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EFFECTIVE TEAM WORK AND COMMUNICATION

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Table of Contents

Introduction.....	3
Definition	3
Importance of Communication	3
Importance of Effective Communication and Team Work	3
Methods of Communication.....	5
Verbal communication.....	5
Non-verbal communication	5
Theories of communication.....	6
S&W Model	6
Berlo Model of Communication	7
Schramm Model of communication	9
Strategies for effective team work.....	10
Effective communication at my workplace.....	10
Conclusion	11
References	12

Introduction

We are going to discuss about two things in detail one is about what is meant by communication, strategies for effective communication, different types of communication skills that an individual should acquire which can help them to have a friendly communication at his workplace and helps them to be successful with their career, and the other is about what is meant by team work, strategies that for an effective team work.

Definition

Communication: It is defined as the process that delivers an intended information from sender to the receiver that might be a single person or a group through a media such as telephone, Fax, email, etc. (Bayles McCullough, and Tomoeda, 2018).

Communication is a process where information is shared between individuals for an effective communication to takes minimum two persons is required. One the receiving ends the other as sender of the message (Waisbord, 2019).

Teamwork: A collaborative effort of people in a groups working together to obtain a common goal in a most effective and efficient way is known as team work (Tullo, 2019). Teamwork involves co-ordinated actions carried out by a group of independent people to reach a common point (Fahn and Hakenes, 2019).

Importance of Communication

Communication is important in an organization. It is just like a backbone to the organization because without proper communication an organization can't covey necessary tasks that needs to be done for effective and smooth flow of operation for an organization success.

Importance of Effective Communication and Team Work

Importance of effective communication:

An effective communication is a very important tool to obtain productivity and maintaining strong and long lasting relationships at all stages of an organization. Employers who expend their

energy and time to deliver and a clear communication lines will rapidly build trust among employees that they lead,

- Build and maintain relationships: Legitimate and proper communication can make a strong group. The point where staff talk with one another, they think about various sentiments and inspect about their advantages, they become more enthused to work together.
- Allows innovation: for a change the representatives are frightened of being dismissed, at that stage they might stale in their profession and contribute the minimum. In any case, if there is chance to correspondence among administrators and staff, they are requested to take the initiative inside the working environment, and they probably going to take up new and innovative thoughts.
- Builds an effective team: Extraordinary correspondence is addition to business development that connects the profession. It disposes of weaknesses and increases the process of strategies to ensure that there is a smooth flow of activities.
- Proper employee management: Effective communication exceeds talking; it's increasingly about associating and connecting others. When groups are locked, they progressively line up with the objectives organization and commonly increase the direction of targets.
- Growth of organization: Effective communication assists the development of business that goes inseparably with profession. It eliminates weaknesses and improve the process of approaches to guarantee smooth conveyance of activities (Howarth, and Morse-Jones, 2019).

Importance of effective teamwork:

An effective team work is essential for an organization as it-

- Promotes creativity and learning: Employees are attached to innovation at working environment. Innovation helps organization and its employees to flourish together.
- Share the workload: By helps an organization and groups to cooperate and work towards a common objective. It allows the members of a group to share outstanding task with group that makes things very easy for the group.

- Every individual can properly utilize their skills: Understanding the shape and size of different individuals is another important part of cooperation.
- Increases productivity: Considering the entirety of the above mentioned, shared remaining burden, assists the organization, creates a new view point, age and greater inventiveness, working with a group will increase efficiency of business entirety. With more active tasks, profitability increases incredibly.
- Promotes strong work ethics and team spirit: The group that demonstrates hard working attitude goes in a symmetrical state with the organization morals of the organization. Cooperation is essential to achieve the business tasks and to deliver some outstanding results (Chandrashekar and Mohan, 2019)

Methods of Communication

Communication is category of soft skills that is important to a healthy, efficient workplace. It is the way one person tries to share or exchange particular information to the other person or it can be a group of people. Communication can takes place in different ways, each play a prominent role in sharing the information.

The types of communication skills are explained below:

Verbal communication

Exchange of information between na sender and receiver using words and sound is known as verbal communication. It is mostly used in during phone calls, one-on-one conversations, presentations, video conferences and meetings. It is the most efficient way of communication (Sivtanides et al., 2020). Some types of verbal communication are written and oral communication.

Non-verbal communication

It is described as an exchange of information between two parties with the help of gestures, body language, and facial expressions. It can happen both willingly and unwillingly. Like a smile, when you heard about a pleasant idea or good news. It helps individuals to understand others by observing the body language, like crossed arms indicate that the person is anxious or hunched

shoulders indicate a feeling of angry or nervous (Islam and Kirillova, 2020). Eye contact, body language, facial expression, etc. are some examples of non – verbal communication.

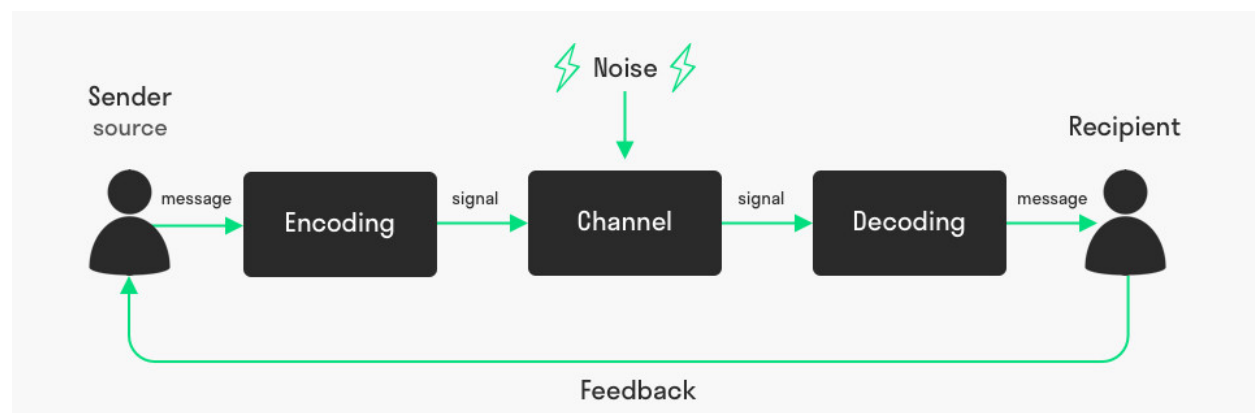
Theories of communication

Communication models that explain the processes of communication are:

S&W Model

Shannon and Weaver communication model provides a framework that helps individuals to understand the process of communication. It is well known for its ability to explain how information might be misinterpreted during the process of communication (Kubota, 2019).

As per S & W Model a communication process starts with a sender, encoding the message, channel or medium, noise, decoding the message and end once the information is received and feedback is submitted.



Sender: The starting point of the communication process where a person with information want to share the information with others. The process starts once the sender chooses a channel or medium to transmit the message to others.

A message can be shared in various ways: it can be oral or writing or can be expressedby using body language, etc.

Encoding: It is stage of communication where the message is encoded so that no person other than the receiver understand the message. Encoding can do by a done with the help of machine or a person that converts the information into signals that are exchanged between a sender and receiver. This model was designed to explain communication process happens in telephone and computers that encodes the words using binary codes or radio.

Channel or medium: The communication medium that allows a message to be exchanged starting from sender after decoding and finally to the receiver. It is sometimes also called as 'medium'.

Noise: These are the disturbances that interrupt a message during the communication process that is the exchange of information between the sender and the receiver. It is called 'noise' as it could disturb a person's level of understanding a message. There are classified into two types: internal and external.

- **Internal:** It happens while encoding and decoding a message at the sender and receivers end.
- **External noise:** Happens when external noises interfere with the communication between the sender and receiver like slow internet, low network, etc.

Decoding: It is the opposite of encoding. In this model, this usually requires a device or a person to decode a message from the sender into the format that helps the receiver to understand the message. In direct communication decoding can be done without the help of technology.

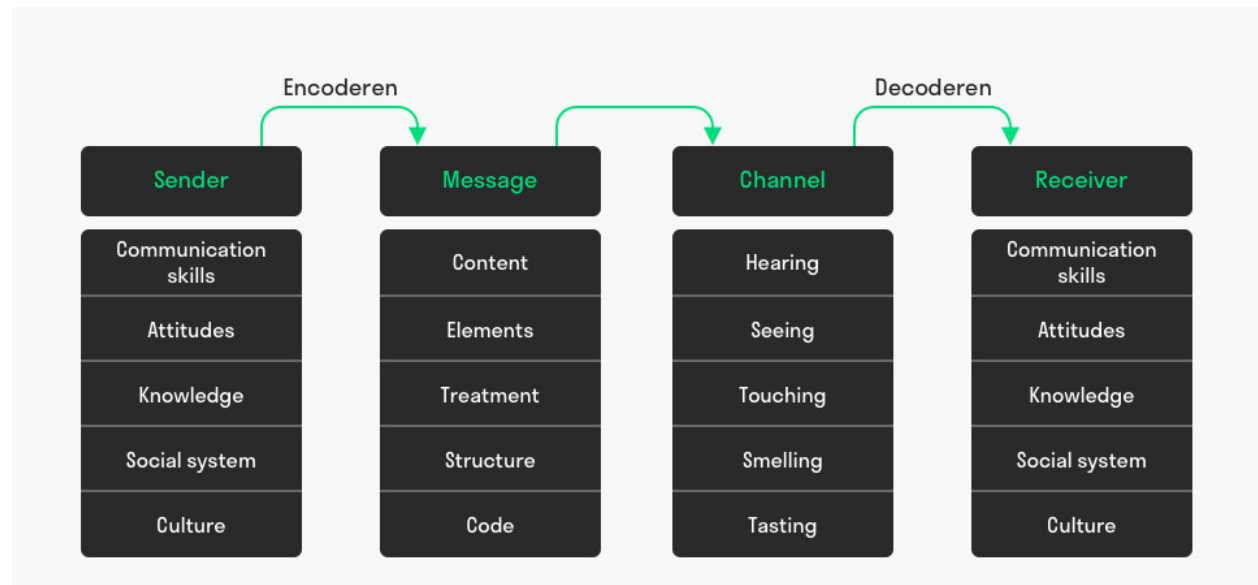
Receiver: The point in the process of communication. It is the stage where the communication process reaches its final stage.

Feedback: It is responds to information received from the sender to that ends communication. The response helps the sender to know the message or helps sender know the message received without any noise and how they understand it.

Berlo Model of Communication

Just like J&W model. This communication model also concerns about encoding and decoding of message that happens before and after sending and receiving the message. These main components of this communication process are sender, message, channel and receiver. That are

effected by various factors (Kurtzo et al.,2019). The communication process in Derols's communication model:



Sender: The source or starting or the originating point of the communication process. As per Borel's model the factors related to sender and receiver are

- Communication Skills
- Attitude
- Knowledge
- Social system
- Culture

Message: It is the information that is sent by the sender and received by the receiver the factors affecting a message are.

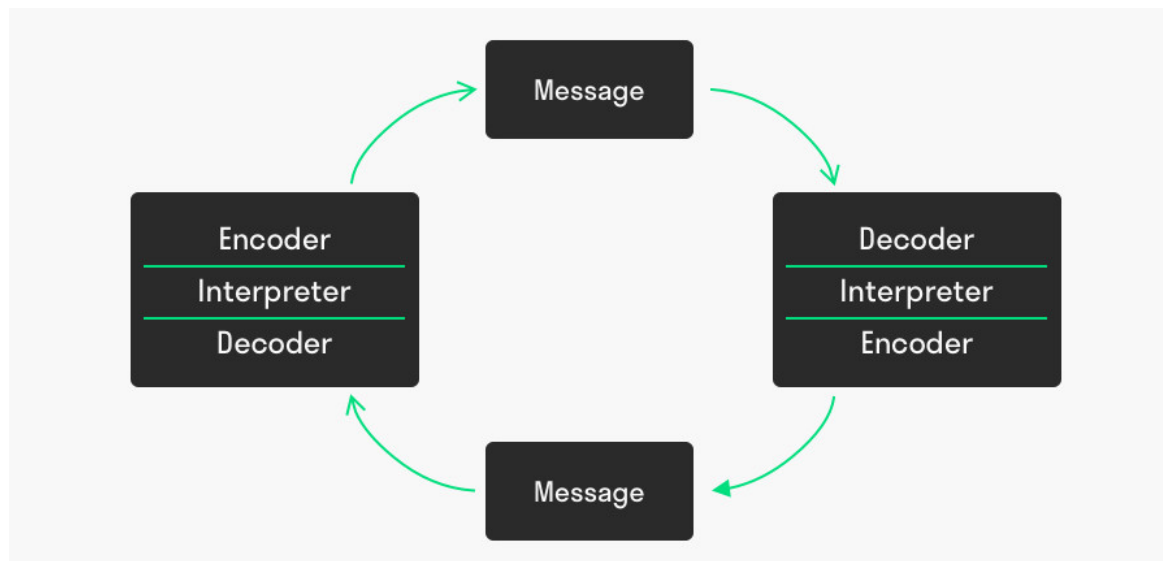
- Content
- Elements

- Structure
- Channel
- Receiver

Schramm Model of communication

It assumes that communication process is a two-way process, between a sender and a receiver. It concentrates on the fact that process of communication is not linear but circular, that means that it requires more than one party taking turns in exchanging message (Umeozor, 2020).

Components of Schramm model of communication model are simple:



Sender: The person who initiates the communication process by encoding it.

Message: This contains the information that is shared between the parties.

Receiver: The person at the other end of the communication process who receives the message and decoding it.

Semantic barriers: The influences such as backgrounds, experiences, beliefs, and values that on the sender and the receiver.

Strategies for effective team work

Teamwork is an important part in an organization as it helps the organization to vision with collaboration and co-ordination with one another.

Some of the strategies for an effective team work are:

Set pre-defined goals: Each member have to know exactly what they are doing and why are they doing it for and when they should finish the given the task. This helps the individuals in the group to compare themselves the other members and work as a team.

Recognize good work: Recognizing and praising when a work is finished on time will boost the confidence and encourage the team members to keep up the good work.

Quick resolution of conflicts between the team members: conflicts within the team need to be managed clearly within the team. If a member has any issue they face issues like how to handle it? Whom to speak first? These practices and expectations need to be made clear from the start so that they can quickie handle the situations that helps a team to maintain a proper working environment (Dirks, 2019)

Effective communication at my workplace

Work at a place where I can communicate properly helps me in many ways it helped with,

- Expressing my innovative taught: with the help of proper communication I was able to express my views and idea that can help the organization.
- Boosts growth: a proper communication skill helps me to communicate with the higher authorities and explaining the work they were impressed by my communication skills and I was able to see a dramatic growth in my career.
- A proper communication channels helps the organization to increase the efficiency of the company as well as mine. Since I was able to understand the tasks that needs to be resolved and I can clarify what I needs to

Conclusion

An effective way of communication can help an individual and an organization in many way, it allows us to properly express our views and opinions about a certain matter, it also help in building and maintaining better relationships, it increases the collaboration between the individual members of a team with in turn increase the production of output or the efficiency of the work that is provided. A proper communication can end conflict between any individuals.

In an organization it becomes easy to achieve the targets assigned by coordinating with the members in the group that are assigned to complete the task. Since, each individual will have different talents while working as a team they can be properly utilized that save time and effort.

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