

Life, Health, and You

March 2026

Workplace Communication

Communication skills are important for everyone because they shape how we share and receive information and how we express our ideas, thoughts, and opinions. Communication happens in many ways, including verbal communication, nonverbal cues, written forms, and visual communication.

Developing a variety of communication skills helps ensure messages are understood as intended. Knowing your audience and understanding how they prefer to receive information is just as important as knowing your own communication style.

In the workplace, strong communication skills are especially valued. Employers consistently rank communication as one of the most important qualities they seek in potential employees. For example, during job interviews, employers are impressed by candidates who provide thoughtful, detailed responses, actively listen, and clearly share their ideas and experiences.

Nonverbal communication also plays a critical role—good eye contact, confident posture, and engaged listening help create a positive impression.

One common challenge in the workplace is learning how to navigate different communication styles and understanding when and how to share ideas or concerns. Some supervisors directly ask for employee input, while others expect employees to speak up when something is important or ask questions when clarification is needed.

Knowing how to listen carefully, communicate respectfully, and ask for help when necessary strengthens workplace relationships. When employees and supervisors communicate effectively using methods that work for both, it increases the likelihood of job satisfaction, retention, and opportunities for advancement.

How to Ask for Clarification

Asking for clarification can feel uncomfortable, especially in professional settings where you want to appear confident. Below are several ways to ask for clarification confidently.

Use questions to improve accuracy and prevent misunderstandings.

Effective questions are focused on the goal of the conversation, not personal confusion.

Vocalize what you understand & identify the specific detail that needs clarity. This shows alignment and professionalism.

Tone matters. Keep language simple, avoid apologizing, and focus on confirming details rather than expressing uncertainty.

With practice, asking for clarification becomes a natural part of communication, helping you sound thoughtful, prepared, and confident while supporting better outcomes.



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National Health Observances

Each month, we feature select National Health Observances (NHOs) that highlight important health and life issues affecting people every day.

March is **Brain Injury Awareness Month** to promote awareness and education surrounding brain injuries.

Nutrition Month: This year's theme is "Discover the Power of Nutrition."

March 6th is **National Employee Appreciation Day** where Bosses have the chance to support, thank, and reward workers.

Mental Health Minute Finding Quiet Time

Recent studies are showing that taking time for silence restores the nervous system, helps sustain energy, and conditions our minds to be more adaptive and responsive to the complex environments in which so many of us now live, work, and lead.

- Punctuate your day with five minutes of quiet time. If you're able to close an office door, or find another quiet hideaway, it's possible to hit reset by engaging in a silent practice of meditation or reflection.
- Take a silent afternoon in nature. Immersion in nature can be the clearest option for improving creative thinking capacities.
- Go on a media fast. Turn off your email for several hours or even a full day or try "fasting" from news and entertainment.

Live Monthly Webinar

How to Communicate Effectively

March 11, 2026

1:30 PM to 2:30 PM EST

Register in MY Portal for this webinar.



**All webinars are recorded and saved in MY Portal 48-72 hours after release for your reference at any time.*

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