

# The Importance of Communication and Coordination in Management

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## Abstract

**In the process of management teaching, communication and coordination is one of the important teaching contents. No matter what field, communication and coordination are indispensable in the management process, so it can be seen that communication and coordination play a very important role in management. This paper analyzes the importance of communication and coordination in management.**

## Keywords

**Management; Communication and Coordination; Leader.**

## 1. Introduction

In the context of the continuous progress and development of society, the communication and cooperation between people are becoming more and more in-depth and frequent, and the important factor to promote the cooperation between enterprises is the communication and coordination ability. Therefore, for enterprises, in the process of operation, it is necessary to improve the communication and coordination ability of managers, so as to further improve the comprehensive quality and management ability of managers, and promote the long-term development of enterprises.

## 2. The Importance of Communication and Coordination in Management

### 2.1. It Will Help Eliminate Differences and Contradictions among People

Although human beings cannot control the objective environment, they can respond accordingly to the objective reality. The foundation of the development of human society is communication and coordination. Due to the differences in world outlook, values and outlook on life, different types of contradictions will inevitably occur between people. Without communication, coordination contradictions will persist and may even worsen, making it difficult to resolve conflicts and leading to the inability of different relationship rules in human society to effectively form moral and legal norms. It is difficult to form a unified group force to deal with foreign enemies, and it is always in a state of natural development, leading to the stagnation of human history. At this stage, the country is in a period of high incidence of contradictions and emergencies. In order to enable the people to express their will and ideas, it is always necessary to strengthen communication and coordination, reduce friction and effectively eliminate differences, strengthen the social force basket, promote social transformation, promote social stable development and socialist harmonious progress [1].

### 2.2. Promoting Community Consensus

Like two sides of a coin, communication and coordination are means and results. With the help of communication and coordination, work efficiency can be effectively improved, and the result of communication and coordination is precisely higher efficiency, and to ensure good communication and coordination, it can ensure higher efficiency. At the national level, in the process of deepening reform, it is necessary to strengthen the communication and coordination

between the leadership and different levels and departments based on the system, and clarify the working relationship, so as to jointly promote the efficient and coordinated operation of various departments and systems. If there is a lack of communication and coordination, it is easy to act independently and irresponsibly in the work process, which ultimately makes each work can not be completed on schedule.

### **2.3. Form a Team to Promote Win-win Results**

In the new era, different departments need to work together, and there is no room for the development of individual heroism. In the process of teamwork, the basis of personal career success, in fact, communication and coordination no one can accept their own strength, obtain the success of the career, but need the help and support of the team, with the strength of the team, so that they are always invincible. Therefore, for individuals, in order to achieve career success, they need to strengthen the coordination and communication between themselves and the team and members, gain the trust of teammates, ensure harmonious interpersonal relations, adjust their own behaviors in combination with group behaviors, and enhance their own abilities, so as to achieve career success.

## **3. Strategies to Improve Communication and Coordination Ability**

### **3.1. Maintain a Correct Attitude and Respect People at Different Levels**

For leaders, in the process of management, it is necessary to maintain the right mentality and respect the subordinates. The relationship between leaders and subordinates should be a partnership, rather than a simple relationship between dominating and being dominated, leading and being led. In the process of organization operation, leaders and subordinates have different responsibilities and different jobs, but in terms of actual organizational goals, they are unified. Therefore, for leaders, it is necessary to make members of the organization feel that they are indispensable, so that each member can feel the respect of the leader. Leaders should always be in a caring attitude, with an open mind to treat subordinates, respect subordinates, so as to meet the basic needs of members of the organization. Leaders should respect different levels of personality and self-esteem under all circumstances [2]. In the new era, human leadership and cooperative leadership have replaced the traditional leadership focusing on power, so it is more necessary for leaders to fully respect members at different levels, promote the flexible leadership of the organization, and guide subordinates to conduct self-guidance and enhance their sense of responsibility. The necessary condition for leadership in today's society is no longer power, but is more inclined to knowledgeable, capable and virtuous leadership. Maintaining an equal status between the leader and the led can well enhance the leadership of members in the organization, give full play to the individual potential of subordinates, and thus enhance the enthusiasm and enthusiasm and creativity of subordinates in the process of work, so as to maximize the effectiveness of leadership.

### **3.2. Moderate Praise and Criticism**

In the daily management process, the leader should actively praise the achievements and advantages of the members of the organization; It is also important to sincerely criticize the mistakes and shortcomings of members of the organization. You need to praise and criticize members of the organization when appropriate. To receive appreciation is the most profound desire in human nature. For members who have created value in the process of work, they are generally eager to be praised and affirmed by leaders. Therefore, for leaders, appropriate language should be applied to praise and affirm the work of members in the organization in combination with specific scenarios. With the help of affirmation and praise, it can stimulate the potential of members in the organization, and even play a role in changing and shaping members in the organization. The use of praise can also guide the members of the organization

to find their own advantages, in order to repay the leader's gratitude, the members of the organization will achieve better results. If the leader blindly criticizes the shortcomings of members in the organization, it will affect the realization of work objectives, thus affecting work performance and increasing internal friction.

On the other hand, when members of the organization make mistakes, the leader should also moderately criticize them. When criticizing, leaders should pay attention to appropriate ways and methods when speaking. Different ways of criticizing should be applied according to the differences in personal experience, educational level and age of members in different organizations. For example, some members have strong self-discipline, rigorous work, and occasionally make mistakes. Leaders should understand and point out the mistakes of members from a side perspective. At the same time, leaders should also pay attention to the timing of criticism, in a calm situation, can be more objective to solve the problem, so it is also a good time for coordination and communication. When criticizing members of the organization, it is necessary to talk about the matter and comment on the facts to avoid language that hurts the self-esteem of members in the organization, thus affecting the enthusiasm and enthusiasm of members in the organization.

### 3.3. Treat Members of the Organization with Sincerity

In order to gain the trust of the members of the organization, the leader needs to genuinely touch the hearts of the members of the organization. The key to strong relationships is to capture people's hearts. Therefore, for leaders, it is necessary to always be considerate of the members of the organization. The main reason why the members of the organization are not satisfied with the leader is that they are prone to negative psychology because they cannot feel the care of the leader. Individuals often want to be cared for by organizations and leaders [3]. Therefore, leaders need to combine the above characteristics, strengthen the concern for the members of the organization in different aspects, and treat the members of the organization with sincerity and sincerity. The details are shown in Table 1:

**Table 1.** Leaders care about the specific contents of members in the organization

aspect	sketch
Pay more attention to politics	Attach importance to the growth and progress of members of the organization, and train members to be both virtuous and talented
Multiple support work	Guide the members of the organization to apply effective methods to solve problems and pay attention to the potential development of members
Considerate life	Try to solve practical problems in the daily life of members

## 4. Conclusion

To sum up, communication and coordination play a very important role in management. Leaders need to actively enhance their communication and coordination ability, so as to enhance the work enthusiasm and enthusiasm of members in the organization.

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