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Introduction

Effective team working and communication systems are developing the best communication workplace where employers are performing in the business. A team of the organisation share their ownership and ideas to establish a business and they can communicate with a group. They have created a better opportunity to introduce a business where people can communicate with each other. To understand the team member's behaviour, they use a strategy where they can succeed to establish the business. Effective team working also comes out from the interpersonal communication because this process helps to understand outside and inside things in the business. There is no way to establish a business without the success teamwork and communication that must be essential to the organisation. Workplace performance can establish the business top position.

Theories of communication to the workplace:

Critical Theory: this theory empowers the general population to inside the workplace and they take part in the environment with their partners as well as manage the working environment. There are two factors that are administrative division office which is making the insight arrangement, the representative who works to bring the design of the reality (Tuckman, B.W. - 2012).

Information theory: when you send a message to the customer then it is not creating miscommunication so it is called information theory. This theory expresses the real achievement of the customer.

Post-positive theory: Many organisations take tyranny approach where an individual gives request and other tail it. Any plan that makes from the upper level and they control and examined the work and also done by them.

Groupware theory: innovation is growing quickly in the market because it can gain the market very soon. Innovative product changes the working environment. For example, there is a product in the market but it is added some materials that create a market value and this is increasing the working environment.

Some real-life experience why workplace communication and performance of employers are important:

Competitive advantage: workplace communication can be done by the employers who can get a competitive advantage from better communication. For example, partners, bosses and group

It makes strong bonding: correct communication can improve the bonding of employers and workplace because here the employees get his success and maintain his business. someone gets knowledge from the workplace that can help them to control the business effectively.

Builds trust: correct communication also helps to understand each other and business situation that can build up the trust of them.

Achieve the goal: meeting and communication o with sharing the business photos is achieving the goal because it creates a publicity for the business.

Working collaboratively:

Communication is an essential in the fundamental days because of the team working when people are connecting each other then they can work effectively. Every single human can develop his preciseness through team working.

Collaborative working is joint partnership working or teamwork where they work in an organisation together. They shared their ownership and responsibility when they are closed to the work and they are more cooperative to the work (Pierce, 2012).

Communication is embraced and associated with the working place and it motives the people who can do the work effectively. They can negotiate the work ideas and the ideas can be developed through the sharing knowledge. For example, you share an idea and another share also an idea. To combine those ideas can create a big idea for the business (Haynes, 2012).

Group dynamics refer to an individual working role and behaviour for the worker which effect on the group. For example, a group creates a successful role but the role is how to work in the group that is maintained the group dynamics. There is a specific goal in the organisation that they can try to gain it (Levi, 2017)¹

Team worker: team worker is cooperative, perceptive and diplomatic that persons are working in the team and they can complete the work on behalf of others. A sensitive team member is including in the team which person can organisation the team very effectively (Rijnbergen, 2018).

Co-ordinator: it focusses on the team objectives and identifies the work appropriately. He looks after the works and clarifies it within the team member so that the team can gain the summary very quickly (Educational Business Articles, 2016).

Monitor Evaluator: it is sensitive, critical and thoughtful where the team member can monitor the organisation goals. It can remove the bias from the team and sees all option to judge accurately (Rijnbergen, 2018).

Specialist: Team can create a specialist which provides the knowledge of the organisation. if any specific topic needs of the organisation, then he provides the consultant in the organisation (Educational Business Articles, 2016).

Shaper: the team can focus on the moving without loss or momentum and it is passionate the strong performance in the organisation through driving and willful (Educational Business Articles, 2016).

Implementer: implementer is a practical team organiser within the team where he contributes the practical ideas for the organisation (Educational Business Articles, 2016).

Completer Finisher: completer finisher is leading to a lot of attention in details, checking and rechecking, and tendency to perfect. He monitors the quality and safety of the ideas and the organisation (Rijnbergen, 2018).

Those are providing the effective teamwork can gain those things so that they can attain a goal very easily.

Group strategies:

Team workers can communicate and share the objectives of the business (Fast Company, 2013). Each work will be done by the group agreement and they can take an effective delegation of the group strategies.

Prepare: to think quality service how to give the customer and they take a decision within the team. This a process of the effective delegation that group members maintain to prepare a strategy.

Assign: a group assigns budget, time, context and expectation for the organisation and they can do the effective communication. For example, they create a map of the business strategies.

Confirm understanding: understanding is the most important to delegate the service or effective communication. Effective delegation can help to understand the customer mind that is not more than 60 seconds. The another best way of understanding the employees to ask what is actually they want.

Confirm commitment: each member knows the responsibility of the work and this is needed to confirm the commitment to set an objective of the organisation. commitment strategy helps to overcome the failure to success and that is perfect for the teams.

Avoid “reverse delegating”: to make effective delegation, they need to omit the reverse delegating where team complete the task. The leader of the team should not back another delegation because it can fail the organisation goal.

Ensure Accountability: when a delegation is failed then it needs to accountable. For example, the product is providing to the customer but the customer is not getting the product then it is needed to accountability.

Inter-personal communication:

Interpersonal communication is competing with each other and uses to talk to engage each other. It also comprises the abilities and also focuses on the conversion which is including the listening, wondering and the knowledge frame language.

Body language: it is nonverbal communication within the workplace where people are communicating with his facial expression, silence etc. this communication can be done by the body movement so it is called body language (Dustin, Harper, Lamke, Murphy, McDonald and Wright, 2018).

Active listening: listening is vital for the inter-personal communication because firstly, you need to listen then you should respond that process is going to do in a systematic way. This is also our voice tone such as calm, mild, excited and so on. This is maintaining the effective communication.

Personal presentation: it is applying the appropriate indicator for developing the scenario or understanding the scenario and it also involved the alternative that helps to present in the communication. People who have no self-assurance can fail to convey the message and cannot utilize the information. so inter-communication will be understood able to the team (Dustin, Harper, Lamke, Murphy, McDonald and Wright, 2018).

Context awareness: the context awareness is conscious the service of the organisation. for example, there is a mobile company where they select the area and they can use the technique through developing the context of the mobile. To develop the network, operator process, and providing a smartphone that conscious the product to the customer (Dustin, Harper, Lamke, Murphy, McDonald and Wright, 2018).

Interpersonal communication can develop the organisation models within the systems and it develops the communication within the workplace.

Written communication:

Letters and memos: letters and memos are a traditional business method that is used in the communication method of a business. letters are normally using to provide information to the other business and people or enterprise stakeholders. Business can also use talking about the business context where they can build a business relationship with the letters and know the business environment through letters (Butterfield, n.d.). Memos are basically internal communication technique which is using within the organisation. it brings to data managers and employees what is doing in the organisation. For the entrepreneur environment, the corporation is using the memos and it also increases the business email.

Electronic mail: Email is electronic mail which is used to write communication because of perfect communication. This design is developed in the organisation for a non-open business framework which is trying to open. It uses in the computer for opening mail that helps to know the business information, personal information. Email gives the company to close message within very quickly where they can send data very quickly and the receiver gets it easily. Business communication can occur through the email when sending the mail to other business that creates formal communication. It has done for the initial days, numerous organisation, and so on in a moment. Large and little offices are used email for formal communication (Richards, 2005)

Visual Communication

Objects: this is basically used to the mobile phone where they can communicate with the customer to bring the object through demonstrating the question and answer by the message. It is a suitable visual aid because the audience can see exactly what you are talking (Lester, 2011).

Models: models represent what is saying by the speaker and it represents the objectives very clearly to the audience and the speakers describe it, as a result, the audience can understand the object (Visual Communication, 2010).

Graphs: Graphs is another visual communication system with the audience and the graphs represent the relationship between the quantity that is easily compared to the audience which is perfect for them. For example, bar, pie chart etc (Visual communication, 2009).

Maps: A map uses to show the location of the office or the organisation and it makes the audience to know the exact location (Eztalks.com, (2018)).

Photographs: this presents the graphical tools that are describing in the organisation which is expressing the picture. For example, when talking about a product then it shows the product picture of the company (Eztalks.com, (2018)).

Conclusion:

Finally, teamwork is the best policy of communication where people are helpful to each other. They try to collaborate each other where people know the business in the organisation very easily. Team workers can communicate and share the objectives of the business. Interpersonal communication is competing with each other and uses to talk to engage each other. It also can develop the organisation models within the systems and it develops the communication within the workplace. Visual communication and interpersonal communication can create the better mind of the customers and online service also helps to share the business model as a result people can know the business very quickly that is also effective.

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