Information processes in the company

✓	Possible failures	✎
☐	Operational blindness can interfere with task allocation and cooperation among departments.	
☐	One's own view distorts attention and information processing.	
☐	People of similar minds want to maintain harmony and thus refrain from discussing differences of opinion.	
☐	They merely confirm their own opinions among each other.	
☐	Specialists no longer understand each other because the differences in their thinking are too large.	
☐	From bottom to top – but also from top to bottom – in the hierarchy, results are embellished and errors not communicated.	
☐	Information is withheld or distorted so as to gain power.	
☐	Competitive thinking and rivalries between departments give rise to fears that prevent an open exchange of opinions.	
☐	In groups, the «common spirit» ensures that no dissenting opinions arise.	

✓	Possible solutions	✎
☐	Listen carefully.	
☐	Speak of yourself with «I» instead of «one».	
☐	Explain why something is being asked and what the question means.	
☐	Become aware of how you think and feel, and carefully choose what you say and do so that others can understand easily.	
☐	Wait with interpretations and expressing your thoughts, ask first.	
☐	Pay attention to body signals.	
☐	Express your wishes clearly.	
☐	Appeal openly.	
☐	Address possible problems in advance.	

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