**DATE： June 11 ，2022**

**TO： V2U**

**From： Ncoder**

**SUBJECT： How to improve the effectiveness of communication**

**Introduction：**

As one data show, 80% of problems in the workplace are communication related. (Science and technology document 2012). And there is evidence that good disposure, listening, comprehension and body language strengthens relationships and results in a healthy working climate (Pramila M 2016). So how to communicate effectively in the group to get the desired information has become an important topic today. The report raises the importance of this issue, providing some data with guidance and help from Wiki, training programs and some recommendations on information security.

**WIKI site chapter:**

In many ways, wikis are far more secure and manageable than a traditional website. (Alan, P 2009) For better team cooperation, we built a WEB3.0 based open technology WIKI which allows multiple editors and you can see the changes made by others. In addition, we have introduced many materials in the Wiki to help us improve our work easily. Historical information about the subject and related judgments about future trends are always refreshing. If you're feeling slack at work, reviewing this information gives you a sense of urgency to work hard.

**Training Programs:**

In this section, we will introduce three ways to improve teamwork.

**1.** **Pay attention to listening.** Listening within the work context is the process by which you gain an understanding of the needs, demands, and preferences of your stakeholders through direct interaction. (Doyle A 2021). Listening well will not only make others feel good about you, but will also improve yourself.

**2.** **Always have a positive attitude**. Having a positive attitude can provide many benefits to your personal and professional life. It can even affect those around you in a positive way. (Indeed Editorial Team 2022). When you treat others positively, others are positively influenced to treat work and friends positively, achieving great results.

**3.** **Take good notes and review later.** It is necessary to do a conference review. Looking back on the session not only deepens your impression of the meeting, but also your understanding of what was discussed. This helps you correct your mistakes in time and improve yourself.

**Information security advice:**

We must realize that cyber information crime is not far away from us and protect ourselves from attacking. It is reported that over 50% of UK crime is cyber crime (University of Lincoln 2022). Therefore it is necessary to know how to keep your information secure and we will give you three tips:

**1. Protect password and track your mobile devices.** Mobile devices can easily be lost or stolen. Protect them with a password or personal identification number (6 digits or more). In addition, configure your device to enable remote location and wipe in case it is lost or stolen. Once lost, then your information security may be compromised.

**2. Protect the organization.** To protect an organization's network, devices, and data networks, security professionals use a variety of technologies and processes such as firewalls, security appliances, and software to build network defenses. In addition, several countries and professional organizations have published lists of best security practices. By reading this area, you will gain a better understanding of the concepts related to cyber security and better protect your information.

**3. Develop a good psychological profile.** Once you find that your information security will be damaged or even has been damaged, you should keep the basic thinking, stop the damage in time and call the police to minimize the loss.

**Conclusion and Recommendation:**

While any form of teamwork can improve quality and speed, organized workplace collaboration will heighten your overall productivity even more (Weller J 2016). Good teamwork will bring out more power from members. In the process of cooperation, using good communication tool team WIKI can make the team work more effectively and save time. What’s more, we should not forget to keep the information of the team secure. Therefore, we recommend that you achieve the above ways to reach excellent cooperation and mutual success.

For the sake of the rigor of the report, we consulted some literatures and made some reference.

**Reference List:**

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