

EFFECTIVE TEAM WORKING AND COMMUNICATION

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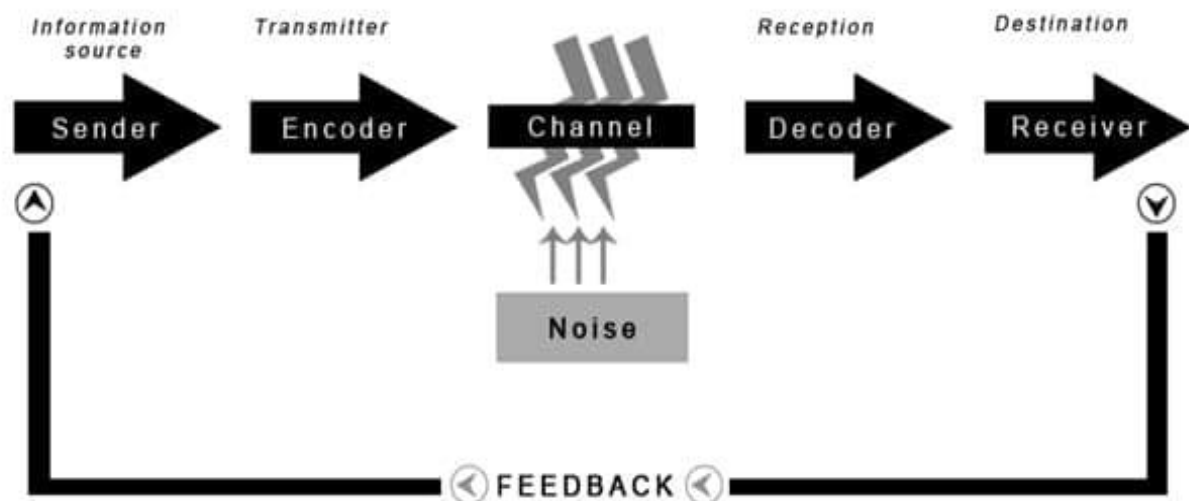
Introduction: Communication is differentiated as a method utilized for passing data in order to carry into action with a logical understandability. In order to improve action and collaboration in the work environment, communication is profoundly critical for framework appropriate planning with each member. Moreover, successful communication is significant for directors within the association for performing the fundamental administration suchlike: arranging, sorting out and controlling. Subsequently, communication is vital for directing the workers so that they can perform their occupations and duties. Communication skills are a very important skill day by day because if we do not have this skill, we cannot perform. Communication is a relatively new science, it has existed for about half a century, and the apparent clarity of the name of the new discipline hides a trap, as it brings with it the whole load of ambiguities and accumulated connotations.

Over time by the second term of the phrase. In a spectacular increase in popularity, both in the usual language and in the terminology of more and more diverse fields of social sciences (and not only) the concept of communication confuses through the multitude of its hypostases and tends to be a permanent source of controversy. .

Effective communication:

Effective communication is vital for encouragement the worker confidence, it is important because it show co-workers that you believe into what are you saying and go through. For illustration, in case representative sentiments because they are acquiring appropriate data almost the perceptions and heading of the employee, they can archive a part exactly. Once opposite, the client official of any working environment utilizing verbal communication , In addition, receiving non-verbal communication abilities such as hands moving , and keeping a smile on the confront can offer assistance in picking up consideration from the clients, have expressed that taking visual in words can help the representatives of association to perform the work successfully.

Sender-message–channel– reciver model of communication:



SHANNON-WEAVER'S MODEL OF COMMUNICATION

Shannon and Weaver hypothesis: Application of trade communication hypothesis is vital for actualizing best communication hones within the association. Agreeing to Shannon and Weaver, it is examined that setting successful communication channel is required to pass data between sender, encoder, channel, decoder, and collector appropriately. Gillespie and Schiffman (2018) pointed that this hypothesis bargains with sources of data, message, clamor, channel, encode, and translate. In any working environment, it is watched that client official straightforwardly communicate with the clients around the offers, advancements and others arrange related enquiries. Consequently, utilizing Shannon and Weaver hypothesis, the administrators can pass the data by expelling commotion level. Subsequently, the clients can give positive input to the officials that can offer assistance them to get it on the off chance that the message has come to them clearly or not. In any case, utilize of this show is for the most part suitable for interpersonal communication rather than mass or grow

TYPES OF COMMUNICATION :

Communication is at the heart of the CANDOR handle

Candor it is in our communication , it is required openness , sincerity clear communication ,and a little bit of personal vulnerability, when we exert candor in communication we can encourage the others to do the same allows you to both give and get the information you need to improve your team performance and professional growth. Successful communicators who take an interest in discussions with patients, families, and caregivers taking after an antagonistic occasion must illustrate the taking after characteristics and competencies reliably and actually. There are the most sorts of communication which is exceptionally vital in our genuine life .

- 1: Verbal communication
- 2: Non-Verbal communication
- 3: Written communication

Verbal communication:

I believe that communication is critical in our way of, life since trough communication we express sentiments, understanding and ideas . Verbal communication on the job depends on the relationship between you and employee , it

focus in many different context including training session , presentation , group meeting, consulting engagement. In my workplace I dealing with difficult patience who can not explain their feelings and understandability , because I am working into Dementia home , my challenge is to work and communicate with older people with dementia is very difficult and difficult to understand and to be able to use communication with them are very difficult to understand because of the barrier and the expression I will add in this text a little emphasis on what dementia means and how important it is to communicate with these people who suffer from dementia and how important non-verbal and verbal communication. Dementia is a common chronic condition in the United Kingdom are around, 676,000 people suffering from dementia. I think Communication is very important for human interaction, it is a process of transmitting information and interacting, both verbal and non-verbal communication are used by a carer or by a person dealing with elderly, however non-verbal communication is very essential for people dementia and I think it would be more successful to be able to understand you, by a person and to be able to receive the message you want to pass on compared to verbal communication at that time.

Non-verbal communication:

non-verbal communication is emotional and more instinctive, I will explain 2 types of communication: the first is non-verbal body movement when communicating with the gesture of the hand, shaking hands, nodding. non-verbal communication through signs through our posture, eye contact, para-language or the appearance of voices, in addition to speech tone expression, and speech speed. I will write about a lady from my workplace suffered with dementia

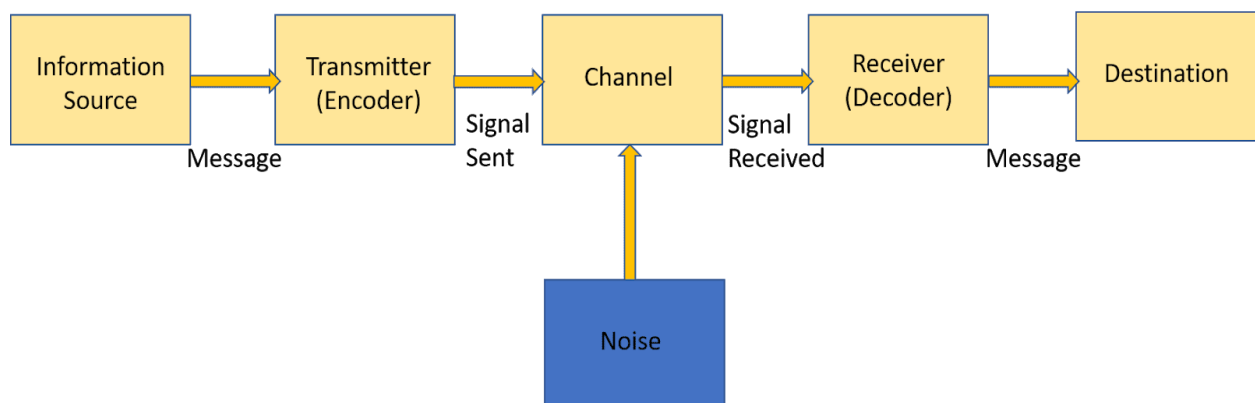
A 70 year old woman who is analysed with dementia has trouble communicating herself as she cannot discover words to do so. She has gradually misplaced her capacity to specific thoughts and at the side it there has been a significant alter in her identity. She talks less and has pulled back socially. The failure to precise her outrage and resolve the matter keeps her unsettled all the time. She denies to conversation to anyone and hollers at anybody who tries to approach her. She says no one is prepared to get it what she has been going through all this while. "Care providers managing with individuals with such an sickness have to be take care and mindful whereas communicating, Non-verbal communication , posture , voice , when you have the conversation with the lady , it is very important when I work with dementia people I have to transfer calm and provide secure , conveys verbally, it's never too late to begin rehearsing the strategies above. I will assist them with getting more comfortable and alright with non-verbal signals after some time. That way, if there ever comes a day when words they lose them, other specialized strategies will not appear to be so disturbing.

Formal and informal communication

Formal communication is the sharing of official data approximately the working environment. It is managed by the set up various leveled organization of the commerce. Casual communication does not take after any rules of foreordained

arrangement that formal does and is the inverse of formal communication. Without looking at specifics, the reply to the address, “What is the contrast between formal and casual trade communication?” is generally based on whether the communication is characterized by the trade structure and its set communication rules, and whether the communication is casual or proficient.

SHANNON AND WEAVER MODEL OF COMMUNICATION



Visual communication:

The historical backdrop of visual communication can be followed back to when the writing was not invented. Amid that stage, individuals were depending on the works of art protected in the caves and rocks. It goes back to more than 40,000 years. It was a piece of the life of the general population who were oblivious to the written word.

The development of the alphabet made another history in the development of communication, making it less demanding for the people to speak with one another by writing.

They were using graphical images to express their feeling. They were utilizing these images to express a specific occurrence and to demonstrate any feeling.

Visual communication may be a great mix of words, pictures, photography, pictures, and signs. These are expressive and can be utilized both within the person and proficient levels. There are various central focuses of visual communication in trade within the display world

The ideas utilizing visual images or aids. Non-verbal communication including gestures is a part of such communication. Presentations may likewise include photos, outlines, charts, and graphs to authorize or show thoughts or information

Method of successful communication:

The principal characteristics of advisement have been analyzed, consulted and suggest from the earliest

communication theory has evolved along with currents of thought and scientific development and given techniques. this theory about interpersonal communication or materialized in different models, the communication process some notions and statistics technical problems and systems theory and in communication theory

we have a thriving personal and social life, we will not be able to send messages and exchange impressions, no

we will be able to understand each other and we cannot express our point of view. Every human activity has at the base of the communication process, and outside of communication we cannot exist as human beings. As I mentioned above in connection with the shannon and waver model, the fundamental model of communication.. At the same time, representatives who communicate viably with their colleagues, supervisors and clients proceed to be important resources to a company. Destitute communication within the work environment will unavoidably lead to non-motivated staff that can start to address their certainty in their abilities and organizations.

Conclusion:

In this assessment I explained that there are different types and strategies of communication, which can be used to overcome some problems related to the work environment and those necessary in our daily lives and the types of communication in addition we have added some examples of at my workplace and my experience I share with people with dementia problems, but in this survey are not only the important communications are necessary in our daily lives, I added a small discussion about Shannon and weaver and his important steps which helps us go through the communication problems and the types of communication

the 3 types. In conclusion, it can be said that managing communication with the work environment requires the use of the focusing on being an effective communicator, continuing to learn in this area and practicing verbal, nonverbal and active listening skills.

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Appendix:

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Ex.1. Read the following passage and answer the questions.

The professor and the village people

A Professor of English at a well-known Welsh University lived in a large house not far from a little village. He never went into the village, but shopped in the town near the University because he had nothing in common with the village people, who were largely uneducated and did manual jobs. One night, the professor fell asleep while smoking his pipe and the pipe fell onto the carpet and started a fire.

When the professor awoke and saw the house on fire, he rushed into the village, screaming:

'The edifice is being consumed by a great conflagration!'

'The edifice is being consumed by a great conflagration!'

The village people looked at him and continued doing what they were doing.

'Don't you understand?' He said. 'The edifice is being consumed by a great conflagration!'

They ignored him.

When the Professor returned home, he saw that his house had been completely destroyed. He sat down on the ground and wept. The next day, he went into the village crying. 'Why, oh why didn't you help me? My home has been destroyed by the fire. I came and begged you last night.' He wept.

'But Professor, why didn't you say that your house was on fire? We would have helped.'

Q1: Why didn't the village people help the Professor?

Q2: What should he have done to get them to help him?

Q3: Whose model of communication do you think can explain this situation?

Q4: Why?

Q1: Because the people they don't understand what trying to say

Q2: He should to communicate

↳ why?

Q3: Because the communication was incorrect and he didn't receive back the answer, the ability to use multiple person wide range of source to communicate

Q4: Because the communication is has been very need educated, and the communication in this situation was very un-understanding his point. If the comm it was clearly, maybe the people from the village they help to the professor.

which model