

***Effective teamwork and
communication assignment 1***

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Teamwork has always given the best records, anyone who is ready to work in a team is the perfect candidate

- ***From my experience I can say that working in a team would mean respecting your team...***
- ***To have permission to have a different opinion that could change things for the better in your team***
- ***In any company you work in you must know perfectly what is company goal and each to do his job professionally***
- ***First, a very good training should be offered before entering any company so that the employee knows perfectly what his job is and what he must do, so that later there are no conflicts between colleagues***
- ***We must respect and be respected***
- ***If we do not know something better to ask 100 times than to make big mistakes and then regret***
- ***Teamwork must always be on top with all the changes***
- ***To same to be able to express our opinions about something that is not right in a team***
- ***It is mattering a lot the support and the power to perform daily multi-tasks, so the company evolves together, and the gains are much higher, so p The effect would be for everyone in a team***
- ***To have a good level of knowledge in anything so that we can help each one in any situation.***

1 CONSIDERING MULTIPLE PERSONALITIES

Learning the qualities of each team member
Encouraging communication
Being complementary
Strengthening team spirit
Developing a sense of belonging

2 RESPECTING OTHERS

Do not make negative judgments
React to ideas and not to the person
Avoid conflicts (the Gordon Model* of the "I" message)
Give sincere advice (Sincerity contributes to your health**)

3 BEING ORGANIZED

Gantt chart or retro planning
Online agenda
Google drive
Eisenhower Matrix***

4 COMMUNICATE EFFICIENTLY

Give time to communication
Keep eye contact
Repeat what they've said

Why is important communication in teamwork?

- Effective communication is important in teamwork because is easy for team to achieve their goals also make team more flexible, respectful and powerful together ,strong communication will build understanding in a team.

Team Communication



Reference list:

- https://www.grammarly.com/business/learn/communication-empowers-teamwork/?utm_source=google&utm_medium=cpc&utm_campaign=search1gbnbstyleguidedsa&utm_targetid=dsa-1296364243343&gclid=EAlaIQobChMIImMD_v4bN8gIVWdTtCh29Dw1SEAAAYiAAEgK6m_D_BwE&gclid=a
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