

NONVERBAL COMMUNICATION: AN INFLUENTIAL TOOL FOR EFFECTIVE MANAGEMENT

Sudha Mishra

Assistant Professor, ASCENT, Amity University, Madhya Pradesh, India

ABSTRACT

While one can choose to shut off all the linguistic outlets of communication, it is impossible to circumvent the non-verbal communication as the body keeps sending signals intentionally or subconsciously. It is, therefore, that the non-verbal cues become a powerful tool for controlling, organizing, directing and coordinating in any field which significantly involves interpersonal relationship and group dynamics. To be able to produce powerful messages through one's non-verbal signals and to be able to interpret non-verbal communication correctly are important skills one must master for effective management and workplace relationship. The present paper attempts to establish the role of non-verbal communication in effective management. It examines the case specifically by keeping under review the four areas of nonverbal communication: kinesics, proxemics, vocalics, and chronemics.

KEYWORDS: *Non-Verbal Communication, Effective Management, Kinesics, Proxemics, Vocalics, Chronemics*

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