listening, on the other hand, helps a leader understand the team's needs better. It will help the team understand each other better and create a more cohesive environment. It also builds a stronger sense of community (Russell, 2002).

CONCLUSION:

An effective leadership skill and Communication is one of the most important aspects of being an effective leader. It is not merely about being able to speak well and deliver a message; it is also about using different methods of communication to reach different types of people. Here are a few tips that will help you become an effective communicator. Effective leaders are masters of language. They use appropriate language to present logical arguments. However, they know that communication is not just words. Leadership communication includes an individual's behavior. An inconsistency in this regard can be detrimental to credibility. The leader must be consistent and aligned in all aspects of their communication. As a leader, it's vital to keep the lines of communication open. If a leader fails to communicate with people, they will be perceived as less trustworthy and ultimately less effective. Effective leaders are capable of understanding the perspectives and needs of others. They must listen carefully and understand their employees. They must be able to hear the other party's perspective without bias or judgment. If they can't hear the other party, they will not be able to give direction to the team. And when it comes to communicating with employees, it's essential that the leader be honest with them. Only then will they be seen as good communicators and gain trust from the team.

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