

Effective Team Work and Communication

BMSW4002

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Introduction

Mutual interaction between two or more people is considered as communication. Existence of life would be impossible without mutual understanding and communication. When it comes to ensure that every trait and skill of individuals are going in a right way, good communication acts as a building block. Further, in this report, it will evaluate poor communication among people and how it can be addressed. Further, it will demonstrate key skills and traits that should be developed by people in order to achieve success. However, a basic model of communication consists of five key components, such as the sender, the medium, contextual factors, the message, and feedback.

Traits and skills

Throughout the module, it has developed key areas of communication model. It is important for people to understand the component and relationship of the communication. It is because communication model gives us new ideas and thought on different aspects of communication which helps people to develop effective communication skill. Further, models offer a valuable purpose for students. It allows students to step within the process and to understand it more effectively. The best communication model is the transmitter-receiver model as it helps to identify different elements of the communication process (Saad, Sudin, and Shamsuddin, 2018). It is important for employees and other people to determine the source of communication errors before it leads to mistrust among employees. Poor communication negatively affects the success of the organization as well as the success of employees. However, identifying the source of poor communication is the first step of addressing the problem. As a responsible person, we should discover ways to figure out the problem and to solve it anyhow.

For example: one of my friends has been facing a lack of professionalism within the workplace. Teams have become so comfortable that they often over share their personal problems that are not appropriate in office. My friend used to be the leader of the team, and he faces these issues for some days. There are many workplaces where misunderstandings seem to be caused due to the mixing of professional and personal life. The team members often call each other or text each other rather than use the official communication channels of the office. Therefore, it becomes critical for my friend to manage this issue that rises from poor communication. However, poor communication is a symptom of a bigger problem within the workplace. As we understand the basic causes of poor communication such as lack of professionalism, lack of empowerment, limited collaboration, poor management, poor writing skill, etc, we can think about the solutions

(Duthler, and Dhanesh, 2018). The solutions can be helpful for workplaces to manage these issues and to operate an effective communication among employees. Hopefully, the solutions may also increase productivity, morale and collaboration. In order to address lack of professionalism, the workplace should reinforce professional etiquette within the office. Employees can be good friends, but at the office, the professional etiquette should be clear and fair.

Engagement with Literature Skills

Developing effective communication skill is important for students, workers, senior leaders, and other people. Further, communication is being the most powerful tool that helps the organization to be successful. It has numerous benefits, such as effective communication boosts workplace productivity, increases engagement and many more. Communication is considered as the cornerstone of a successful workplace. Engaged students or workers are more likely to demonstrate commitment and dedication towards the goal achievement. However, in this post pandemic world, it becomes difficult to find ways to effectively communicate to its workers. Effective communication increases engagement and motivation among students (Kee et al., 2018). Monitoring progress of students over time is relevant to the discipline. Students must provide with a positive learning environment that can increase students learning. Allowing students to have a choice of books and writing activities may have a positive impact on increasing engagement. Empowering students or workers to make decisions about forms of communication encourages them to build an ownership.

Literacy experience should be made more relevant to the interest of students. Further, building certain instrumental conditions such as self-directed learning, collaborative learning, student goal setting, etc may help to increase engagement skills among students. Professionals, teachers and leader often help students or workers to be internally motivated. Throughout the module, professionals have been provided informational feedback for risk taking, complex thinking and many more (Arattano, Peppoloni, and Gatti, 2018). However, it has been discover that a strategic and clear internal communication process is considered as the lifeblood of the workplace, and it drive engagement within the workplace. A two-way flow of information reduces the chance of inaccurate messages. By offering workers or students a choice to access information makes communication more engaging.

Knowledge and Understanding Skills

Knowledge and understanding skill is a key aspect of today's modern workplace. The efficient and effective transfer of insights among different people is prerequisite for quality level decision making. However, within the specialized workplace, knowledge has been transferred through interpersonal communication. Further, interpersonal communication has been found in many businesses. Learning with understanding is facilitated when new set of knowledge is structured around the major concepts. Students usually use what they already have to construct a new set of ideas. However, they have different strategies and patterns of abilities to develop an understanding skill. Students can possess knowledge and understanding skill through different measures. Further, tools and practices have been developed to deepen collective thinking of an individual (Guivarch et al., 2017). However, every organization has retained a pool of knowledge. The way students or a worker developed their knowledge and understanding skill can act as an integral part of their successful career. Moreover, knowledge is already there in the workplace, and can be found in experienced people, processes, designs, etc. Further, student's knowledge and understanding skill is considered as an important aspect. Therefore, most of the organizations are obliged to harness this skill and to generate profits (Gebhardt et al., 2021). Further, using knowledge in a coherent or productive way can help a person to reduce risks and to increase profits.

Cognitive and Intellectual Skills

Cognitive skills are those processes that allow people to have meaningful interaction with each other. Many processes are there to make up cognitive-communication. Such as memory, problem-solving, attention, orientation, executive function, etc. Attention mostly refers to the ability to concentrate. Further, attention is divided into four other categories such as focused attention, alternating attention, sustained attention and dividend attention. Cognitive skill includes memory, attention, logic and reasoning, and many more. Further, cognitive skill plays a vital role in the development of human minds. Moreover, cognitive skills are essential for students. It acts as a mental capability for students to learn things more efficiently (Moates, 2020). Furthermore, most of the challenges in student's life are caused due to the inadequate cognitive skills. It is important for students to develop cognitive skills, and in addition to this, they should also use proper tools to grow these skills. Experts usually have focused on developing cognitive skills of students. However, in order to enhance curiosity and creativity of children by exposing them to music, crafts, crosswords, etc. Interacting with the natural world is also an important activity to grow logic and reasoning skill that is part of the cognitive skill.

Practical Skills

Considering high successful person in history, we can notice one thing in common, the people are skillful and they know how to do some stuff. The practical skills belong to all faces of life, and furthermore, each of the practical skills has the potential to change people's life for better. Students are expected to possess some of the practical skills, such as speed reading, the art of delegating, learning to play an instrument, mastering body language, prioritizing tasks, etc. In addition to this, students in order to achieve success in this rapidly changing technological world must possess videography skill. It is true that video content has been gaining popularity among people. Furthermore, it also enables to increase user interaction. By learning some of the videography skills such as editing, lighting and shooting, people can ride the life of social media and can generate profit.

However, there is a possibility to make a good amount of profit out of the videography skill. Without having a goal, people just tend to run its wheel. Research shows that mental fatigue drastically affects physical performance (López, Souto, nd Noblejas, 2019). Therefore, students must have a mental clarity to reduce the brain fog. By having a clear mindset and a definite goal, students can then decide what they really want to achieve. In fact, learning humor is the most powerful that one must include in the list of practiced skills. Being funny is always treated well in a group and liked by everyone. If you know how to make people laugh, then automatically you can be the center of attraction for all groups. So, in an easier way, if you are funny, people are more likely to understand you. Furthermore, humors also increase productivity in a work. In addition, learning new languages and writing are the two most important skills that student must develop in order to polish their career,

Transferable Skills for Life and Professional Practice

Transferrable skills are those that are applied in every field. The skills are considered as the foundation of successful profession. These skills are technical skill, creativity, leadership, multitasking, critical thinking and communication. By having a good communication skill, one can achieve success in every aspect of their life. Every profession requires a good communication skill. Communication skill embraces much more than two other skills such as speaking and listening. When it comes to build an effective communication skill, it considers four supportive skills and four primary skills. However, the primary skills of communication are listening skill, verbal, writing skill, and technological communication skill (Canelas, Hill, and Novicki, 2017). Throughout the module, it has been identified that ability to think critically enables a person to

evaluate a challenge and to make a solution for it. However, multitasking is the most desired skill in students or workers life. Further, creativity skill is also called complex transferrable skill. Creativity comes from the frame of work that a person retains. Moreover, developing these transferrable skills will be repaid with better job security, good career, and many more.

Recommendation

Some of the possible causes such as lack of empowerment, poor management, lack of professionalism and many more have been identified throughout the communication process. Hence, in order to address these causes, students or workers should develop some solutions.

- **Encourage collaboration:** A collaborative workplace is the most suitable workplace for developing effective communication. Therefore, students or workers should collaborate about their issues. Further, the workplace should mix up different collaborative projects.
- **Reinforce professional etiquette:** In order to develop communication skill, it must ensure that professional etiquette is clear. It has to be sure that workers or students have been used proper communication channels.
- **Train students in professional writing:** Writing is a specific skill that encourages knowledge among students (SHIPUNOVA *et al.*, 2018). The workplace should conduct professional writing workshops for students as well as for workers. Providing this training will help to reestablish objectives.
- **Provide regular management training:** managing a team requires a specific set of skills such as communication skill, listening skill, knowledge, transferrable skills and many more. Providing regular management training will help to develop the most effective communication process.

Conclusion

After going through the above section, it may conclude that poor communication is the bigger problem for a workplace. There are many causes for which poor communication can be produced. These causes are lack of professionalism, poor management, technological discomfort, poor writing skills, lack of empowerment, etc. Further, the issue of poor communication can be addressed by reinforcing professional etiquette, making objective clear, empowering employees, encouraging collaboration, etc. However, it is important students and workers to understand the key factors of effective communication. In addition to this, communication model is the best way to evaluate those key aspects of communication process.

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