

EFFECTIVE TEAM WORKING AND COMMUNICATION

ASSIGNMENT 1

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ACADEMIC REPORT

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Introduction

There are many elements of effective teamwork, such as communication, coherence, accountability and cooperation between people to legally solve problems, plan efforts, fight for control and solve some problems by consensus, which takes time to reach a compromise. Each team must have its own team to work well (Firth, 2017). Communication is an important part of any workplace. It can include verbal and non-verbal messages. Effective communication, especially in the field of IT innovation, is the basis of an effective workplace.

Communication is considered effective when the two meetings that are part of it have the same understanding of the message being sent. Effective communication is not necessarily a long or complex meeting. It is very nice that it can be short and simple, precise and precise. It is usually the administrator who comes down, sending a short message to one of his assistants to request a report on the basic conventions for another manager (Germano et al., 2018). This essay will briefly analyze communication in my own workplace by using findings from published literature and suggest how it could be improved.

Effective Team Work and Communication

The word ‘team’ does not have a single meaning, but the common definition of a team is that of people with alternative specialist information who come together to achieve typical goals or tasks. Teamwork is usually something that everyone agrees on, regardless of team members or friends (Firth, 2017). There are many reasons why the use of teams has evolved, including changes in innovation, with a better approach to teamwork, but the benefits that can be achieved do not change with the hidden principle of team organization. Separation is not an important

boundary in teamwork, and the evolution of innovative and communicative methods allows people to work in teams, even if they are isolated in different parts of the same country or in different parts of the world (Brock et al., 2017).

In fact, in some organizations, due to time zone separation, team members can work and obtain positions in the company for approximately 24 hours a day, six days a week, and then actually use the most extreme time (Firth, 2017). In terms of intentions and objectives, the people observed working in associations make use of this remarkable topographical contrast in the time zones at the top of the organization, so that, for example, an organization's office in Australia or the UK with territory in several countries has an advantage (Brock et al., 2017). A common example is virtual teams, increasingly typical overtime, where employees never see each other up close or in person, but work together through different telephone extensions, using Internet data collection technologies and apparently through messages.

As noted by Guzzo and Dixon (1996), this provision indicates the nature and quality of the group's figures. Although there are large and small meetings or teams within the association, an important point is the location of the meetings or teams. According to Hackman (1987), an effective team needs people with the right skills, relative abilities and moderately contrasting experience. However, it makes no sense to include many people in a team or meeting if they do not have the important skills to add to the team's goals. Also, in many meetings or teams, in most cases, a person will be part of a team where they feel they are wasting their time in a meeting, rather than being part of a team that contributes to it (Mohanty and Mohanty, 2018). Therefore, the key is that the team has the right combination of work, skills and the ability to build excellent relationships. When talking about the task of the meeting, you can see the

particular value of investing in the three fundamental moral principles of the meeting (Malay, Indian and Chinese), namely indecision, good habits, participation and consensus; trust and relationship building. These qualities will influence the standards and consistency of the team to some extent (Costello et al., 2017).

In addition, people need to understand their work within the team or during meetings. Work is a required standard of behaviour that should be considered by those involved in a social unit. There are many positions that individuals can hold within their team or during meetings (Brock et al., 2017). As Margerison and McCann (1990) point out, training sessions are regularly held in nine workplaces. Robbin and Judge's nine positions are binder, creator, promoter, assistant, organizer, producer, controller, service and consultant. Every teamwork has its weaknesses, which are necessary for a part of the team to recognize itself, and it is even more important to coordinate the work with one's own skills and predispositions to compensate these weaknesses with one's own quality (Mesmer-Magnus et al., 2017).

Consistency also leads to a constructive result in terms of implementation and communication. When working in a team, all team members must be united, understand and take into account their work and try to achieve their goals and tasks. Team members are more satisfied than non-permanent team members (Mesmer-Magnus et al., 2017). Moreover, the association reduces pressure because people are resistant to each other. Effective teamwork includes standards that enable good results and a certain degree of consistency in the assembly, which provides social assistance to its members. Effective pioneers are people whose individual qualities enable them to explain the dream of the meeting (Costello et al., 2017).

It is therefore important that the pioneer, through his behaviour, shows aversion to the demands and purpose of an individual meeting. It must be a question of ways for him [or her] to see things in the light of the fact that this demonstration of sincere trust and sincere willingness is a more visible recognition of influence (Mesmer-Magnus et al., 2017). Likewise, Hollander said that for a meeting to work as effectively as one might expect in these circumstances, a pioneer must be sensitive to the needs of his followers, their observations and hopes. However, when followers trust the pioneer, they are willing to be open to his actions because they are sure that their privileges and intrigues will not be refused (Firth, 2017).

In addition to effective initiative, a sense of total ownership is essential to the success of teamwork. By joining the team right now, you are fulfilling your task and are better prepared for the next task. The main reason for forming a team is the completion of the task. And not only that but also the maintenance of good social relations, personal development, an individual and professional turning point of events (Brock et al., 2017). In this regard, what is needed are above all competent people, a great internal process of gathering and understanding the team dynamics to work towards a common goal? This involves a social relationship, team support and reasonable teamwork. Effective team recruitment requires a diverse set of information and skills. Supervision teams composed of people from different backgrounds become more creative than a homogeneous team (Mesmer-Magnus et al., 2017).

Communication is essential to achieve administrative efficiency and authority. Without communication, employees will not be able to remember what they are doing, have no idea of their purpose and cannot evaluate their presentation. Without communication channels, managers will not be able to give advice to their subordinates and management will not receive the

necessary data to make plans and choices (Fletcher, 1999). Excellent communication constantly helps employees to become more involved in their work and gives them a better understanding of their profession. The clear, precise and practical way in which data is communicated also provides information on authoritative issues. Effective communication is essential to achieve hierarchical goals, but for most associations, it is important to ensure such communication. Although the term ‘communication’ is often used, there is no consensus among communication professionals about its importance (Akhtar et al., 2019).

In general, communication can be described as a procedure for the exchange of data between persons. Communication consists of several parts. Think about the capabilities of verbal communication, listening, updating/email, telephone and non-verbal communication. Think of all the people we communicate with: subordinates, colleagues, bosses, clients and meetings of people (Akhtar et al., 2019). We certainly understand that communication is an important part of our daily presence. Whenever we prefer not to share, the steps we take to avoid broadcasting, such as silence during meetings, strategic distance from people, refusal to respond to a message or transmit information, or to report something about us. In a Wall Street Journal survey of 480 organizations and associations conducted by the National Association of Colleges and Employers, effective communication is at the top of the list of attractive individual qualities for future employees (Fletcher, 1999).

Informal associations, the structure of communication channels is based on the assumption that all departments and offices are independent and do not encourage communication between employees at the same level (Lee and Ko, 2019). This is the main problem when conditions require such communication. When a person has to transmit a message

to another person from another office, the message must be left at the most visible administrative level and then transmitted to that person. A response is also obtained from that person, resulting in enormous delays (Lee and Ko, 2019).

Chester Barnard believes that communication has taken over much of the work of the foundry associations. As he pointed out, communication structures are one of the three fundamental elements of the association and the other two elements form a common goal and a desire to serve customers (Germano et al., 2018). Communication relates the number of people in the association to the purpose of the association, and also encourages and enhances the pleasant activity between the unit and the association. Communication, both oral and written, allows the association to achieve its goals, but can also provide an overview. For example, if you make a mistake, you may make the wrong choice. This choice can be made. Such a choice can lead to misfortunes that the association has known for a long time (Germano et al., 2018).

Another example of effective communication is when a colleague helps another colleague remember the mandatory meeting at 2:00 pm. None of these transactions lasted long enough, but they are immediate and relevant. This is what makes communication effective. Barnard linked communication to the idea of power. As he pointed out, for power to be designated from head to subordinate, any communication from head to subordinate must be clearly understood by the subordinate. He agreed that the manager should try to understand the meaning of the message before transmitting it to subordinates. Barnard recognizes the seven communication factors that create and support the association's target experts.

- The person who is part of the association should be aware of all available channels of communication.

- Each person in the association must refer to the appropriate channels of communication.
- Communication with the association should be as short and direct as possible.
- All communications must consist of the use of all official channels of communication.
- Competent persons should be at the centre of the communication process.
- There will be no interruptions in communication hours during the working hours of the association.
- All communications must be confirmed.

Conclusion

From the above essay, it could be concluded that the team goal is ‘desirable’ state of affair associates anticipate to take through a consolidated effort. Moving away from the purpose of the meeting with very well explained objectives is the best-known quality of an effective team. The team part has never been one of the objectives. The team has developed a typical motif that is chosen to perform a certain task in a dispersed time. The team part has been randomly selected and combined, and individuals experience five stages of Tuckman’s hypothesis by performing a series of tasks. Effective communication is the key to any productive workplace. In the field of IT innovation, employees depend on each other to communicate accurate data. In customer management, the ability to communicate effectively with customers is critical.

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