**10 Academy cB : Week 3**

**Careers - Exercise 1**

**Effective Communication**

Due Date: Saturday, 11th May 2024, 8P

M UTC

**Background**

You have just been hired to coordinate a team of 5 members that are currently working on the Alpha project because their team lead recently resigned. The team has been working on the project for 4 weeks and despite being composed of highly skilled professionals, they are significantly behind schedule. **They have only two weeks remaining until the project deadline.** On your second day of your employment, you realized that the team has some issues that have been negatively impacting their performance.

1. The team began the work without a well-defined understanding of the project's goals and its strategic plan. This led to inefficiencies as team members engaged in tasks without a clear direction or understanding of the overall project objectives.
2. Team members have not been assigned roles that best fit their skill sets, leading to inefficiencies and frustrations.
3. Team members do not regularly communicate their progress, challenges, or needs and this leaves some team members isolated when they encounter difficulties.
4. Although team members are individually capable, they tend to work alone and do not share insights. This isolation not only slows down individual tasks but also prevents the team from leveraging collective knowledge to overcome complex challenges.
5. Furthermore, two of the team members happen to be chronic late comers. They resume work late and are always late to schedule meetings too. And this attitude has some drawbacks on the overall team.

**Task**

1. Describe four steps you would take to ensure that all team members understand the project goals and their individual responsibilities.
2. What three ways would you ensure that each team member is assigned a role that fits their skills?
3. Describe three strategies you would implement to improve communication among team members?
4. Propose three methods to foster a collaborative attitude among team members.
5. Using the framework for effective communication, outline how you would make your concern known to the two late-comers in the team.

**Submission**

Create a PowerPoint presentation with 7 slides that detail your answers to the tasks written above.

**Rubrics**

1. **Understanding Project Goals and Responsibilities:** You are required to write steps ensuring team members understand project goals and individual responsibilities. Grading will focus on the clarity and specificity of proposed steps.
2. **Optimize Team Member Role Alignment with Skills:** You should propose methods to align team members' skills with appropriate roles. Grading will consider the identification of skill sets, strategies for assessing skills, and flexibility in role assignments.
3. **Improving Team Communication:** You are asked to describe strategies to enhance communication within the team. Grading criteria include the effectiveness and variety of proposed strategies.
4. **Fostering Collaborative Attitudes within the Team:** Grading will look on if you proposed methods to promote a collaborative attitude among team members.
5. **Addressing Late-Comers:** You should outline how to address concerns with late-comers using effective communication. Grading criteria include application of communication framework, clarity and professionalism in addressing concerns.

**Usefulness in life**

This activity is designed to give you a practical understanding of how communication issues can impact the workplace. By working through this scenario, you'll develop your critical thinking and problem-solving skills as you focus on improving communication strategies. This will ultimately lead to better results in your professional life.