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 Effective communication in the workplace is imperative in a leadership role. An age-old aphorism goes, "It's not what you say, but how you say it." Good communication is what separates a poor leader from an exceptional one. Having effective communication skills is the key to good leadership.

Communication is the process of sharing information, thoughts and feelings between people through speaking, writing or body language. Effective communication extends the concept to require that transmitted content is received and understood by someone in the way it was intended.

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