





Housekeeping Communication with Other





- Emphasize the importance of maintaining a friendly, respectful, and calm tone, even in stressful situations.
- Staff to answer calls with a friendly, professional greeting, such as, "Namaste ,Good morning, Good Evening".
- Encourage staff to provide feedback to their supervisors in a respectful and professional manner.
- Speak in a pleasant, respectful tone, even in difficult situations.



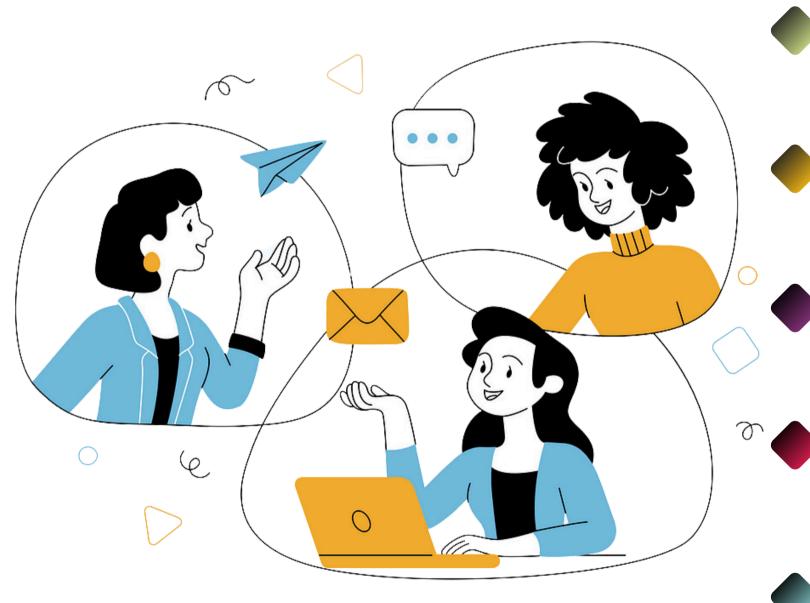


Communicating with a Supervisor

- Share important updates and concerns directly.
- Keep discussions focused and avoid unnecessary details.
- Pay attention to instructions, feedback, and expectations.
- Clarify doubts to avoid misunderstandings.
- Provide progress reports and let them know of any challenges.



Communicating with a Clients



Listen actively to ensure you understand the client's goals.

Use polite language and remain respectful.

 Define timelines, deliverables, and processes early on.

Keep clients informed of progress and any issues.

Address client inquiries or concerns quickly.

