11 Tips for Effective Team Communication

- **Define roles and goals clearly**
  Clarify responsibilities and push for accountability. Encourage people to ask for and offer help in turn.

- **Learn how people like to communicate**
  Identify team members’ communication styles and how best to communicate with them.

- **Embrace two-way communication including feedback and surveys**
  Be honest and open with your team — and sometimes, expect the same kind of honesty back. Feedback is best when it's reciprocal. If you feel your team may be uncomfortable being honest, anonymous surveys are a good tool.

- **Face-to-face remains paramount**
  Don’t go all-digital. In-person communication is important and imperative for sensitive discussions.

- **Be clear about your mission**
  Communication is best built on a bedrock of shared values and commitment to a common purpose.

- **Leverage technology**
  Tools such as project management software can increase transparency within the team and facilitate information exchange.

- **Have an open-door policy**
  Don’t force people to wait for scheduled meetings to ask questions or bring up concerns.

- **Being intentional can help**
  Try mindfulness, formal communications models and training.

- **Don’t forget about fun**
  Team-building exercises and games can help build trust, familiarity, and bonding.

- **Know your people**
  Differences in values or experiences are one of the top causes of disagreements among team members.