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Effective team working and Communication

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Introduction

To communicate is the action of sending information in the shape of beliefs, feelings, and thoughts.

The act of gifting a person a gift is a way of communicating a directive, if you add to this a verbal note such as "I love you", that becomes another form of communication.

We communicate every day verbally, non verbally, with signs and symbols.

We use media such as: Internet, Radio, phones, paper and more to amplify our message.

Over the years the science of communication has given us various theories, frameworks and methods to analyse and understand the many forms of communication.

To understand communication we can look at the different frameworks of communication.

In this report I will analyse the various models of communication and see how they can improve communication and help with teamwork and daily life.

MODELS OF COMMUNICATION

Frameworks of connection are abstract frameworks worn to let us know about how communication works. The first big framework for connection was developed by Claude Elwood Shannon in 1948 and printed along with The introduction by Warren Weaver for Bell lab. Being this elemental idea, communicating becomes the process of mailing and accepting messages or transferring data from one body (sender) to a different body (receiver) .

Frameworks of connection have developed immensely ever since this framework was introduced, it became a very a well- recognized abstract framework and was used as the foundation for all future frameworks and research regarding connection.

- **Berlo's Model of Communication**

Berlo's framework of connection was established within the idea that people are not only able to connect with each other but to also comprehend each other.

Berlo believed that there is a need for both parties to be mindfully aware of their own differences and how they can work together in order to achieve common goals. Berlo's framework of connection was developed by psychologist Carl Jung, who saw the unconscious mind as a very powerful tool that can help understand behaviour. Jung considered the unconscious mind to be an important piece of ourselves and our personality as it helps us identify what we want to say and do.

- **Shannon and Weaver Model of Communication.**

This framework of connection is a very well known framework and as it became known as the mother of all frameworks, as all future models were based upon this one. It was invented by the mathematician Claude Shannon in conjunction with scientist Warren Weaver in 1948. This framework was made up of these components:

The sender, (who is the origin of the information, the person that creates the message);

The Encoder,(who transforms the given information into signals);

Channel,(where signals are fitted for the transmission);

The Decoder, (Who decodes along with rebuilding the information from the exchange);

The Receiver, (The acceptor of the information)

Noise is the last element and it happens to also be the dysfunctional part of the exchange:

Any noise with the content travelling onward the line from static on the phone or radio for example, may lead to the signal received being different from that sent. Sound could include crackling from the wire, sound from other people talking and so on. It is a very one-dimensional framework; unlike later models it does not yet add the feedback loop.

- **Schramm's Model of Communication**

The Schramm communication framework is a cyclical communication model comprising all fundamental rules of connection. The Schramm communication framework provides a standard approach to the act of communication. It will be used to define how connection between two people makes when they're exchanging knowledge, thoughts, or attitudes. This cyclical communication model is from the concept and idea that communication is a two way street. That means that there will always be at least one sender and the recipient. This framework contains at least one other factor too which is the content itself. Normally communication takes place along the conventional way with the wasteful recipient and sender. The recipient and transmitter may likewise take one and the same. That is called intra-personal connection. The former is called social connection. Where some different models and Ideas about communicating are one- dimensional in essence, the Schramm communication framework is circular. That means at least two companies are needed to send and receive the message. Both the sender and the recipient have to encode and analyse the information to understand the message properly.

Verbal and Non-Verbal Communication

Communicating skills of the person is the component that alters the connection process. If the sender gets better communication skills, this message can be conveyed better than if the transmitter's communication skills are not well. Likewise, if the receiver may not understand the message, then that communication cannot be useful. The ability to communicate effectively with superiors, co-workers, and personnel is important, regardless what business you get in. Workers in the digital age must learn how to effectively communicate and receive messages individually, too, via telephone, e-mail, and social media. Great communication skills can help get employed, land promotions, and be a winner throughout the career. It is important to learn to communicate in a professional manner at work. Poor communication can lead to ineffective team work and conflict. A friend of mine who works at a care home had to work as a team. Unfortunately the team leader that was appointed was a very quiet person with very few leadership skills. The lack of communication caused the group to become extremely unorganized and ended with no work done. This problem could have very easily been avoided if they had worked on their communication. Good communication is fundamental when working in a group.

Whenever we think of communication, we often think of speaking. We trust the act of verbal connection to send messages with each other and create a conversation. This is called verbal communication. It is our most used form of connection as we are very social creatures we will always seek this type of communication. Another way in which we very often communicate is through non-verbal communication. This makes up two thirds of all of our communication. This is done through various actions like a wave, a nod and so on. This type of communication can sometimes be deceiving and is not as friendly and meaningful as verbal communication but it is still part of our daily lives. It is only important to point out that this type of communication is very limited towards what you can and can't say.

Listening

Listening is also one of the fundamental parts of communication. It is the process of giving one's attention to voice, for instance words, music or physical sounds. It requires complicated emotional, cognitive, and behavioural processes. This will cause verbal or nonverbal feedback from the listener. There are two types of Listening, active and passive. Active listening is a communication method that is used in counselling, preparation, and resolving conflicts. It requires that the listener fully focus, understand the sounds or words being made. To actively listen to someone means to focus on what they are saying. It means to retain the information. This type of listening is extremely important during lectures, whilst studying and also when listening to a friend. It will also lead to better communication and successful team working.

Passive listening on the other hand is much more than listening on its own. Passive listening is hearing without responding: letting someone speak, without interruption or feedback towards what was said. Not doing anything else simultaneously, and still not actually giving attention to what's being told. Passive listening is one-way communication where the receiver doesn't give response or take questions and may or may not see that transmitter's content. An example of this is when you are going shopping at a mall and there is music playing in the background whilst you shop. You are hearing the music play but it is only in the background, you are not focused on the song therefore you are not actively listening.

Conclusion

To summarise what I have discussed in my work I will say that communication is a very important part of our lives and work. It is the way we connect with others that makes us feel safe and secure. it is a fundamental part of teamwork and cooperation. When you are communicating with someone, you have be able to listen carefully and comprehend what is being said. it is fundamental to be able to communicate in a professional manner but it is equally as important to listen. Bad communication will result in poor performance and will not help your team members achieve their goals. Exercising good communication skills can make you a better chief and manager. Effective communication is essential for any organization. Having effective communication with each other helps you to get things done effectively and efficiently without having to worry about losing your job or getting fired. You should always keep in mind that the best way to advance in your communication skills is through listening attentively.

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