



Programme: Certificate of Higher Education Employability Skills Module: Effective Teamworking and Communication

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Part 2 Effective communication in workplace

How We Worked as a Team

We were able to set our meetings on a regular basis and this helped to cheque on our progress frequently. Although there were issues with scheduling, we were able to avoid conflicts by respecting each other's work and solving any issues that came up. We focused on the aspect of trust and teamwork so that everyone felt valued and welcome. Everyone was involved in the goals of each team and this made everyone to feel that they own the goals. From this experience, it was clear that there should be defined roles, regular communication, and cooperation between the members (Walobwa & Maina, 2021).

Cooperation and Communication

Cooperation and information sharing were the key components of the cooperative work. Communication in the form of open dialogue, listening, and feedback facilitated the matching of goals and timely problem solving (Walobwa & Maina, 2021). Such things as meetings and email communication made it possible to avoid misunderstandings and to be clear. This approach helped to improve relations with colleagues, establish trust, and increase the efficiency of work of teams (Brett et al., 2020). This way, we ensured that all the ideas were given equal consideration as the importance of diversity was stressed.

High-Performing Teams and Managing Conflict

It is important that high performing teams are built on trust, goal congruence, and motivation. In this paper, I have applied Tuckman's model to go through the forming, storming, norming, and performing stages of the team. Disputes, as are inherent in any working process, were solved with the help of the Thomas-Kilmann model, which focuses on the reconciliation of the parties involved (Rudnák et al., 2024). These strategies transformed the challenges into strengths and helped the organisation to develop and enhance. Specificity of tasks and the freedom of expression eliminated the problem of low efficiency and confusion.

Lessons Learned

Collaboration should be flexible, and all parties should be able to communicate effectively and respect each other. Belbin's and Tuckman's models helped in understanding the ways of enhancing the team's dynamics and dealing with the conflict (Etareri, 2022). These findings provided more knowledge on how to build effective and cohesive work teams. The handling of conflicts enhanced the interpersonal relations and organisational performance. These are useful for both academic work and practical applications, as they stress the ongoing process of learning and self-assessment (Wheelan et al., 2024).

Conclusion

Cooperation, communication, and conflict management are very important in effective teams. Using Tuckman's and Belbin's models to form good teams that will work efficiently. These lessons are useful in future endeavours whether in school or in other professional activities.

References

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