



## **Employability Skills**

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### **LEVEL 4**

## **Effective Teamworking and Communication**

### **BMSW4009**

**EUGENIA M. RACACEANU**

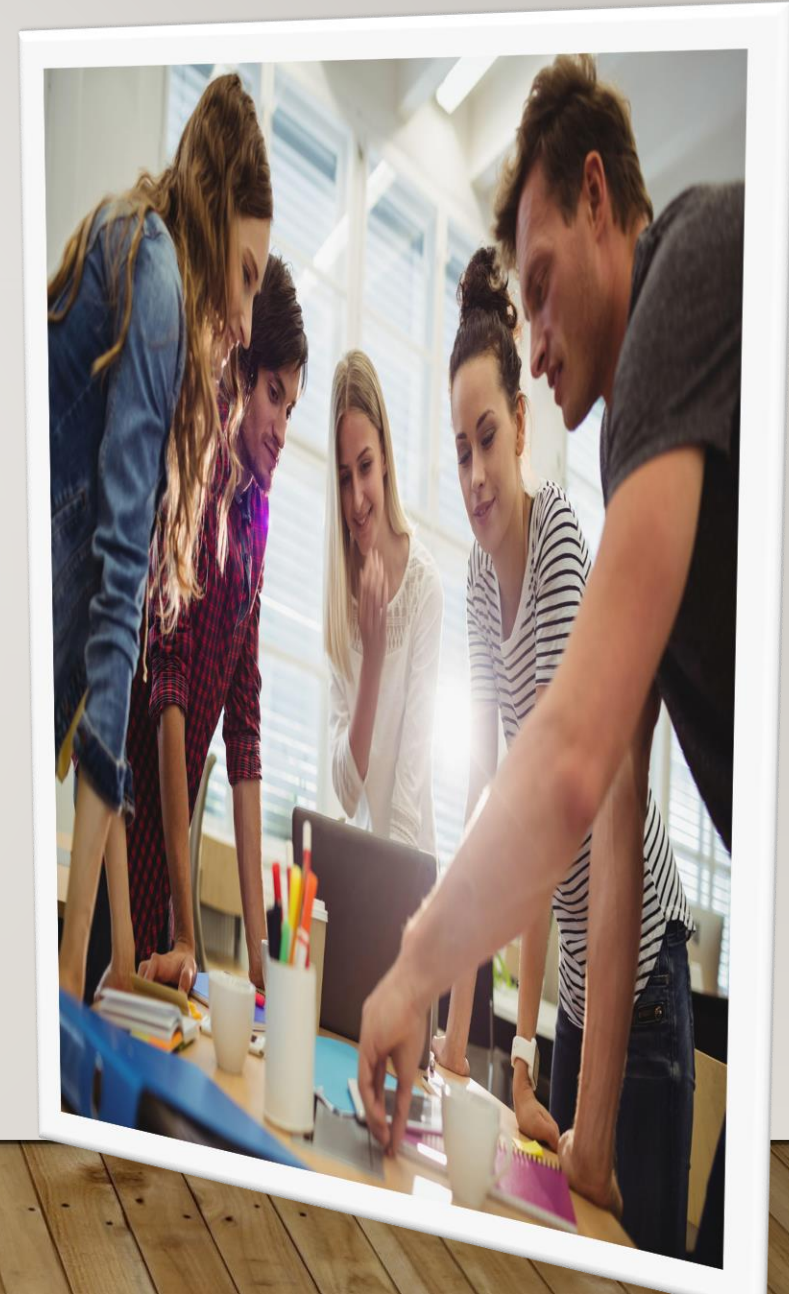
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## *EFFECTIVE COMMUNICATION SKILLS IN THE WORKPLACE*

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# APPLICATION OF THE COMMUNICATION SKILLS

- ❑ HOW COMMUNICATION SKILLS :
- ❑ RESOLVE CONFLICTS;
- ❑ FACILITATE COLLABORATION;
- ❑ ACHIEVE COMMUN GOALS IN THE WORKPLACE.
- ❑ THE IMPACT OF CKEAR AND CONCISES COMMUNICATION IN TEAM, DYNAMICS, PROJECTS OUTCOMES AND OVERWALL ORGANISATION SUCCESS.
- ❑ COUNTIUOUS IMPACT OF COMMUNICATION THROUGHT FEEDBACK, REFLECTION AND PRACTICE.



# APPLICATION OF THE COMMUNICATION SKILLS AND CONCLUSION

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## HOW COMMUNICATION SKILLS :

- RESOLVE CONFLICTS;
- ❑ FACILITATE COLLABORATION;
- ❑ ACHIEVE COMMON GOALS IN THE WORKPLACE.
- ❑ THE IMPACT OF CLEAR AND CONCISE COMMUNICATION IN TEAM DYNAMICS, PROJECTS OUTCOMES AND OVERALL ORGANISATION SUCCESS.
- ❑ CONTINUOUS IMPACT OF COMMUNICATION THROUGH FEEDBACK, REFLECTION AND PRACTICE.

## CONCLUSION:

- ❑ EFFECTIVE COMMUNICATION FOR INDIVIDUAL AND ORGANISATIONAL SUCCESS.
- ❑ THE KEY POINTS OF THE TODAY PRESENTATION;

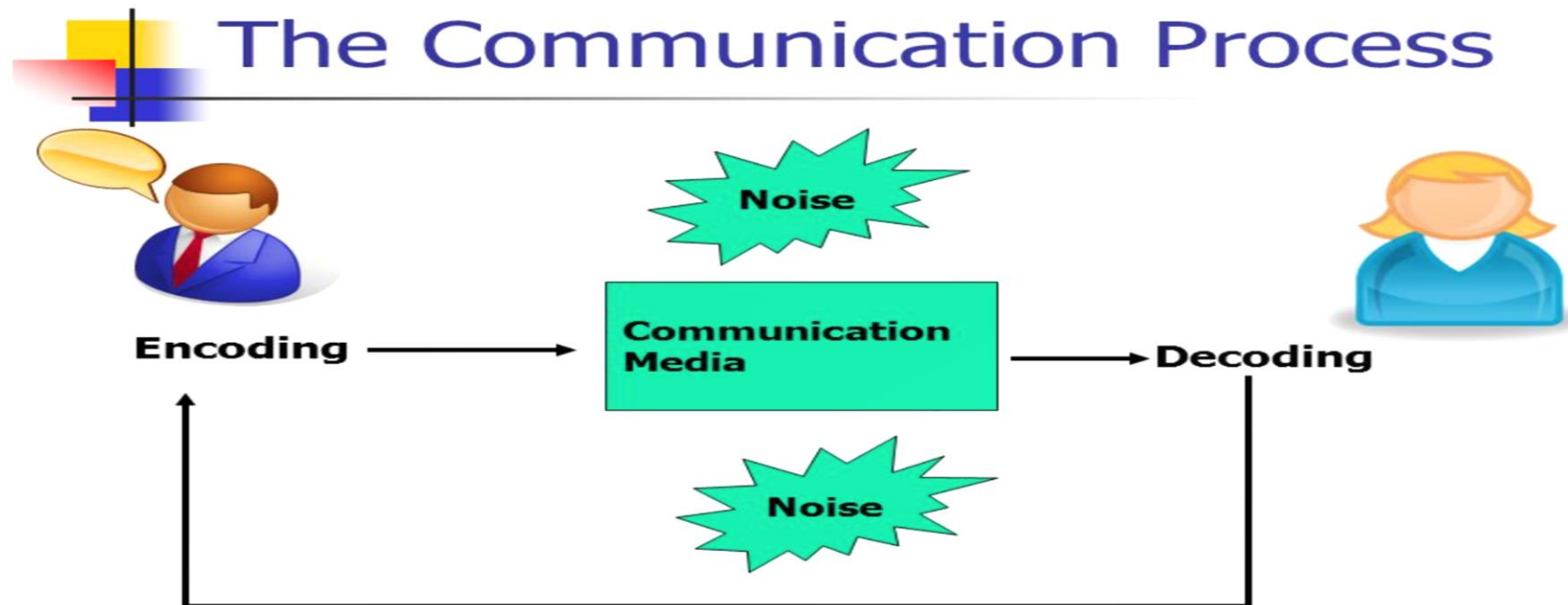


# EFFECTIVE COMMUNICATION AND CONFLICT MANAGEMENT

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❑ WHAT MEANS EFFECTIVE COMMUNICATION?

❑ WHAT IT IS A CONFLICT?



# BENEFITTS OF EFFECTIVE COMMUNICATION

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- ❑ RESOLVING CONFLICTS;
- ❑ FACILITATING COLLABORATION;
- ❑ ACHCIVING COMMUN GOALS;
- ❑ OPEN DIALOGS;
- ❑ UNDERSTANDING CONTEXT AND CULTURE;
- ❑ IMPROVE ACTIVE LISTENING AND EMPATHY;
- ❑ HANDALING DIFFICULT BEHAVIORS;
- ❑ CREATIVE PROBLEM SOLVING;
- ❑ ORGANISATIONAL SUCCESS;
- ❑ PROBING BEHAIND THE SURFACE.....



# CLEAR AND CONCISE COMMUNICATION AND TEAM DYNAMICS

- ❑ CLARITY ENSURE AMONG;
- ❑ HEALTHY ORGANIZATIONAL ENVIROMENT;
- ❑ SET CLEAR STANDARDS AND CULTURE;
- ❑ IMPROVE SATISFACTION FOR CLIENTS AND STAKEHOLDERS;
- ❑ HELPS TO BOOST PRODUCTIVITY AND QUALITY;
- ❑ LESS “I” AND MORE “WE”.

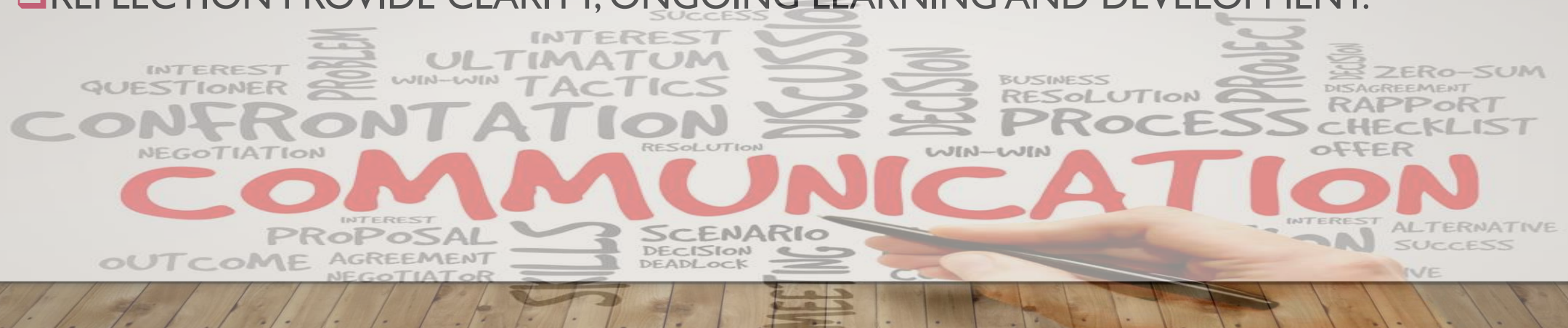


# COUNTINIOUSLY COMMUNICATION IMPROVEMENTS THROUGHT FEEDBACK AND REFLECTION

- ❑ CLARIFIES EXPECTATION;
- ❑ FEEDBACK PROMOTE TRANSPARENCY, LOYALTY AND TRUST;
- ❑ STRENGTHENS RELATIONSHIPS AND HIGHER PERFORMANCE;
- ❑ ENCOURAGE SELF-REFLECTION, SELF-PERCEPTION;
- ❑ REFLECTION PROVIDE CLARITY, ONGOING LEARNING AND DEVELOPMENT.



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