U2J Training Program

Week 1

Careers Exercise

Effective Communication

Introduction

Effective communication is the foundation of successful teamwork and project delivery. By aligning team members on goals, responsibilities, and collaboration, projects can thrive. This presentation outlines strategies to ensure your team is set up for clear, productive communication.

A **by Ababa Lata**

Kick-off Meeting

1 **Articulate Goals**

Clearly communicate the project's goals, timeline, and key milestones to the entire team.

2 **Discuss Roles**

Ensure each team member understands their specific responsibilities and how they contribute to the overall project.

3 **Align on Norms**

Establish team norms and expectations to promote a productive and collaborative work environment.

Skill-based Assignments

Assess Capabilities

Evaluate each team member's skills, experience, and strengths through interviews and skills assessments.

Match Roles

Assign team members to roles that best utilize their abilities and maximize their contributions.

Expand Skills

Provide opportunities for skill development and cross-training to expand team capabilities.

Streamlining Communication

Daily Stand-ups

Facilitate information sharing and problem-solving through quick daily team meetings.

Progress Updates

Encourage team members to provide regular updates on their work and flag any blockers.

Shared Repository

Create a central location for all project documents, files, and communication.

Fostering Collaboration

1	**Team-building**	2	**Knowledge Sharing**	3	**Recognize Efforts**
	Organize activities to promote camaraderie and trust among team members.		Encourage team members to share their expertise and solve problems collectively.		Acknowledge and reward collaborative achievements and team successes.

Addressing Lateness

1 **Observation**

Address late arrivals directly by observing the behavior and its impact.

2 **Feelings**

Express how the tardiness makes you feel and how it affects the team.

3 **Needs**

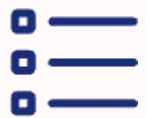Clearly communicate your need for the team to start and end meetings on time.

4 **Request**

Propose a specific solution, such as arriving 5 minutes early to meetings.

One-on-One Discussions

Listen

Understand the root causes of the tardiness and provide support if needed.

Empathize

Show compassion and work collaboratively to find a solution.

Follow-up

Monitor progress and continue to provide guidance and accountability.

Conclusion

Overcome Challenges	Improve Performance	Deliver on Time
By implementing these strategies, you can help your team overcome communication challenges and work more effectively together.	These best practices will enable your team to perform at a higher level and maximize their contributions.	Effective communication is key to ensuring your project is delivered on schedule and to the satisfaction of all stakeholders.