

Module Code	LCLM4003
Title	Effective Teamworking and Communication
Date	29/07/2022
Level	4
Credits	20
Pre-Requisites	

AIM(S)

- To introduce the student to strategies for effective team working;
- To develop the student's awareness of the range of communication skills integral to success within the workplace.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Apply the main theories relating to group dynamics and team working to a business context.
- Demonstrate key communication skills in a business context

INDICATIVE CONTENT

- Working collaboratively: shared ownership, responsibility and issues related to confidentiality
- Group dynamics theories
- Theories of team structures, such as Belbin
- Group strategies: shared objectives, group agreements, meaningful schedules, and effective delegation
- Resolving conflicts and negotiating
- Inter-personal communication including body language, active listening, personal presentation, and context awareness
- Written communication: formats and structures
- Strategies for improving clarity of expression, grammar, syntax, and punctuation
- Presentation formats and structures
- Communication with an audience using visual and electronic resources

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1**(Tick one)**☐ Written exam☐ Coursework☒ Practical

Mode of assessment	Volume	Weighting
Practical portfolio of set in-class exercises or equivalent (e.g., various communications such as emails, business letters / case study analysis / other evidence generated during classroom activities)	1500 words or equivalent	50%

Assessment Component 2**(Tick one)**☐ Written exam☐ Coursework☒ Practical

Mode of assessment	Volume	Weighting
Group presentation	5 minutes per student	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	50%
Practical	50%
TOTAL	100%

INDICATIVE READING LIST

Module Code	LCLM4003	
Module Title	Effective Teamworking and Communication	
Classification	Reading List entry	Electronic*
Essential	Bovée, C.L. and Thill, J.V. (2016) <i>Business communication essentials</i> . Seventh, global edition. Boston: Pearson. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docId=alma99100126459602421&context=L&vid=44WHELP_UWTSD:44WHELP_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,business%20communication&facet=tlevel,include,online_resources&offset=0	☒
Essential	Griffith, B.A., and Dunham, E.B. (2017) <i>Working in teams: moving from high potential to high performance</i> . Los Angeles: SAGE. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docId=alma99100298359502421&context=L&vid=44WHELP_U	☒

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Further	Belbin, M.R. (2012) <i>Team roles at work</i> . 2nd edn. Oxford: Butterworth-Heinemann. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100436302202421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Belbin,%20Team%20roles%20at%20work.&offset=0	☒
Further	Belbin, R. (2010). <i>Management teams: why they succeed or fail</i> (3rd ed.). Butterworth-Heinemann. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma9915966402421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,teams&offset=0	☒
Further	Barker, A. (2013). <i>Improve your communication skills</i> (3rd edition.). Kogan Page Ltd. Available at : https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100305450702421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,business%20communication&facet=rtype,include,books&offset=20	☒