



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

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Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References. وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
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- المسافة بين الأسطر line spacing 1.5
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Strategies to communication with the team members

Introduction

While nearly 75 percent of employers score "very significant" teamwork and coordination, 39 percent of workers believe that people in their organization are not working well enough, according to data from Queens University in Charlotte (Fussell, et al., 1998).

Enhanced communication between team members at work also delivers excellent results including: smoother team building, enhanced concentration, effective efficiency, reduced workload, smooth team building (Butchibabu, Sparano-Huiban, Sonenberg & Shah, 2016).

Given the advantages, it is easy to accept that cooperation in the workplace is crucial. However, it can be difficult to achieve these outcomes.

Strategies to communication with the team members

There are many strategies to communication with the team members, where Grice, Gallois, Jones, Paulsen and Callan (2006); Kim, et al., 2019; Kuehn (2016) mentioned five strategies to communication with the team members, the five strategies are as follow:

Firstly, Purposeful Communication

In terms of contact with workplaces, quantity improvements are not the same as quality improvement. False communication, for example, water-cooler gossip, can waste time and create tension between team members.

The team members must note that all interactions should have a clearly visible intent, to prevent empty or hurtful contact. The team members have to question themselves:

- Who is my audience after determining the goal of a future interaction? Members of the team? Managers? Salesmen? Customers?

- What is the result I want?
- Do I need to link back to or display specifics of this discussion at a later date?

You will save valuable time and set yourself up for success by just taking a moment to consider these questions before you start contact.

Secondly, Productive Meetings

71percent of senior management surveyed said meetings were unproductive and inefficient according to a report from the University of North Carolina (via the Harvard Business Review). This is a shocking figure, as meetings are organized to coordinate group objectives and maximize team efficiency.

Should each contact have a specific aim, meetings should not be different. Try these tips to make sure your meeting remains on track:

- Maintain brief sessions. To allow participants to reset later, limit them to 50 minutes or less.
- Invite only team members who must be there.
- Create and submit a concise agenda to all participants before the meeting begins.
- Communicate clearly, whether in an individual room or via a special app, when and how to participate.
- Attribution of a discussion leader.
- Follow the meeting's agenda.
- Add to the agenda of your next meeting essential non-agenda issues discussed during your meeting.
- Plan the next meeting at the end of the meeting.

Thirdly, One-On-One Interactions

Critical issues often occur that must be delicately addressed. Specific conversations are also the best way to prevent miscommunication and save time in these circumstances.

The programming of an interaction — whether in person, over the telephone or through a video chat — demonstrates that you value your time. These kinds of experiences often build up trust and give you a greater opportunity to collect truthful comments and appreciate the viewpoint of the other person.

Fourthly, Effective Channels

If the team works in a conventional office or a digital workspace, a variety of communication platforms can be used, such as: Calls to speech, Texting Texting, Email, Texting instantly, Videocontactivity, Software for collaboration

Remember the intent of the conversation, your audience and your desired result when determining which channel to use. Next, ensure that you use the channel in ways that are easy to understand and open to communicate. Make sure everybody knows the preferred communication channel and how to get to the meeting, for example downloading a certain application. Also, to stop using alienating in jokes or group specific jargon, if you communicate with a group comprising members outside the core team.*Fifthly, Progress Updates*

There are concrete objectives, deadlines and achievements in any project or team that need to be clearly communicated. Deadlines can be missed without good team coordination and the staff is irritated, which may impact customers adversely.

Find out who is interested and who wants reminders on a daily basis by looking at a list of fixed targets, deadlines and achievements. Once your community has been set up, be sure to update them immediately if you set a new target, meet a milestone, or alter a deadline. Such concrete updates can be facilitated by high-quality project management or employee intranet applications.

Effective communication brings many benefits to your employees and thus brings many to your company. By avoiding empty interactions and unproductive meetings, finding the best way to convey your message and ensuring that everyone who needs you regularly receives progress reports, you can communicate efficiently at work.

References

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