

Effective Team Work and Communication

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1. Introduction

The skill of communication has been considered to be an extremely significant skill in any kind of business organization. In the case of teamwork, it will only prove to be beneficial for working in a collaborative atmosphere. As a matter of fact, improvising the teamwork skills will be accommodating for creating an exceptional business relationship with other organizations and customers, making it extremely transferrable.

In this business report, there will be a discussion about the importance of effective teamwork and communication (Holdsworth *et al.*, 2019). The discussion will portray several effective sides of skills including Engagement with Literature Skills, Knowledge and Understanding Skills, Cognitive and Intellectual Skills, Practical Skills, Transferable Skills for Life, and Professional Practice.

2. Engagement with Literature Skills

The importance of having appropriate literature skills will be extremely necessary for the employees to deal with certain problematic situations and also important to communicate with the team accurately. It is indeed necessary for the employees of a workplace to have an exceptional ability to understand, locate and utilize the basic information in order to solve various types of communicational gaps along within problematic situations. Therefore, it also proves to be accommodating for understanding necessary competency for most jobs. In every business organization, there will always be a requirement of the exceptional capability to monitor willingly and trends modified to them (Nguyen, Hunsaker and Hargittai, 2020). As a matter of fact, the contribution of engaging with literature skills refers to an important workforce. It is highly significant because the employees need a superior workforce that has the ability and willingness in order to gather several knowledge within willingness.

It is extremely important for the employees to interact significantly and understand the basic criteria of communicational ability.

The Importance Of Having Literature Skills: Communication is a major aspect of human improvement as the quality of survival has been connected straight to the quality of communication. As a matter of fact, the importance of effective communication is exceedingly necessary for creating a friendly atmosphere in the workplace (Nguyen, Hunsaker and Hargittai,

2020). The importance of engaging in literature skills defies the enhancement of specific communicational skills which will be accommodating for leadership and teamwork of a particular organization. Literature plays a foremost role to identify basic ideas along with appropriate information on a selected topic. However, in the case of an employee, having the capability of engaging with literature can help the person to understand the core element of the subject. Therefore, the enhancement of communicational skills in a working sector offers pleasure along with the ability to create thinking capability and outstanding experiences (Petchsawang and McLean, 2017). It is indeed necessary for an employer to observe the positive involvement of employees in the workplace.

Engaging with literature helps people especially the employees to engage and understand quite effortlessly and provide the quality to scrutinize the positive and negative aspects of the communicational gap (Osborne and Hammoud, 2017). Thus, having the exceptional skill of engaging with literature can accommodate the communicational channel along with enhancing the process of leadership.

3. Knowledge and Understanding Skills

The importance of having exceptional teamwork is extremely necessary for any kind of organization as it has been considered as one of the most integral parts of management. As a matter of fact, the constant modification in the workforce and the emergence of the latest and assorted sets of individuals has pressurized the implementation of effective teamwork in every workplace (Oviawe, Uwameiye, and Uddin, 2017). Therefore, effective teamwork requires three major categories which are knowledge, skills, and attitude.

Knowledge: It is indeed necessary to gather effective information about the workplace. Knowledge of the workforce, significant motivations, and demographics make the employees of a certain workplace perform more efficiently. Therefore, having the aspiration has been proving to be beneficial for creating a profound and more compassionate sense of teamwork (Osborne and Hammoud, 2017). As a matter of fact, HR has to require more abilities in order to utilize making successful team construction programs, specific knowledge for decision making, and gathering every employee together for business purposes. However, the employees have to take

initials to gather relevant knowledge of their own expertise areas along with the sincerity to allocate it to the team members (Petchsawang and McLean, 2017).

Skill: The necessary skill of having the capacity to communicate with team members and in case of consulting of problematic situations has been considered as the primal element of requirements of teamwork. The importance of having the basic skill will become accommodating to share ideas without any kind of hesitation, think creatively, and provide necessary compliments or feedback to each other constructively (Oviawe, Uwameiye, and Uddin, 2017). However, the utilization of basic skills can be significant for understanding conflict resolution. It is, therefore, the HR team's concern to certify that the progress interventions or training programs have been intended to cover up or overcome the skill gaps.

Attitude: the term attitude refers to a particular way of thinking. In the case of teamwork and communicational process, the importance of having a positive attitude is exceedingly necessary to engage with the workplace frequently (Lindsay, Cagliostro and Carafa, 2018). Otherwise, it will be difficult for the employee to recognize the basic criteria and progress of the workforce. As a matter of fact, a person's attitude can significantly impact the values, appreciation, and motivation towards something. It will be extremely significant for requiring a positive attitude in a particular workplace to understand the workflow.

Therefore, it is indeed important to have knowledge and understanding skills for successful teamwork and to fulfill the gap of effective communication.

4. Cognitive and Intellectual Skills

In order to evaluate cognitive and intellectual style or skills, it is indeed necessary to portray the qualitative and quantitative methods. The utilization of qualitative and quantitative methods will be accommodating to identify the various aspects of cognitive and intellectual skills for understanding teamwork. Quantitative research has been utilized to test or confirm various assumptions and theories related to the chosen topic (Illeris, 2018). On the other hand, the primal intention of implementing qualitative research is to understand several thoughts, concepts, and experiences. As a matter of fact, this type of research will be accommodating to gather specific information for going in-depth inside of a topic.

The Importance of Team Cognition and Intellectual Skill: The integral part of team cognition has been proving to be significant for accelerating and developing teamwork capabilities in a particular working sector. The present definition of team cognition refers to the organized structures which support the team members' various abilities to distribute, store, and acquire retrieve critical knowledge. Therefore, team cognition appears by team learning and team associates significant communication (Illeris, 2018).

Intellectual skill or critical skills will permit the HR team or employees in order to make a more meaningful decision. It will be tempting to follow along with the decision of the groups or to believe in the overall decision-making process. However, a diverse idea or latest approach can assist to achieve better consequences (Arora, 2017).

The Implementation of Qualitative and Quantitative Methods: According to various surveys, it has been observed that recently the utilization of team cognition and intellectual skills increasing several organizations to promote teamwork in a superior way. Thereafter, the survey reveals significance of appropriate teamwork is extremely important in every working sector (Taylor, and Bisson, 2020). Regarding the fact of the current situation, it has been discovered that a lack of efficient teamwork has a great impact on the decision-making process in the case of several employees. Lack of effective teamwork has also proved to be a responsible factor in the communication gap, having the incapability to initiate with the other members and not understanding the specific criteria of the team working progress (Argyri, 2019). However, by implementing team cognition methods the gap of having insufficient teamwork will be overcome. Team cognition will be accommodating to support the team members by acquiring significant knowledge.

Having the ability of critical skill has been proving to be extremely beneficial for making a decision for the employees in a certain workplace. Making an individual decision can bring out the ultimate creativity, exceptional ideas, and observing facts about the company or organization according to some critics (Taylor, and Bisson, 2020).

5. Practical Skills

Here are the descriptions of the basic practical skills of effective communication:

Listening: Having the capability to listen, is the finest way to become a superior communicator. In order to perform a task appropriately, the employees need to listen to the team leader and satisfy the team leader by providing exceptional work (Leaf, 2018). The employees have to listen carefully as it has been proved that a good listener can always perform the task with much credibility.

Friendliness: It is indeed necessary for the employee to maintain a fine attitude and be polite in workplace communication. By portraying a friendly tone towards the co-employee, a personal question and a simple smile can encourage the coworkers for opening conversation and honest communication (Bylow *et al.*, 2021). It is extremely necessary for the employees to understand their coworker's nature and behave according to their nature.

Respect: Giving respect to every coworker will be beneficial in bringing a positive attitude. As a matter of fact, coworkers will become more unlock to communicating with you if you convey respect for them and about their ideas (Allen, Williams, and Allen, 2018). Various types of behaviors or activities including utilizing the person's name, rather than simply getting the message across. Thus, communication skills will be increased by providing respect towards coworkers.

Feedback: Making a complimentary statement is extremely important for effective communication. Giving and receiving rightful feedback will be beneficial for effective communication progress (Bylow *et al.*, 2021).

Empathy: Within having disagreements with your partner or colleagues, it is important to understand the appropriate viewpoint, and the work they have done, should be respected. As a matter of fact, the primal intention of this factor is to understand their emotional state and respect them even if they don't belong to your community (Leaf, 2018). Thus, by implementing this technique and exceptional communication channel will be maintained.

Open-Mindedness: The basic criteria of communication require understanding other people's point of view and their way of describing things. It will be accommodating for an employee to start approaching an argument or conversation with the coworker along with an open mind. As a result, the process will bring successful outcomes (Allen, Williams, and Allen, 2018).

6. Transferable Skills for Life and Professional Practice

The importance of having exceptional transferable skills is extremely necessary in order to accelerate long-term professional success (Nisha, and Rajasekaran, 2018). These transferable skills have been proving to be significant for conducting various tasks within having the superior quality of teamwork. However, a transferable skill has been utilized almost in every organization or working sector. Though, professional success can be achieved through the appropriate implementation of this significant skill (Argyri, 2019). There are seven most significant a transferable skill has been observed in almost every workplace which are:

- Technical
- Communication
- Critical Thinking
- Multitasking
- Teamwork
- Creativity
- Leadership

These 7 most appropriate transferable skills will become accommodating to gather valuable information, helps in decision making progression, critical thinking, better learning, increase the understanding of successful teamwork, enhance the understanding skills and leadership skills. These beneficial sides will be accommodating for an effective teamwork and communication process (Nisha, and Rajasekaran, 2018). The implementation of a successful transferable skill will bring or convey certain differentiation to the organization and will be helpful to accelerate professional success.

7. Conclusion

The entire business report illustrates the effectiveness of implementing exceptional teamwork and communication in a particular workplace. As a matter of fact, it is indeed important to develop communication skills and also efficient teamwork which are considered an integral part of professional success. However, the entire report contains a significant discussion within several proves and benefits (Fitzpatrick *et al.*, 2021). Every business organization has to take initiative steps for increasing the communication strategies and the efficiencies of teamwork by

applying this overall procedure. Therefore, the significance of transferable strategies has been proving to be extremely beneficial as it contains the primal aspects to get achievements in any kind of organization.

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