

PROJECT

DESCRIBE THE STRATEGIES THAT ARE GOING TO BE SET UP TO MAINTAIN COMMUNICATION WITHIN TEAM MEMBERS.

Effective communication plays an integral role among the team to be able to build a mutual purpose within the team which will allow them to reach whatever the goals are, if the communication is effective it helps the team in the development of some kind of sense of belonging and it will help in strengthening the relationship.

Despite the fact, approximately 75% of the employees believe collaborations and teamwork are very important. According to a survey, approximately 39% of the employees believe that there is a lack in collaboration in the organization they are part of, following are the advantages which improved communication within the team can bring:

- It helps in building a team which is smoother
- It helps in building agility within the team which is greater
- It helps in increasing the focus within the team and at the end of the day organization.
- It helps in achieving efficiency in terms of the performance
- It helps in reducing the workload (N Hill, 2018)

Despite all these benefits, no one can deny the fact that collaboration and communication at a workplace is a critical process. Because achieving the desired results it can be more difficult. The assignment is aiming to discuss and describe the strategies which we are going to set up and maintain the communication among the team members.

STRATEGIES FOR THE IMPROVEMENT OF COMMUNICATION AMONG THE TEAM MEMBERS:

1. PURPOSEFUL COMMUNICATION:

When it comes to bringing improvement in the communication at the working place it is not similar to bringing improvement in terms of quality. Most of the time conflict and waste of time within the organization is a consequence of communication which is the wrong kind. Having a clear purpose for every interaction there is a requirement to avoid communication that is empty or hurtful. (BL Kirkman, 2002) To be able to make communication effective there is a requirement of identification of following questions once the purpose is established regarding the interaction which includes:

- Identification of the targeted audience
- Identification of the desired outcome
- Identification if further details are required

If all the above-mentioned questions are considered before the initiation of the communication, cannot just help in saving time which is valuable and it can help in making communication effective.

2. PRODUCTIVE MEETINGS:

According to surveys, 71% of the managers believe that meetings are unproductive and inefficient which is a surprising fact for most of the organization. For a fact that meetings are meant to serve the purpose of alignment goals among the team and to be to increase the productivity within the team. Following are the tips and tricks that can help in making meetings productive;

- It is advisable to keep the meetings short. Ideally, a 50-minute meeting is enough and should be reset afterward.
- It is advisable to invite all the important members to the meeting.

- Creation of agenda and then sending it to the participants of the meeting before even the meeting starts.
- It is advisable to give preference to clear communication practices, utilization of an application for this purpose is highly advisable.
- It is advisable to assign a leader for the communication to be able to guide the meeting.
- It is advisable to follow an agenda and to pursue this agenda within the organization.
- Add significant issues which are not concerned with the agenda throughout the meeting which is connected to your next meeting (E Salas, 1997)
- It is advisable to be able to schedule the next meeting before the present meeting ends.

3. ONE-TO-ONE INTERACTION:

There are multiple times teams face issues that are sensitive and which need delicate handling. Those conditions are best handled with the interactions which are one to one and these interactions help in not just saving time but to avoid miscommunication. Scheduling of an interaction that is one-to-one and either on-call or through the video chat indicates to their audience that their time has some value. (HOYT, 2000) These kinds of interactions not just help in building trust within the organization but these interactions also help in receiving feedback that is honest along with helping in understanding the perspective of the other members of the team.

4. EFFECTIVE CHANNELS:

Irrespective of the fact that the functionality of the team is old school or it is advanced there are multiple significant channels that can help in building a communication channel which is effective which includes;

- Voice calls

- Texting
- Emailing
- Video conferencing
- Instant texting
- Utilization of applications that are collaborative

However, the choice of the channel should be made after considering the audience and the outcome which is desired within the team. Also, the selected channel should be easy in terms of utilization and should be easy in terms of access. (SA Newman, 2021) Another aspect that needs to be considered while communicating is that try to avoid inside jokes within the meetings which are focused on the team members.

5. PROGRESS UPDATE:

Since every project tends to have deadlines, milestones, and goals which are tangible where communication is required which is effective. In the absence of communication which is not effective team members can get the frustration, deadlines can be miss lead and all of this tends to leave a negative impact on the clients who are part of the organization. It is highly advisable to figure out all the goals which are established, all the deadlines and milestones to make sure the team members do not face panic and they don't get miscommunicated and frustrated.

CONCLUSION:

Effective communication is not just beneficial for the organization but also for the team. It is significantly important for every organization to implement communication strategies that are best suited for the organization and which can help in achieving the desired outcome which is only possible if we will set up strategies that can facilitate communication which is effective.

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