

Implementing Effective Communication Processes: Vital in Leading to Progression of Individuals, Organizations and Communities

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ABSTRACT:

The main objective of this research paper is to acquire an efficient understanding of the meaning and significance of implementing effective communication processes. These are regarded as the key in augmenting information and understanding in terms of various subjects and concepts, exchanging different types of ideas and viewpoints, obtaining answers to all types of questions and clarifying doubts in terms of various subjects and concepts. Furthermore, individuals are required to make use of polite language and decent words. All other members are to be treated with respect and courtesy. Hence, as a consequence of acknowledging and implementing all these factors, one will be able to render an important contribution in honing communication skills and interactive abilities. These are regarded as vital in leading to up-gradation of overall personality traits and standards of living. The communication processes takes place in a verbal and written form. Verbal communication takes place face to face, video-calling or phone, whereas, written communication takes place through exchanging messages and emails. Hence, throughout the lives of the individuals, honing communication processes is facilitating in promoting well-being and goodwill of individuals and communities. Therefore, it is well-understood, implementing effective communication processes is vital in leading to progression of individuals, organizations and communities. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of implementing effective communication processes, areas, which are made successful through implementing effective communication processes and measures to be put into operation in implementing effective communication processes.

Keywords: *Effective Communication Processes, Enhancement, Individuals, Progression, Satisfactory, Standards of Living, Successful, Well-ordered Manner*

INTRODUCTION:

The individuals are different from each other in terms of number of factors, i.e. castes, creeds, races, genders, age groups, cultures, personality traits, educational qualifications, occupations, communities and socio-economic backgrounds. From the stage of early childhood, throughout the lives of the individuals, they need to implement communication processes in an effective manner. These are facilitating in augmenting information in terms of various types of subjects and concepts; exchanging different types of ideas and viewpoints; obtaining answers to all types of questions and clarifying doubts in terms of various factors (Rosenthal, 2019). Furthermore, one needs to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. This is regarded as vital in forming cordial and amiable terms and relationships with each other. Therefore, honing communication skills and interactive abilities is

regarded as vital in forming an effective social circle, comprising of family and community members.

The individuals, belonging to all occupations, communities and socio-economic backgrounds are required to carry out the household responsibilities. In order to carry out this task, one needs to be well-informed in terms of various types of job duties and responsibilities. These are, cleaning, washing, preparation of meals, fetching water, electric work, repair work, painting, carpentry, plumbing, and so forth. All types of household responsibilities are carried out on one's own or through obtaining help and assistance from other members (Sanchez, n.d.). Within rural communities, these are carried out on one's own and in urban communities, one needs to obtain support and assistance from service providers, i.e. cooks, painters, carpenters, and so forth. In the implementation of all types of household responsibilities, it is necessary for individuals to communicate with others in an effective manner, i.e. family members and service providers. This is facilitating in doing well in one's job duties and achievement of desired goals and objectives.

Therefore, implementation of effective communication processes is regarded as vital in carrying out the household responsibilities in a well-ordered manner.

Understanding the Meaning and Significance of Implementing Effective Communication Processes:

The individuals, belonging to all communities, categories and socio-economic backgrounds have recognized the meaning and significance of education. They have formed the viewpoint that education is the instrument, which not only imparts information in terms of academic subjects and lesson plans, but also in terms of ways that are necessary in emerging into moral and ethical human beings and productive citizens of the country. Hence, individuals, belonging to all age groups are getting enrolled in educational institutions of all levels and acquiring education. Within educational institutions of all levels, it is necessary to put into operation communication processes in an effective manner. This needs to be implemented with educators, classmates and other staff members.

The educators in all grade levels put into operation various types of assessment strategies, i.e. class assignments, homework assignments, tests, exams, competitions, quizzes, and so forth. Furthermore, the students, belonging to all grade levels are encouraged to participate in various types of academic activities. These are regarded as vital in order to promote student learning and help them to achieve educational goals. As a consequence, up-gradation will take place of overall system of education. Hence, communication processes are regarded as the key in achievement of academic goals. Within educational institutions of all levels, all members, belonging to all grade levels are required to implement communication processes in a well-ordered manner in order to generate desired outcomes. Therefore, individuals are able to acquire an efficient understanding of the meaning and significance of implementing effective communication processes, when these are facilitating in achievement of educational goals.

Getting engaged in employment opportunities is regarded as one of the major goals of individuals, belonging to all occupations, communities and socio-economic backgrounds. The individuals make selection of fields in accordance to their educational qualifications, skills and abilities. Within all types of employment settings, there are some job duties, which are carried out on an individual basis, whereas, there are others, which are implemented through working in collaboration and integration with other members. Hence, it is of utmost significance for individuals to hone communication skills and interactive abilities. These are essential in leading to up-gradation of motivation and concentration levels towards putting into operation various types of job duties and responsibilities. There are some job duties, which are

put into operation on an individual basis, whereas, there are others, which are implemented through working in collaboration and integration with other members.

The individuals are required to ensure, they are putting into operation all types of tasks and activities in a well-ordered and satisfactory manner. The communication processes are regarded as the key in achievement of different types of professional goals. Within all types of employment settings, all members, belonging to all job positions in the hierarchy are required to implement communication processes in a well-ordered manner in order to generate desired outcomes. Hence, putting into operation effective communication processes with superiors, subordinates and colleagues will be facilitating in doing well in all types of job duties and responsibilities. Therefore, one is able to acquire an understanding of the meaning and significance of implementing effective communication processes, when individuals are implementing these within employment settings.

The individuals, belonging to all occupations, communities and socio-economic backgrounds participate in various types of social, cultural, religious, economic and political activities in their personal and professional lives. For this purpose, they have recognized the meaning and significance of effective communication processes. The individuals are required to put into operation effective communication processes with family and community members in order to make all the tasks and functions successful. There are some job duties, which are put into operation on an individual basis, whereas, there are others, which are implemented through working in co-ordination with other members. The individuals are required to make sure, they are generating information in terms of ways, which are facilitating in carrying out all types of tasks and activities in a well-ordered manner.

It is apparently understood that in some cases, individuals are doubtful in terms of various factors. Hence, the doubts are considered to be barriers within the course of putting into operation various activities in a well-ordered and satisfactory manner. The implementation of effective communication processes leads to up-gradation of confidence levels. Furthermore, individuals will be able to overcome the feelings of apprehensiveness and vulnerability. As a consequence, all the activities will be put into operation in a well-ordered and satisfactory manner. One of the important aspects that needs to be taken into account is, implementation of effective communication processes leads to up-gradation of confidence levels. Furthermore, feelings of apprehensiveness and vulnerability will be prevented from giving rise to impediments within the course of generation of desired outcomes. Therefore, an understanding of the meaning and significance of implementing effective communication processes is

acquired, when individuals are participating in various types of social, cultural, religious, economic and political activities.

Areas, which are made Successful through Implementing Effective Communication Processes:

From the stage of early childhood, throughout the lives of the individuals, they need to realise that beyond their homes also there is a world with which they are required to communicate with. Hence, the honing of communication skills and interactive abilities is regarded to be of utmost significance in generating information in terms of various factors. Furthermore, individuals are required to communicate with each other in an effective manner. This is regarded as the key in order to put into operation various types of job duties and responsibilities in a well-organized manner. As a consequence, the mind-sets of the individuals also get stimulated and they will lead to up-gradation of motivation and enthusiasm levels towards implementation of various tasks and activities (Resolving and Defining the Barriers to Communication, 2016).

The individuals need to pay attention towards areas in which all types of job duties and responsibilities are made successful through putting into operation communication processes in an effective manner. The individuals, belonging to all communities understand that they need to communicate in an effective manner with family and community members in order to promote enhancement of all the areas. The various areas are, implementation of household responsibilities; acquisition of education; getting engaged in employment opportunities; participation in various activities and promoting enhancement of overall personality traits and standards of living. These are stated as follows:

Implementation of Household Responsibilities

The individuals, belonging to all occupations, communities and socio-economic backgrounds are required to carry out the household responsibilities. In order to carry out this task, one needs to be well-informed in terms of various types of job duties and responsibilities. These are, cleaning, washing, preparation of meals, fetching water, electric work, repair work, painting, carpentry, plumbing, and so forth. All types of household responsibilities are carried out on one's own or through obtaining help and assistance from other members. Within rural communities, these are carried out on one's own and in urban communities, one needs to obtain support and assistance from service providers, i.e. cleaners, washer-persons, electric workers, repair workers, painters, carpenters, plumbers, gardeners, cooks, and so forth. Hence, it is understood on a comprehensive basis, communicating in an effective manner with service providers will be facilitating in carrying out all

types of job duties and responsibilities in a well-ordered and satisfactory manner.

In the implementation of all types of household responsibilities, it is necessary for individuals to communicate with others in an effective manner, i.e. family members and service providers. This is facilitating in doing well in one's job duties and achievement of desired goals and objectives. Hence, implementation of effective communication processes is regarded as vital in carrying out the household responsibilities in a well-ordered and satisfactory manner. Therefore, implementation of household responsibilities is regarded as one of the indispensable areas, which are made successful through implementing effective communication processes.

Acquisition of Education:

Education is the instrument, which not only imparts information in terms of academic subjects and lesson plans, but also in terms of ways that are necessary in emerging into proficient human beings and productive citizens of the country. Hence, individuals, belonging to all age groups are getting enrolled in educational institutions of all levels and acquiring education. Within educational institutions of all levels, it is necessary to put into operation communication processes in an effective manner. This needs to be implemented with educators, classmates and other staff members. Throughout the implementation of job duties and responsibilities, the individuals need to put emphasis on leading to up-gradation of communication skills and interactive abilities.

The educators in all grade levels put into operation various types of assessment strategies, i.e. class assignments, homework assignments, tests, exams, competitions, quizzes, debates, role plays, group discussions and so forth. Furthermore, the students, belonging to all grade levels are encouraged to participate in various types of academic activities. These are regarded as vital in order to promote student learning and help them to achieve educational goals. As a consequence, up-gradation will take place of overall system of education. Hence, communication processes are regarded as the key in achievement of various types of academic goals. Within educational institutions of all levels, all members, belonging to all grade levels are required to implement communication processes in a well-ordered manner in order to generate desired outcomes. Therefore, acquisition of education is one of the significant areas, which are made successful through implementing effective communication processes.

Getting Engaged in Employment Opportunities:

Getting engaged in employment opportunities is regarded as one of the major goals of individuals, belonging to all occupations, communities and socio-economic backgrounds. The individuals make

selection of fields in accordance to their educational qualifications, skills and abilities. Within all types of employment settings, there are some job duties, which are carried out on an individual basis, whereas, there are others, which are implemented through working in collaboration and integration with other members. Hence, it is of utmost significance for individuals to hone communication skills and interactive abilities. These are essential in leading to up-gradation of motivation and concentration levels towards putting into operation various types of job duties and responsibilities. There are some job duties, which are put into operation on an individual basis, whereas, there are others, which are implemented through working in co-ordination with other members.

The individuals are required to ensure, they are putting into operation all types of tasks and activities in a well-organized and satisfactory manner. The communication processes are regarded as the key in achievement of different types of professional goals. Within all types of employment settings, all members, belonging to all job positions in the hierarchy are required to implement communication processes in an appropriate manner in order to generate desired outcomes. Hence, putting into operation effective communication processes with superiors, subordinates and colleagues will be facilitating in doing well in all types of job duties and responsibilities. Therefore, getting engaged in employment opportunities is an eminent area, which is made successful through implementing effective communication processes.

Participation in various Activities:

The individuals, belonging to all occupations, communities and socio-economic backgrounds participate in various types of social, cultural, religious, economic and political activities in their personal and professional lives. For this purpose, they have recognized the meaning and significance of effective communication processes. The individuals are required to put into operation effective communication processes with family and community members in order to make all the tasks and functions successful. There are some job duties, which are put into operation on an individual basis, whereas, there are others, which are implemented through working in co-ordination with other members. The individuals are required to make sure, they are generating information in terms of ways, which are facilitating in carrying out all types of job duties and responsibilities in a well-ordered manner.

The implementation of effective communication processes leads to up-gradation of confidence levels. Furthermore, individuals will be able to overcome the feelings of apprehensiveness and vulnerability. As a consequence, all the activities will be put into operation in a well-organized and satisfactory manner. One of the important aspects that needs to be taken into account is, implementation of effective

communication processes enables individuals to incur the feelings of pleasure and contentment. Furthermore, feelings of apprehensiveness and vulnerability will be prevented from giving rise to impediments within the course of achievement of desired goals. Therefore, participation in various activities is an expedient area, which is made successful through implementing effective communication processes.

Promoting Enhancement of overall Personality Traits and Standards of Living:

Promoting enhancement of overall personality traits and standards of living is regarded as one of the major goals of individuals, belonging to all occupations, communities and socio-economic backgrounds. Through putting into operation effective communication processes with family and community members, individuals will augment information in terms of factors, which are facilitating in achievement of this goal. The various factors are, acquisition of education; getting engaged in employment opportunities; promoting enhancement of career prospects; leading to up-gradation of different types of skills and abilities; promoting good health and well-being, physically and psychologically; managing financial, human, technical, material and information resources; making provision of infrastructure, amenities and facilities; being well-informed in terms of job duties and responsibilities; being well-aware in terms of methodologies and procedures; utilizing pioneering methods and materials in tasks and activities; forming cordial and amiable terms and relationships with other members and carrying out all types of job duties and responsibilities in a well-ordered manner. The acknowledgment and implementation of all these factors will be facilitating in generating desired outcomes.

Through communicating in an effective manner with family members, relatives, friends, neighbours, educators, supervisors, classmates, employers, colleagues and service providers, the individuals will be able to augment information in terms of various factors. One of the important aspects that needs to be taken into account is, all factors are to be put into operation in a well-ordered and satisfactory manner. As a consequence, individuals will be well-prepared in terms of ways of achievement of desired goals and objectives. Therefore, promoting enhancement of overall personality traits and standards of living is an essential area, which is made successful through implementing effective communication processes.

Measures to be put into operation in Implementing Effective Communication Processes:

An aimless life is a meaningless life. Hence, individuals, belonging to all occupations, communities and socio-economic backgrounds have goals and objectives to achieve. The different areas in terms of

which these are formulated are, education, employment opportunities, careers, settlement, family, property, assets, resources, travelling, personality traits and overall standards of living. In order to achieve the desired goals and objectives, putting into operation effective communication processes is the key. As a consequence, individuals will generate awareness and augment their competencies and abilities. These are to be put into operation in a well-organized and satisfactory manner (Seven C's of Effective Communication, 2020).

The individuals, throughout their lives are required to augment information in terms of measures that are necessary in promoting enhancement of communication processes. All types of measures are required to be put into operation in a well-ordered and satisfactory manner. Furthermore, positivity needs to be reinforced in all types of measures. One of the important aspects that needs to be taken into account is, all types of measures are required to be implemented in a manner that would promote well-being and goodwill of individuals. Therefore, measures to be put into operation in implementing effective communication processes are stated as follows:

Reinforcing a Constructive Approach:

The individuals, belonging to all occupations, communities and socio-economic backgrounds are required to reinforce a constructive approach. This is the approach, which is facilitating in forming positive viewpoints in terms of various factors and individuals, whom one is working and dealing with. This is facilitating in honing communication skills and interactive abilities. Furthermore, these are regarded as vital in carrying out all types of tasks and activities in an adequate manner. Hence, individuals are required to put in their best abilities in implementing this measure in an adequate manner. Furthermore, one will be well-prepared in terms of factors, which are necessary in putting into operation this measure. Therefore, reinforcing a constructive approach is regarded as one of the indispensable measures to be put into operation in implementing effective communication processes.

Forming Positive Viewpoints regarding various Factors and Individuals:

Within personal and professional lives of the individuals, they are required to put into operation effective communication processes with family and community members. Hence, they are required to form positive viewpoints regarding various factors and individuals. This is facilitating in honing communication skills and interactive abilities. Furthermore, these are regarded as vital in carrying out all types of job duties and responsibilities in an adequate manner. Hence, individuals are required to put in their best abilities in implementing this measure in an appropriate manner. Furthermore, one will be well-prepared in terms of various types of factors,

which are necessary in putting into operation this measure. These factors are, making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. Throughout the lives of the individuals in both personal and professional spheres, one needs to implement these factors. Therefore, forming positive viewpoints regarding various factors and individuals is one of the significant measures to be put into operation in implementing effective communication processes.

Being well-informed regarding Job Duties and Responsibilities:

The individuals, belonging to all occupations, communities and socio-economic backgrounds need to be well-informed in terms of job duties and responsibilities. These are implemented in personal and professional lives. These are manageable and complicated, these are implemented on an individual basis or through working in collaboration and integration with other members and these are implemented in less amount of time or can be more time-consuming. Hence, possession of adequate information in terms of various types of job duties and responsibilities will be approving in implementing effective communication processes. Throughout the lives of the individuals in both personal and professional spheres, one needs to augment information in terms of different types of job duties and responsibilities. Therefore, being well-informed regarding job duties and responsibilities is an eminent measure to be put into operation in implementing effective communication processes.

Being well-aware regarding Methodologies and Procedures:

Throughout the lives of the individuals in both personal and professional spheres, one needs to augment information in terms of different types of methodologies and procedures. These are referred to the ways of doing well in all types of job duties and responsibilities. Furthermore, one will render an important contribution in meeting the expectations of others, including family and community members. One needs to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. The regular practice is facilitating in augmenting information and understanding. This is regarded as vital in generating desired outcomes. In this manner, individuals will lead to up-gradation of confidence levels and overcome the feelings of apprehensiveness and vulnerability. As a consequence, individuals will be well-prepared in terms of ways of achievement of desired goals and objectives. Therefore, being well-aware regarding methodologies and procedures is an expedient measure to be put into

operation in implementing effective communication processes.

Utilizing Pioneering Methods and Materials:

With advancements taking place and with the advent of modernization and globalization, individuals will augment information in terms of various types of pioneering methods and materials. The different types of these methods and materials are, utilization of tools, devices, apparatus, equipment, machines and various types of technologies. One needs to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. The regular practice is facilitating in augmenting information and understanding. This is regarded as vital in doing well in all types of tasks and generating desired outcomes. In this manner, individuals will lead to up-gradation of confidence levels and overcome the feelings of apprehensiveness and vulnerability. As a consequence, individuals will be well-prepared in terms of ways of achievement of desired goals and objectives. Furthermore, communication processes will take place in a satisfactory manner. Therefore, utilizing pioneering methods and materials is a renowned measure to be put into operation in implementing effective communication processes.

Generating Awareness:

In order to implement communication processes in an adequate manner, individuals are required to generate awareness in terms of various types of subjects and concepts. This is regarded as vital in reinforcing contacts. For this purpose, the individuals are required to communicate with others. Furthermore, they make use of various sources, i.e. books, articles, reports, projects, newspapers, magazines, other reading materials and internet. This is apparently understood that generating awareness will prepare the individuals in an effective manner in honing communication skills and interactive abilities. As a consequence, within personal and professional lives of the individuals, they will communicate in an effective manner, when they will be well-aware in terms of various factors. This is essential in supporting others in carrying out all their tasks and activities in an adequate manner. Hence, throughout the lives of the individuals, they are required to generate information in terms of various subjects and concepts. Therefore, generating awareness is a meaningful measure to be put into operation in implementing effective communication processes.

Conducting Research:

In order to implement communication processes in an effective manner, individuals are required to conduct research through making use of various sources, i.e. books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The internet is regarded as one of the prominent sources. It

is utilized in order to augment information in terms of various types of subjects and concepts. Furthermore, individuals are able to obtain answers to all types of questions and clarify doubts in terms of various subjects and concepts. As a consequence, within personal and professional lives of the individuals, they will communicate in an appropriate manner, when they will conduct research in terms of various factors. This is facilitating in augmenting information and understanding regarding various factors. This is essential in supporting others in carrying out all their tasks and activities in an adequate manner. Hence, individuals, belonging to all occupations and fields are required to conduct research in order to generate information in terms of various subjects and concepts. Therefore, conducting research is a notable measure to be put into operation in implementing effective communication processes.

Meeting Expectations of others:

The individuals will be able to implement communication processes in an adequate manner, when they will meet the expectations of others, including family and community members. As a consequence of carrying out different types of job duties and responsibilities in accordance to them, the individuals will acquire appreciation and reverence from others. Furthermore, the individuals will be well-prepared in terms of strategies of doing well in all types of job duties and responsibilities. All types of strategies are to be put into operation in a well-ordered and satisfactory manner. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of strategies. Within all types of professional settings, i.e. educational institutions of all levels and in different types of employment settings, individuals will be assigned additional job duties and responsibilities, when they meet the expectations of educators or employers. Therefore, meeting expectations of others is a noteworthy measure to be put into operation in implementing effective communication processes.

Promoting Normal Mind-sets:

The individuals, belonging to all age groups are required to promote normal mind-sets. This is understood on a comprehensive basis that individuals get overwhelmed by psychological problems of anger, stress, anxiety, frustration and depression. Within the course of putting into operation effective communication processes with family and community members, the individuals are required to cope with psychological problems in an effective manner. Furthermore, these are to be prevented from giving rise to impediments within the course of putting into operation different types of job duties and responsibilities. Hence, promoting normal mind-sets is regarded as vital in forming an effective social circle, comprising of family and community members

(SIRBU, 2015). This is regarded to be of utmost significance in leading to up-gradation of overall personality traits and standards of living. Therefore, promoting normal mind-sets is a favourable measure to be put into operation in implementing effective communication processes.

Inculcating the Traits of Efficiency, Honesty and Truthfulness:

Inculcating the traits of efficiency, honesty and truthfulness is regarded to be of utmost significance in implementing communication processes in an effective manner. Furthermore, one needs to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. This is regarded as vital in forming cordial and amiable terms and relationships with each other. As a consequence of acknowledging the meaning and significance of these traits, individuals will acquire appreciation and reverence from others. Furthermore, the individuals will be well-prepared in terms of strategies of doing well in all types of job duties and responsibilities. Within all types of professional settings, i.e. educational institutions of all levels and in different types of employment settings, individuals will be assigned additional job duties and responsibilities, when they meet the expectations of educators or employers. Therefore, inculcating the traits of efficiency, honesty and truthfulness is an advantageous measure to be put into operation in implementing effective communication processes.

CONCLUSION:

Throughout the lives of individuals, they need to implement communication processes with family and community members. Areas, which are made successful through implementing effective communication processes are, implementation of household responsibilities; acquisition of education; getting engaged in employment opportunities; participation in various activities and promoting enhancement of overall personality traits and standards of living. One needs to be well-informed regarding measures to be put into operation in implementing effective communication processes. Finally, it can be stated, implementation of effective communication leads to progression.

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