

University of Wales Trinity Saint David

Effective Teamwork and Communication (Report task 1)

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Introduction

Effective teamwork tends to include the quality and the quantity of the communication within an entire team where the team effectiveness can thoroughly be discussed from the effective perspectives of leadership that helps in improving communication. Besides, the entire team must be reassociated with the active and effective zone of communication where the team must be encouraged with increasing the level of transparency and communication accordingly. Thus, honest feedback and encouragement are required for stating effective opinions by stating the new ideas involving several team projects.

Models of communication

Shannon and Weaver

The model, described by Shannon and Weaver must be demonstrated with the assistance of a mathematical theory of communication where the entire human communication needs to be broken down into six different concepts including encoder noise, decoder, receiver sender and channel. This model carries out the total importance of providing and associating a complete framework that tends to analyse the ways of sending and receiving the messages by stating the best ability to explain the ways of mixing up the messages (Leonard, Graham & Bonacum, 2018). Hence, in this way, the sent and the received messages can be mixed and misinterpreted within the process existing between actually sending and receiving the messages respectively. For example, this can be applied in the workplace domain at the time of informing the meeting maintaining noise and time through the improved networking system that also may lead to the breakage if found, thus the manager needs to interpret the wrong information while receiving a phone call. As per the case study, it can be demonstrated that, Maria and Pedro are the two different characters who are associated with the communication where the entire communication is broken into separate six dimensions.

Schramm

This particular model of communication itself is a two-way process of communication that involves both the sender and the receiver by taking the major terms of sending and receiving the messages. Besides, the thorough information needs to properly be used carefully for conveying messages to others as a whole. Hence, this model also offers an accomplished classic approach for explaining the means of communication that can be used by determining the ways of making and developing the communication between two people who are related to exchanging the information, attitudes and the ideas (Butchibabu et al., 2017). This specific model can thoroughly be applied in the workplace domain by making the two-way communication where it is required to involve the people taking proper turns in sending and

receiving the messages. It is also helpful in understanding the potential issue of communication while decoding the messages to the sender. As per the case study of Maria and Pedro, it needs to be stated that, they are associated with the two-way communication process where the sender and receiver both have taken place for sending and receiving messages respectively.

Berlo

This model of communication may thoroughly be represented as the components of communication that need to be described by the entire communication process including messages, channels, and receivers, it also can be used in explaining the human communication process entirely by developing it. It is also important in associating the basic components for processing the information with the help of emphasising the coding and decoding on the messages that can also be used for making the communication efficient (O'Daniel & Rosenstein, 2109). Hence, it also assists in identifying and understanding the relationships and components of the communication process that may be helpful in making plans for effective communication procedures. For instance, in the concerned workplace, this communication model can be used for sourcing and encoding of the messages that are beneficial or delivery of the methods of the messages with decoding the messages and receiving the messages too. As per the case study, it can be illustrated that, the processor accepted the process of communication including sender, channel and receiver where the profession is being played as the role of sender and the village people have played the role of receivers and the channel is the way of communication.

Communication skills

Verbal

Verbal communication tends to use the words that must be conveyed with the delivery of the message whereas several forms of verbal communication can be written and oral communication. Thus, excellent verbal communication can also be considered one of the most important or significant factors in maintaining successful business relationships with increasing the rate of productivity. Thus, decreasing the errors and making the entire operations smooth can be made effective for stating the ability to reason and communicate (Da HiLLs, 2017). Henceforth, as the rejection is needed to present the communication within the future domain thus, the workplace must also acquire the verbal form of communication at the time of discussing something essential and associating the responsible bodies for accomplishing the targeted works. As per the case study, at the time of communication with

the chief, it must be included the choice of words, tone and pitch that need to be spoken and written.

Non-verbal

Non-verbal communication includes the facial expressions of the paralinguistics and the gestures of the language, personal space, voice and body where the appearances and the artefacts must be demonstrated with the cues of the transmission of the messages through a platform, where the facial expressions can extremely be expressive that helps in conveying the countless emotions without saying a single word. This type of communication plays a significant role in improving the ability of the persons for relating, establishing and engaging meaningful interactions in their everyday life of the persons (Davies, 2020). Hence, a completely better understanding is required for leading the people towards developing and making stronger relationships with the others. As per the case study, at the time of communication with the chief, it is required to use the body language, gestures and facial expressions.

Active listening

The active listening helps in receiving the perspectives and the feelings of others that may also thoroughly be beneficial for appreciating the others for assisting in resolving the overall conflicts that may also be helpful in fostering the culture irrespective of respect. Thus, increasing the level of understanding must be responded with the help of making an active association of demonstrating the funding that what the other people try to say and convey as well (Fapohunda, 2021). Thus, the communication technique must be demonstrated with the different forms of the passive or the unfocused listening activities that can be adopted through making the everyday conversation. It itself is the way of resounding and listening to others for improving also the entire mutual understanding for defusing the situation and selling the desired solutions to the major issues. Henceforth, as the lessons are prepared for providing the students with the ample opportunities for identifying the active listening domain in terms of saying the reason of importance regarding the entire management of the conflicts (Salas, Cooke & Rosen, 2018).

Empathetic listening

Empathetic listening is the form of the structured listening and questioning technique that also allows the individuals to enhance their relationships by making a strong understanding regarding what is being conveyed to others. Thus, the messages need to be conveyed in an intellectually and emotional manner for taking the perspectives of active listening to a new level of communication (Nancarrow et al., 2019). This particular skill of communication is

emotionally connected with the other person in the form of identification, understanding, feeling, insight and compassion where it is essential or addressing the requirements of making an effective solution. It also carries out the entire importance of helping the people with keeping and maintaining the appropriate level of understanding for listening better and understanding the thinking and feeling of others. Besides, it is also known as the non-judgemental listening which ensures the speakers feel valued and respected with listening and being able to use the skills of listening at the time of making a sage and a secure environment for accessing the personal help or assistance (Flin, O'Connor & Mearns, 2021). As per the case study, it can be analysed that, the tasks need to be added and interpreted from the perspectives of the multitaskers where an individual may state and communicate in a multi way of communication.

Advantages and Disadvantages of Communication Technology

Communication technology is said to be an electronic system that is said to be used for communicating between groups or individuals. Communication technology facilitates that of the individual or the group who are not physically present at the same location at the same time. It has been the most important part of the lives of an individual. Businesses are also using technology to enhance their business. Communication technology in an organization is all about involving things like e-mail, teleconferences, voice mail, virtual reality, and many more. It is all about the transfer of messages from one individual to the other. The following process helps people in making decisions and also helps them to solve their problems and control the machines.

Advantages of the communication technology

- The tools that are involved in the communication technology are considered to be the emails, text messaging, and other information that is said to be within and outside of that of the organization.
- Communication technology in an organization helps in improving the shared information environment. Communication technology helps the employees in the organization to communicate with each other in the organization. It also helps them to communicate with the managers or with the one who is the authority of the communication (Ratheeswari, 2018).
- With the help of communication technology, it helps in speeding up the decision-making since employees consult with each other and take their decisions. With the help of the portals, the employees in the organization can perform their queries on the database to get data about a specific client. With the flow of the communication technology in the organization, the productivity of the organization also gets increased.

- Communication technology also helps in participating in the organizational process. Employees in the organization who are shy to take advice from others can also take that with the help of technology.
- It influences a lot of people interacting in the organization (Putri & Irwansyah, 2020).
- It helps in eliminating the stereotypical classifications, structures the organizational life, and supports open discussions.

Disadvantages of the communication technology

- Some of the disadvantages of communication technology are that it is a poor substitute for the face-to-face communication. Since employees in the organization use technology to communicate with each other people get less time to talk to each other. The following thus increased bad relationships at work in the organization.
- If an organization introduces a new kind of technology in their workplace, then most of the time the employees who are not that tech-savvy feel difficulty in taking the training session (Muhammedrisaevna, Mubinovna & Kizi, 2020). Many times, it happens like the employees will not learn the use of technology and this will lead to job losses.
- It is very much expensive to use and install communication technology. If an organization is small then they will be unable to create that strong base to properly install the communication technology into their system.

Communication issue and way of making it better

The wrong communication in the workplace is to use the way of technology instead of direct or face-to-face communication. Besides, this communication can be better by making it direct or involving the persons associated with it actively (Smith & Applegate, 2018). The communication problem is related to the misinterpretations and misunderstandings of the meanings of the people at the time of talking. Hence, the commonplace in relationships between the members of the family and the co-workers and others should be involved in the communication zone.

Conclusion

It can be concluded that effective communication and teamwork can effectively be communicated with others for making the individuals able to collaborate in a good manner working together in terms of reaching or achieving the common goals in an efficient manner, thus, the effective communication must be demonstrated with allowing the entire team for better exchanging the ideas and also executing the projects for making the action and the

thorough cooperation among the overall team members. As this communication tends to be developed within the segment of the efficient teamwork, thus, it perfectly allows the team members for educating them to develop the targeted strategies and establish the camaraderie among the team members to maximise the morale and assist the workers in being engaged with the workplace domain.

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