

Executive Summary

For Merrilton Robotics to succeed, open and clear communication is vital. It is easy to work together, perform tasks, and be a happy member of the organization when effective communication is practiced. This presentation emphasizes the importance of both direct and indirect communication. It presented strategies to execute communications effectively. It discusses that direct communication is needed when giving instructions, setting expectations, explaining company policies, and safety procedures. At the same time, it is considered indirect when discussing sensitive topics, such as canceling a project, for a reasonable judgment while still showing respect for the employee's effort in performing the project. (Western Governors University, n.d.).

The presentation also explains two communication methods that are used in the workplace: email and Microsoft Teams. Email is useful for sending important information, company documents, and training materials because employees can review the information later if needed. Microsoft Teams is helpful for everyday communication because it allows employees and managers to ask questions, share files, schedule meetings, and work together in real time. (Western Governors University, n.d.).

Overall, using the right communication strategy and communication method helps employees understand information more clearly, work better as a team, and communicate more effectively. When managers choose the best way to communicate in different situations, they can build trust, reduce misunderstandings, and create a more successful workplace. (Western Governors University, n.d.).

Reference:

Western Governors University. (n.d.). *Management Communication (C204) course material*. Western Governors University.

Task 2; Scenario 1; D

Reference: Western Governors University. (n.d.). *Management Communication (C204) course material*.
Western Governors University.

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