



PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David
SWANSEA - ABERTAWE

UNIVERSITY OF WALES: TRINITY SAINT DAVID
PRIFYSGOL CYMRU: Y DRINDOD DEWI SANT

Certificate of Higher Education in Skills for the Workplace:

Broadening Horizons/ Changing Lives

Effective Team Working and Communication - BMSK4002

MODULE CODE:	BMSK4002
TITLE:	Effective Team Working and Communication
LEVEL:	4
CREDITS:	20

AIM(S)

- To introduce students to strategies for effective team working.
- To develop students' awareness of the range of communication skills integral to success within the workplace

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to demonstrate the ability to:

- apply the main theories relating to group dynamics, team working and communication to their own workplace examples;
- prepare and deliver a short presentation within a team working context.

INDICATIVE CONTENT

Through task-based study, students will explore:

- Working collaboratively: shared ownership, responsibility and issues related to confidentiality.
- Negotiating and developing ideas.
- Group dynamics theories.
- Theories of team structures, such as Belbin.
- Group strategies: shared objectives, group agreements, meaningful schedules and effective delegation.
- Inter-personal communication including: body language, active listening, personal presentation and context awareness.
- Written communication: formats and structures.
- Strategies for improving clarity of expression, grammar, syntax and punctuation; presentation formats and structures.
- Communication with an audience using visual and electronic resources

LEARNING AND TEACHING STRATEGY

Lectures will introduce the students to the concepts, principles and practices. Tutorials and seminars will introduce practical examples which will be used to support the application, discussion, and critical evaluation of techniques learned. Case studies will also be used to develop understanding and application of the techniques.

EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD)

Does the module contribute to ESD?	Yes
If yes please provide brief details (no more than 100 words): Education for sustainable development is the process of equipping students with the knowledge and understanding, skills and attributes needed to work and live in a way that safeguards environmental, social and economic wellbeing, both in the present and for future generations. This module aims to teach students to critically assess, analyse and reflect and these skills will be related to sustainability issues within the context of the workplace, as appropriate. Students will be introduced to the concept of teamwork and collaboration within a global context. Students will also be encouraged to actively implement or contribute to changes that promote sustainable development within the scope of their own learning experience and study environment and effectively engage with real-life problems relevant to sustainable development.	

ASSESSMENT

Assessment Component 1 – 50%

Written Work Based Assignment: 2000 words

Students will produce a report on communication within the workplace, applying relevant theory to workplace examples.

Assessment Component 2 – 50%

Group Presentation: 10 minutes

Students will present on the topic of team work and underpinning theory. Evidence will include a recorded PowerPoint presentation and a presentation plan.

READING LIST

Module Code	BMSK4002	
Module Title	Effective Team Working and Communication	
Classification	Reading List entry	Electronic*
Essential	Maund, A. Schriek, M. and Tinkler, P. (2017). Certificate in Higher Education: Skills for the Workplace Student Yearbook. Sage Publications	☐
Essential	Morgan, P. (2016). The Business Student's Guide to Study and Employability. Sage Publications	☐
Further	Adair, J.E. (2009) Effective Teambuilding: How to make a winning team. London: Pan Books	☐
Further	Alvesson, M., Willmott, H., Alvesson, P.M. and Willmott, P.H. (1996) Making sense of management: A critical introduction. 2nd edn. Thousand Oaks, CA: Sage Publications	☐
Further	Belbin, M.R. (2012) Team roles at work. 2nd edn. Oxford: Butterworth-Heinemann.	☐
Further	Belbin, R.M. (2010) Teamroles at Work. Butterworth-Heinemann Title; 2 edition Magin, M. (2004) Making teams Work: 24 Lessons for working together successfully. McGraw-Hill Pub.	☐
Further	Blanchard, K.H., Hersey, P. and Johnson, D.E. (2000) Management of organizational behavior: Leading human resources. 8th edn. United Kingdom: Prentice Hall	☐
Further	Bown, G. and Brady, C. (1991) Successful manager (women in management Workbook series). Kogan Page, Limited, London, United Kingdom	☐
Further	Collins, J.C. and Jim, C. (2001) Good to great [why some companies make the leap ... And others don't]. 4th edn. New York, NY: HarperCollins Children's Book Group	☐
Further	Covey, Stephen R. (1989) The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change. 5th edn. New York: Simon and Schuster.	☐
Further	Dalley, D., and Burton, L. Developing your Influencing Skills: How to influence people by increasing your credibility, trustworthiness and communication skills (2010) Universe of Learning Ltd.	☐
Further	Ercegovac, Z. (2008) <i>Information Literacy, search strategies, tools & resources for high school students and college freshmen</i> , Linworth Pub. 2nd ed.	☐
Further	Tuckman, B.W. and Harper, B.E. (2012) Conducting educational research. 6th edn. United States: Rowman & Littlefield Publishers.	☐