

# Future Companies Innovation Programs

## Second Level

Communication Skills and Building  
Strong Work Team



# Topics of the Training Program



**The importance of communication  
and working within a team**

# A quote that summarizes the goal of the topic



(Between something spoken that was not intended and something intended that was not spoken, a lot of love is lost)





## Communication Skills

- They said about the importance of communication among the work team:
- They said that communication with sincere love in the work is worth hundreds of office or physical hours of achievement.
- Contact and communication among the work team without hatred, resentment or envy contributes to finishing the work tasks more than you can imagine.
- Communicate with your co-workers with love and purity because you sit with them more than with your family, in fact they are your family.



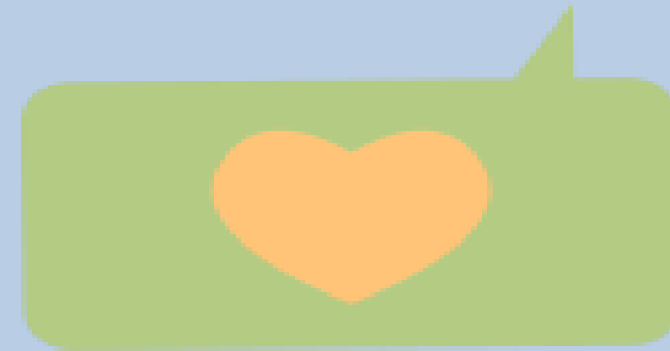
## Communication Skills

- “Communication” is the treatment that suits all people for all diseases....
- Correct contact and communication strengthens the work team....
- Speak when you're angry - and you'll say the best things you can ever regret saying.
- Whoever is not stimulated to your speec, lift from him the burden of listening to you.
- Advice: If you do not know what you are going to say or what the message is, silence is much better.

# Communication Skills



Let's break the stalemate by getting to know our co-workers and communicating with them lovingly



Communication game..... beware of the road

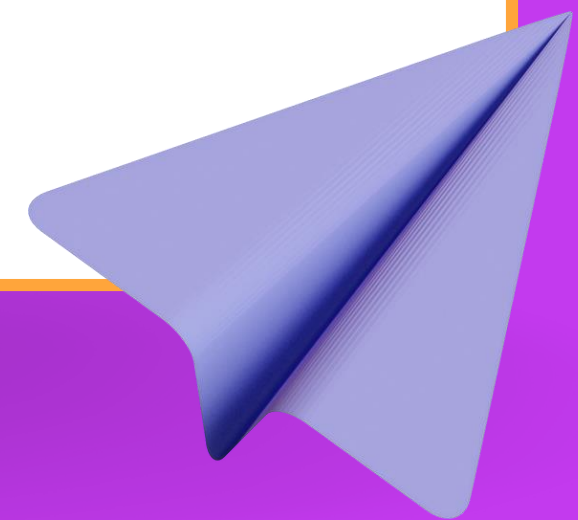


**What do we know about coworkers?**

**Required.....**

**Through this workshop  
, write a positive statement  
about a colleague and tell him/her that**

**Bilateral Activity**



# Communication

The concept of communication among the work team:

Accept them... get along with them... positivity... ignore

mistakes... think of them well...

Because the other is me!



# 6 steps to build a harmonious and successful work team:



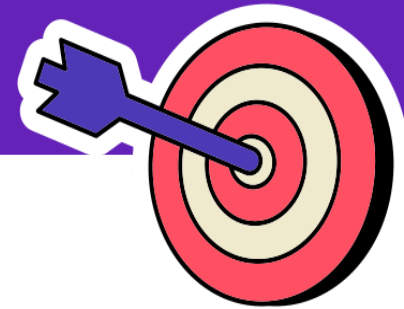
The steps that consists of correct communication and building a strong work team are:

1. Love, interaction and constructive communication and harmony.
2. Trust completely that the work team has the ability and advantage that the organization needs (God created us with different abilities so that we continue to need each other, and this is divine wisdom).
3. Ensure that there are no barriers between the work team (hatred, envy, jealousy).
4. We all make mistakes and we all learn - if we realize that, we can forgive and adapt.
5. Motivation... Thanking... Reinforcement... Toleration – by that we can create a strong team.
6. Let us be leaders - a successful leader is who believes that success is based on participation.

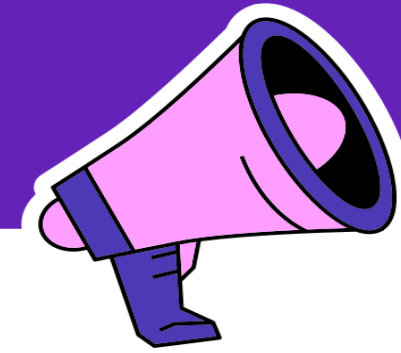
# Important Advices for Effective Contact and Communication:



✓ You must confess and realize that others may often misunderstand what you say to them.



✓ You must have a goal for the message you say, otherwise...



✓ Be clear, frank and honest.



✓ Choosing the appropriate means of contact and communication according to the importance of the topic (Is it possible for me to propose to a bride over the phone?)....

# Important Advices for Effective Contact and Communication:



✓ Be organized in your thoughts.



✓ Be convincing in delivering the message. Be influential, influential, influential.



✓ Listen... listen... and listen



✓ Choose the appropriate time and place (every context a saying)

# Important Advices for Effective Contact and Communication:



✓ **Less is more and more beneficial**  
(the best of speech is the short and informative one)

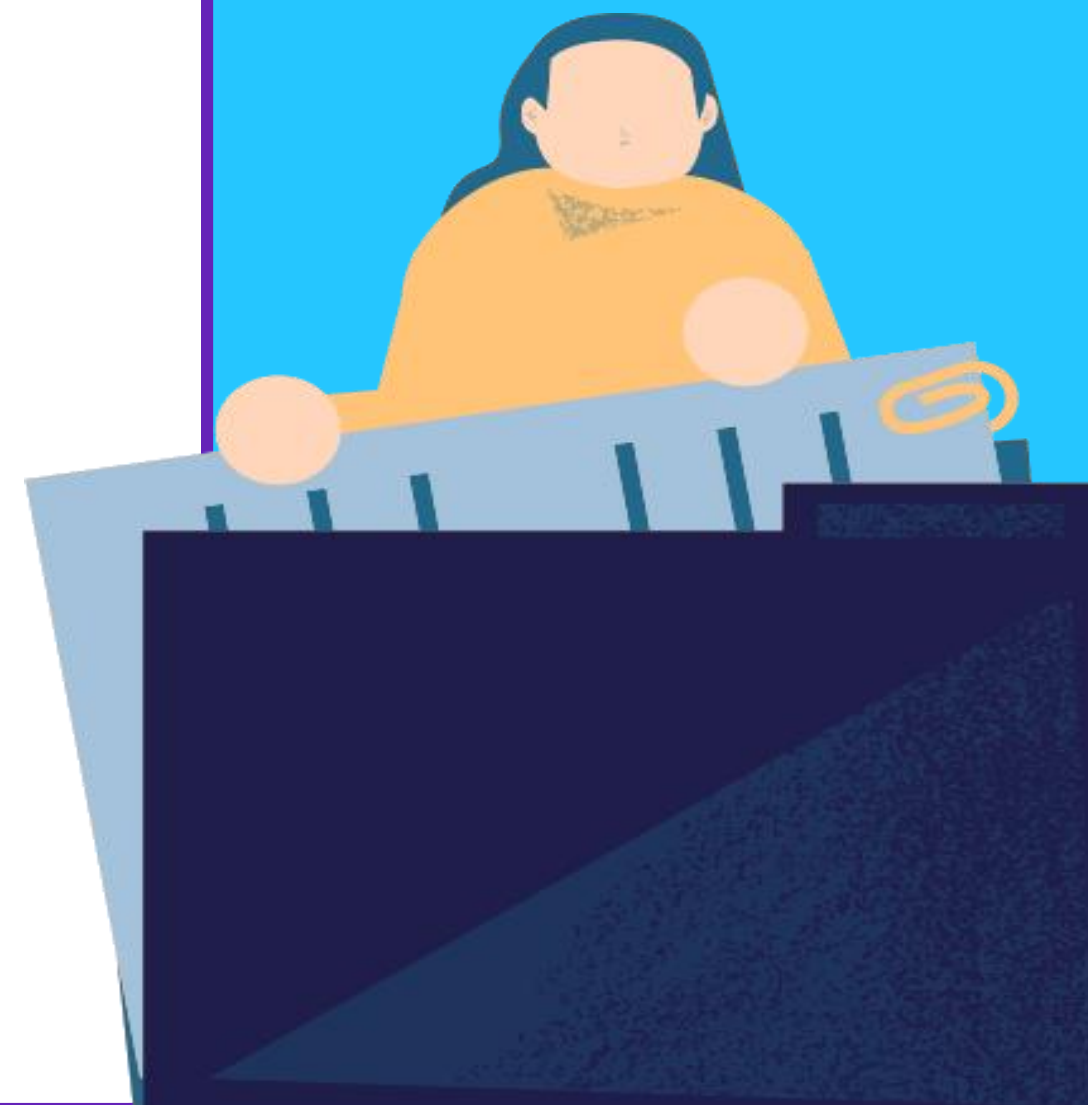


✓ **Body language - the language of the eyes - the language of smiles - the language of interest**

# Listening and Hearing Skills

**Practical Training: Are you a good listener?**

**Let's see that**

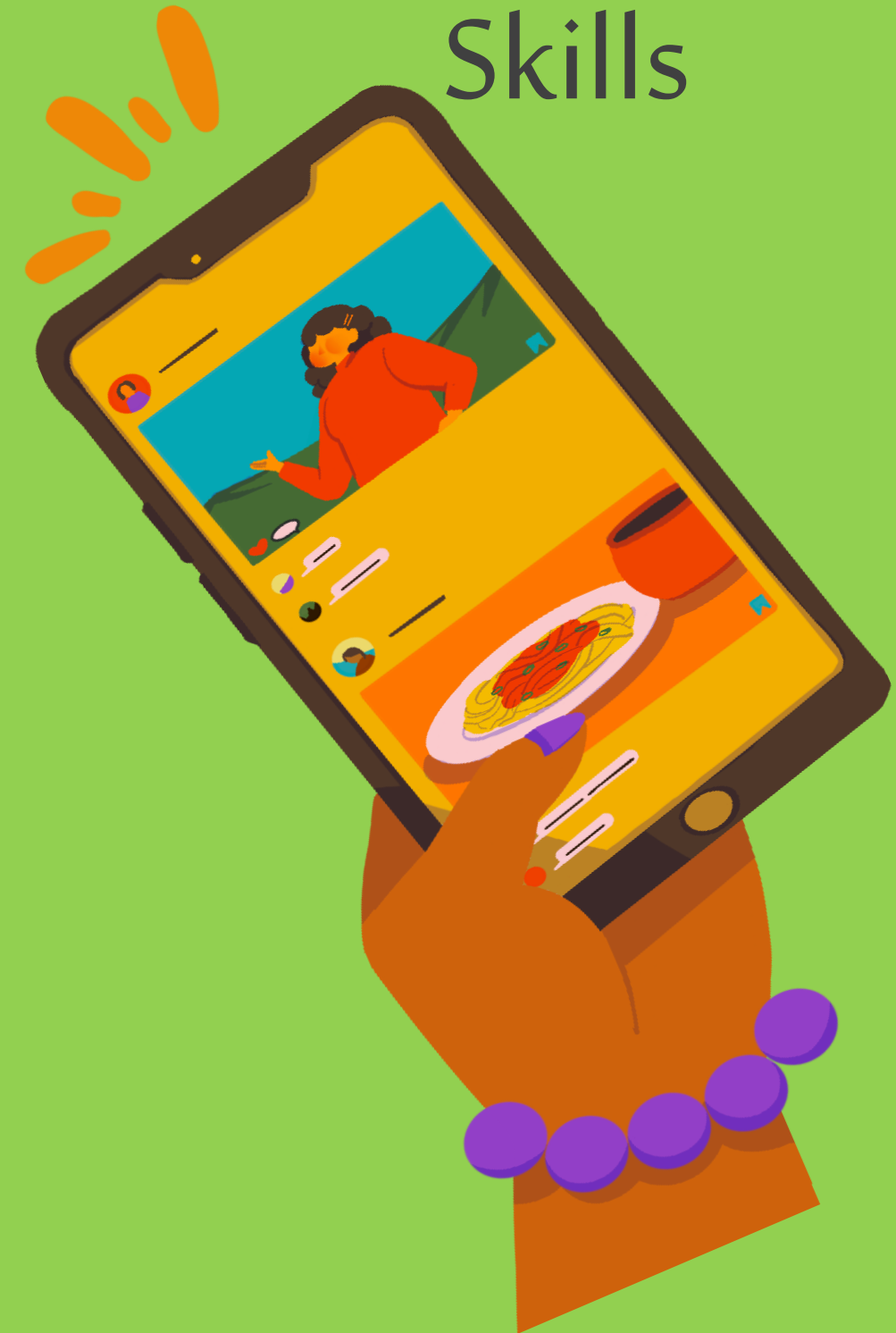


# Communications

## Skills

**Advice: If you do not have a message you want to convey, or you are distracted and unorganized, or you have not planned what you are going to say...**

**My advice to you is: silence is better. Silence is stronger than any words.**







**Communicate well.....**

**Listen nicely.....**

**Do not analyze as you like, but as the truth is .....**

**If we do this, 92% of communication problems will go away  
and we will build a strong team.**