

Effective Team-working and Communication

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Executive Summaries: Effective teamwork and Communication is an excellent topic in workplace environment. The team creates an environment in which people are feeling comfortable to take responsibility during the communication within their positions and performed the task (Heathfield, 2017). Taking good study and related training the team members are more confident and it is helpful to get good report to identify the communication gap problem between team members behaviour. Communication is open, honest, and respectful. Team members feel free to express their opinion, thinking and potential solutions of the concern problem (Heathfield-2017). This report has prepared by the researcher about teamwork and communication which includes lectures, textbook online, journals, articles, and most effective theories.

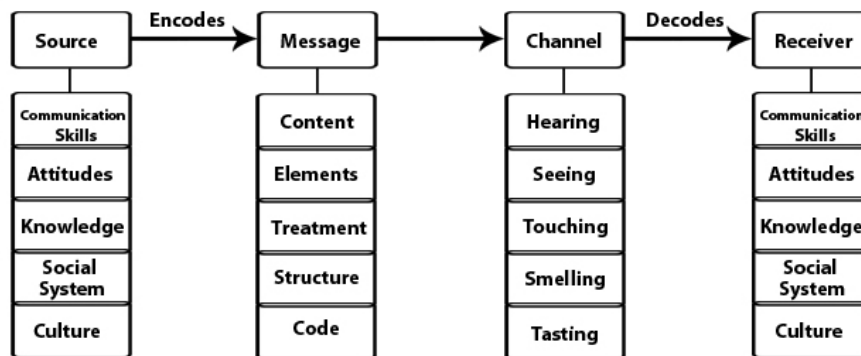
1.Introduction: Teamwork is an essential skill for workplace. Particularly in 21st Century workforces are increasingly needing to work in teams with positive group dynamics to solve complex problems that cannot be solved in isolation. Dynamics patterns of behaviour within the concern group and interpersonal relationships between group members (Drew, 2023). The ways in which the group members interact with one another, their communication styles, the structures in place to facilitate decision-making within the group. They have a significant impact on the performance and effectiveness of the group. Effectively working together to achieve those common goals. The team creates an environment in which people are feeling comfortable to take responsibility during the communication within their positions and performed the task (Heathfield –2017). Taking good study and related training the team members are more confident and it is helpful to get good report to identify the communication gap problem between team members behaviour. Communication is open, honest, and respectful. Team members feel free to express their opinion, thinking and potential solutions of the concern problem (Heathfield-2017). This report has prepared by the researcher about teamwork and communication which includes lectures, textbook online, journals, articles, and most effective theories. There will be a brief detail in the findings.

2.Findings:

2.1Effective Communication:

David Berlo's communication process is simplest model which is responsible for focussing upon encoding and decoding that might occur between the sender and the receiver. Berlo's communication revolves around the Shannon-weaver model of communication (Kokemuller-2017). In 1960 David Berlo explained his individual communication Components and the issues affecting those components through the Sender-Message-Channel Receiver communication model. Claude Shannon and Warren Weaver published their Mathematical model in 1948 which was enhancing technical communications in Bell System technical Journal. The Sender-Message-Channel-Receiver model is constructed around that mathematical model. Berlo's also known as SMCR (Bhasin-2021).

Berlos's SMCR Model of communication



Sender: The sender is responsible for encoding or framing a message for initiating communication and is thus called an encoder. Sender got some more ways these are (Bhasin-2021):

2.3 Communication Skills: A sender possessing excellent communication skills will be able to communicate better. There are diverse ways communications skills like, verbal, one's ability to read, write and listening also falls under communication skills.

2.4 Attitude: Attitude is feeling among the team members which ensure sender that effective communication, the attitude is both sender and receiver's matter.

2.5 Knowledge: the knowledge does not necessarily mean academic or general knowledge. It is all about having sound knowledge about the subject of communication.

2.6 Social System: A sender also belongs to society, and the societal value, beliefs, culture, and religion are also applicable to the sender.

2.7 Culture: it is a prominent issue as well. Cultural differences can make communication difficult. Often, it is happening that what is acceptable in one culture is deemed offensive to others.

2.8 Message: it is again different forms of communication if anyone want to transform their message thoughts into voice, video, text, or any other form of message. It can be diverse ways, they are:

2.9 Content: The content constitutes the meaning and body of the message. The whole message comes wrapped in content, from beginning to end.

2.10 Elements: Elements another forms of communication. Some gestures or sign languages, called elements of messages. Different messages can Dely during the communication.

2.11 Treatment: in Berlo's model, treatment defines the way through which a message gets delivered to the receiver.

2.12 Structure: The effectiveness of a message depends on how the message is being structured or arranged.

2.13 Code: people can choose to convey a message in text, video, written, or in any form code is the form in which a person chooses to convey the message.

2.14 Channel: The medium through which the message flows to a receiver is referred to as a channel. While communicating one may require the aid of various channels. But people tend to depend on their five-sense organ for conveying messages. Also, some factors affecting channel:

2.15 Hearing: Through Hearing people can receive orally transmitted messages.

2.16 Seeing: one can learn body language to written messages by seeing.

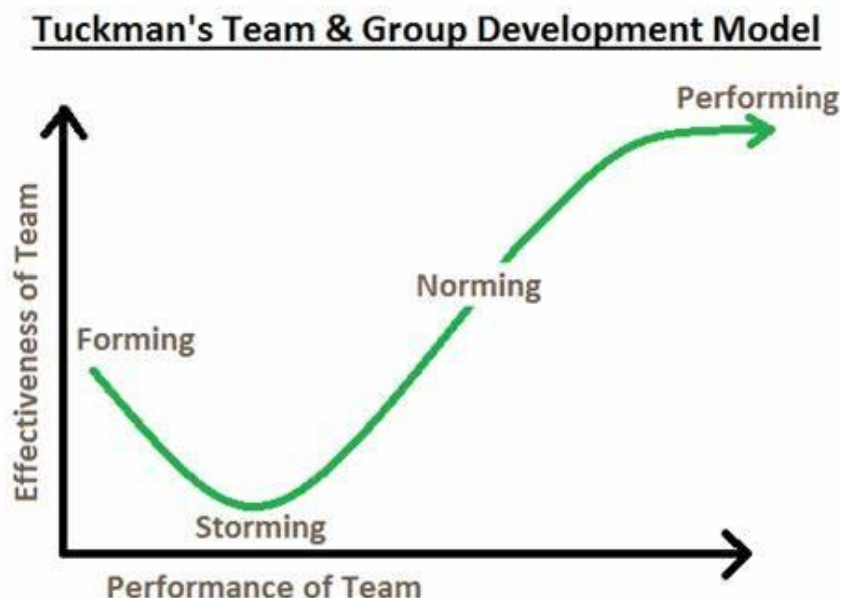
2.17 Touching: Non-verbal messages are often transmitted through touch.

2.18 Smelling: one can gather lots of information by smelling.

2.19 Tasting: information about food can be gathered with the tongue through the tasting.

2.20 Receiver: Communication is a two-way process, and a sender undergoes all the components mentioned above to communicate a message. The responsibility of interpreting and understanding the meaning of the message lies on the shoulders of the receiver. One can only establish effective communication if the sender and receiver reside on the same level of understanding.

3. Effective teamwork: Effective communication must also be coupled with the ability to thrive in a team setting. Psychologist Bruce Tuckman used his model to show the typical dynamic of a team (Scully, 2023). Tuckman broke his model down into four sections; forming, storming, norming, and performing (Wallbridge, 2021).



The first section, forming, is the stage where the members of the team familiarise themselves with each other. This stage is crucial as it allows the team leader to estimate the

calibre of the group, identify strengths and weaknesses, share objectives, and allocate roles. Succeeding at this stage allows the group to immediately become more methodical as they can get the best out of the pool of talent which they acquired. At this stage, conflict should be avoided, and the team leader should carry out observations to see whether cliques are forming, the level of politeness and the response towards an attempt to define tasks. There is dependence on the leader at this stage to guide and give direction.

The second section and process in this framework is storming. Storming is when the remaining members of the team attempt to establish themselves and their position in relation to other team members. Members may argue and disagree about goals. This is a challenging yet crucial stage of the team's development process. Members may challenge each other's ideas and authority. Although this may seem overly confrontational, Tuckman suggests that it allows the team to work through conflicts and find the best solutions. This stage should not be prolonged else it may be detrimental, the team leader must intervene when required (Louise 2022).

In the norming stage of the Tuckman model, team members put their differences aside, agree on goals and work harmoniously. This occurs as there is increased cooperation and communication among team members. This stage may cause the development of trust and security amongst peers. This is done via open communication, collaboration and being encouraged to share their ideas.

In the performance stage, the team is productive and efficient. There is elevated levels of cooperation and communication among the members of the team. Team members work seamlessly to achieve their goals and can adapt to changing circumstances. Little intervention is required from the leader, and they work autonomously. It is vital for the team leader to provide clear goals, expectations, and resources to have a highly productive and effective team. (Jones, 2020)

4. Recommendation:

Effective Communication: Communication within a team must be upheld and prioritised, technology should be taken advantage of in regard to communication.

Effective teamwork: Researchers recommend the leaders provide their teams with essential training, resources, and encouragement to boost morale.

5. Conclusion: In the conclusion, the researchers tried to find out about the team members' behaviour, management, and rule play theories to understand the communication gap and the team management. The researcher has a clear idea of effective communication and teamwork and now the researcher knows how to behave while in a working environment or organisation.

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