

# Effective team working and communication

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## **Introduction**

The purpose of the following report is to reflect the learnings which I've have been covered during the sessions in this module. By preparing this report, the usefulness of the learnings will be reflected and how these learnings will be worked in professional life.

## **A Reflection on the learning in this module, using a recognised model of reflection**

In academic life, a reflection report holds significant importance because it provides an opportunity for the students to think about the achieved learnings deeply. Through a reflection report, a student becomes able to make a connection between his thinking and the actual learning (Gould and Taylor, 2017). Similarly, in this module, there are some sessions where different important topics have been covered such as public speaking, team working, team roles etc.

### **Team working**

In the first session of the module some important lessons have been thought about team working which is very crucial for achieving success in effective team working and communication. Previously I was not very aware how to act in a teamwork, but this session was very impactful for me as I had some lacking in this area. Effective team working is very important for the students because it allows them to complete their activities like assignments projects study material etc. in a timely, the attention of the students must be focused on their core activities and must avoid the distractions like social media (Chase et al., 2013). Good teamwork helps the students to utilize their full capacity for which they can enjoy the satisfaction of accomplishment. The key topic of this learning session was how can students work as a team. I got benefitted through the entire session as I became able to learn new and interesting team working skills. The session was very impactful as the teacher had used different practical examples.

The conclusion stage defines the overall learning and the skills which are needed to be further improved (Adeani et al., 2020). From my experience, I have realized that I have overcome the weakness of working in a team. The action plan is all about utilizing my gathered knowledge or learnings in my practical life. I will ensure it by working in a team effectively from this semester so that I can complete my required courses timely.

## **Team roles**

I learned through this session that there are so many different team roles and this session helped me understand every role the meaning and how to act but in different styles. There are so many team roles which helped me act in a team such as leader, challenger, thinker, supporter. The types of team roles which I learned through this session such as technical, functional, team roles. This session helped me have an understanding about all the criteria for a team.

## **Public Speaking and Giving Presentation**

Public speaking and giving presentations are the next topics of this module which stood so much beneficial for me. If the students can develop public speaking and presentation skills ineffective team working and communication, it will provide intense career growth opportunities in professional life (Andrews and Russell, 2012). Developing public speaking and presentation is such an important skill that can be included Specifically, it was very helpful for me because I want to develop my career as a marketing specialist and for getting success in this position, it is very important to enhance my public speaking skill as I need to convince the stakeholders like customers, I also need to make an attractive and eye-catching presentation to attract the parties (Wilton, 2011). Without developing these skills, it is quite impossible to reflect the thoughts and ideas accurately. Throughout the session, our teachers had taught so many skills to improve the quality of public speaking and presentation. For example, they have clearly instructed us that we must keep a clear articulation which means there will be fewer grammatical errors, speaking loudly enough, etc. (Saunders and Zuzel, 2010). Here, memorizing is not mandatory but if the presenter thinks that he can stumble in some cases, it can be appropriate there (Lowden et al., 2011). The presentation style must be engaging to catch the attraction of the audience including facial expressions, body language, vocal tone, timing, etc. Though all the public speakers don't need PowerPoint slides, to satisfy the clients in professional life, we got familiar with some useful tools to make attractive slides. Besides, maintaining eye contact with the audience, assessing the needs of the potential audience, organizing logical flow to speech, etc. are the main learning outcomes of the session (Saunders and Zuzel, 2010). Reflecting on my experience with the Gibbs.

## **Conclusion**

To conclude this reflection report about the learnings throughout the module, it can be said that the overall experience was good because some important effective team working, and communication skills have been achieved. For example, team working, and presentation skill is important for entering and stepping forward in professional life. In the same way, will help me in both my effective team working and communication and professional life. The entire session of the module was practical and impactful for me due to covering some important aspects.

## Reference

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