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Corr S. Pontent Development and use of the Internet has changed the way we communicate with each other. This change applies to personal and business communications. The instantaneous nature of electronic communication has expanded our reach and created a world without borders. There are a number of popular electronic means of communication. E-mail allows you to send a message from your computer or laptop to another person's computer or mobile device. It is one of the earliest electronic means of communication and is still one of the most popular. You can get an email account through work or school. You can also sign up for an account with an ISP or get a free online account, such as a Yahoo account. You can use mailing lists to communicate with a specific group of people. These are groups of people who share some interest. For example, Listserv is an email-based software that makes it easier to send lists that go to a group of people who can be based anywhere in the world. The person who created the list, known as its owner, can set it up as a private list so that only certain people can join the list and view the messages. If the list is public, anyone can join the group. The owner can also set up mail privileges for which members can send an email to a group. Chat rooms provide another tool for electronic communication. In this type of communication, a group of two or more people sends instant messages back and forth. You send and receive messages in real time. To use this electronic communication tool, you will need software such as Internet Relay Chat (IRC). Some ISPs also provide chat opportunities. The opinions expressed by the participants of the entrepreneurs are their own. Getting the best job from your employees is a sign of an effective leader. But, effectively communicating what exactly you expect from them can be difficult. Unclear expectations lead to inefficient processes and inefficient productivity, said Christine Lotze, a partner at Philosophy IB, a New Jersey-based consulting firm Called Florham Park, which specializes in changing workplace behavior. People get upset because their work is not valued and eventually the company suffers. You can avoid this confusion with these four tips to communicate your expectations clearly and effectively: 1. Strengthen your expectations. As with any conversation, you should use simple and direct language when communicating your expectations. The key to effective communication is simplicity and repetition of the message, says Lotze. Hearing your expectations once won't make them dive in -- they should be a regular For example, you can track progress in monthly registrations or call employees who, in exceptional cases, are fully in line with your expectations. When you do, reinforce what expectations you are and what they did to meet him. This repetition will serve as a reminder and clarify the types of behavior you are looking to see from employees. 2. Explain who, what and how. To communicate clear expectations in an ever-changing startup environment, make sure that employees always know what you're trying to achieve, how you plan to get there, and who will do that to achieve that result. Most failures can be due to a gap in clarity about one of the three components, Lotze says. By clarifying the expected results, roles and processes, you give your team all the tools you need to live your vision. If you don't explain how your vision relates to what your employees should be doing, you'll get a lot of great ideas without execution, says Lotze. Related: Why the best managers ask the most questions 3. Please note that the work environment tells employees. To keep employees up to your expectations, the work environment needs to support the behavior you want to see. Every element of your culture should reinforce the expected behavior you've outlined for your employees, Lotze says. If expectations are at odds with the environment, your employees will not be able to satisfy them, even if they are trying. Effective expectations are supported by your remuneration system, as well as by the structures and processes of your company. For example, if you expect employees to take risks, then you need to mark those who do, and create a workflow that allows for failure and experimentation. You have to practice what you preach, says Lotze. 4. Get your employees interested. Your employees come to work with their desires and needs, so getting to know each person individually will help you make sure they understand your expectations and feel motivated to meet them. By really understanding what makes them tick, what gives them energy, and what challenges they face, the leader can manage performance much more effectively and change behavior, Lotze says. It's time for Knightly to establish an emotional connection with each of the people you control. Ask what they are struggling with, what they are working on and what excites them in the work they do. Knowing what motivates them will help you frame your expectations in a way that suits their career goals. Related: What really motivates employees? (Infographic) No, no, no, no Prevention Each of us has a powerful but humble gift: the ability to listen. Studies have shown that active listening breeds empathy, soothes stress and creates self-esteem. However, we are inundated with information 24/7, making it too easy to configure other people. To build some listening muscles, determine what level of listening get you right now (don't judge yourself too harshly if your answer level is one-is where most of us are) and then use the tips to rise to the next level. Before before You will be able to try generative listening for yourself. Level One: Internal listening At this stage, you're basically listening to your inner voice and thinking about what you have to say. You don't engage as much as you should with another person or people in conversation-you're just developing a strategy on how you'll react. Try your best to move to other levels from here. Level two: Focused Listening Here, you pay attention to the needs of the other person, the aspirations, or problems they express with their words and body language. Try to reflect what you have learned so far by paraphrasing and refining, demonstrating that you are actively listening. Make it known that you care about the words of the person. Ask yourself what they seem to feel? Level three: Global Listening This level is about paying attention to the conversation in a larger context, both between you and the other person, and through a much wider lens. You should listen with your body and intuition, not just your ears and eyes. At this level, think, What else can I understand about this situation when I listen more fully? Level 4: Generative listening when you try generative listening, you expand your attention by allowing fresh ideas and solutions to get out between you and your partner. At this level, you should sit patiently in the uncertainty of the conversation, not inhabited by the differences of opinion that may arise. You may wonder what opportunities are created in this conversation? This article originally appeared in July 2020 on prevention. For more information on the July Wellness Moonshot theme, visit the Global Wellness Institute. Like, what have you just read? You'll love our magazine! Go here to subscribe. Don't miss the thing by downloading Apple News here and after prevention, yes, and we're on Instagram, too. This content is created and supported by a third party and is imported to this page to help users provide their email addresses. 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