

ENTRY 4 FACILITATION OF TEAM COLLABORATION AND DIALOGUE

Background information: My team members and I were quite certain that we must distribute various tasks among ourselves. We were all on the same page when it came to streamlining this decision-making process. We all decided to stay in touch even though we were handling different responsibilities.

Action taken: Our team had regular meetings, in person as well as virtually whenever there was a need. Based on our team member's availability we had fixed time slots to discuss our problems and suggestions on a regular basis. We had dedicated groups in WhatsApp (informal communication) and Microsoft Teams (formal communication). We also kept recording of our meetings just in case somebody wanted to clarify and revisit the discussions

Outcome: Since my team and I were in constant communication, these meetings allowed us to navigate unforeseen last-moment changes and provide AH Classics with the holistic solution they required. To enhance my understanding of effective team communication strategies, I consulted **Small Group and Team Communication by Harris and Sherblom (2018)**. Furthermore, **Simon Sinek's insights in the Capture Your Flag video (2014)** offered valuable perspectives on the importance of successful collaboration on projects.

Learnings: I have realised the significance of interpersonal communication within the team which has visible impacts on the working and growth of a company. I'm willing to work diligently on my communication skills and create such a work environment around me as well.

Future Developments: I aspire to be a leader with a vision, and I also aspire to be a person with whom people feel comfortable talking. I recognize the fact that a leader with vision needs to have good communication skills, and I am willing to build on that by actively seeking feedback, participating in workshops, and practicing effective communication in my daily interactions.

References:

Harris, T.E. and Sherblom, J.C. (2018) Small Group and Team Communication, Google Books. Available at: https://books.google.co.uk/books?hl=en&lr=&id=tdpdDwAAQBAJ&oi=fnd&pg=PR1&dq=team%2Bcommunication%2Bstrategies&ots=GPXFibXxH9&sig=f1nv_CQaDqlqYiRJIHhWhDzMCI&redir_esc=y#v=onepage&q=team%20communication%20strategies&f=false (Accessed: 02 December 2024).

Capture Your Flag (2014) How to Collaborate on Projects More Successfully, Youtube - Simon Sinek on How to Collaborate on Projects More Successfully. Available at: <https://www.youtube.com/watch?v=AMG8ObDmbaM> (Accessed: 02 December 2024).

Evidences:

Wednesday, October 9, 2024 3:00 PM - 5:00 PM

Part 1 Part 2 **Part 3**

[Open in Stream](#)

The screenshot shows a Zoom meeting interface. On the left, there's a sidebar with icons for chat, participants, and other features. The main area displays a presentation slide titled "Business demonstration.pdf". The slide content includes a header "Business demonstration.pdf" and a list of items under the heading "By Presentation Set". The list contains several rows with columns for Name, Email, Phone Number, and Address. The first row is highlighted in blue.

Name	Email	Phone Number	Address
John Doe	j.doe@example.com	(555) 123-4567	123 Main St, New York, NY 10001
Jane Smith	j.smith@example.com	(555) 234-5678	456 Elm St, Los Angeles, CA 90001
Bob Johnson	b.johnson@example.com	(555) 345-6789	789 Oak St, Chicago, IL 60601
Alice Brown	a.brown@example.com	(555) 456-7890	101 Pine St, San Francisco, CA 94101
Charlie Davis	c.davis@example.com	(555) 567-8901	202 Cedar St, Austin, TX 78701
Diana Prince	d.prince@example.com	(555) 678-9012	303 Maple St, Seattle, WA 98101
Ethan Hunt	e.hunt@example.com	(555) 789-0123	404 Birch St, Boston, MA 02101
Fiona Glenanne	f.glenanne@example.com	(555) 890-1234	505 Spruce St, Denver, CO 80201
Gavin Hastings	g.hastings@example.com	(555) 901-2345	606 Ash St, Portland, OR 97201
Helen Park	h.park@example.com	(555) 012-3456	707 Hickory St, Phoenix, AZ 85001
Ian Quinn	i.quinn@example.com	(555) 123-4567	808 Sycamore St, Salt Lake City, UT 84101
Jessie Wu	j.wu@example.com	(555) 234-5678	909 Walnut St, San Diego, CA 92101
Kyle Crane	k.crane@example.com	(555) 345-6789	1010 Cherry St, Las Vegas, NV 89101
Laura Bane	l.bane@example.com	(555) 456-7890	1111 Peach St, Honolulu, HI 96801
Matt Murdock	m.murdock@example.com	(555) 567-8901	1212 Plum St, Anchorage, AK 99501
Nora Fisk	n.fisk@example.com	(555) 678-9012	1313 Apple St, Fairbanks, AK 99701
Oscar Stark	o.stark@example.com	(555) 789-0123	1414 Orange St, Juneau, AK 99801
Peter Parker	p.parker@example.com	(555) 890-1234	1515 Grape St, Sitka, AK 99859
Quentin Beck	q.beck@example.com	(555) 901-2345	1616 Lemon St, Kodiak, AK 99584
Rachel Watson	r.watson@example.com	(555) 012-3456	1717 Lime St, Barrow, AK 99503
Sam Wilson	s.wilson@example.com	(555) 123-4567	1818 Coffee St, Wainwright, AK 99567
Tina Turner	t.turner@example.com	(555) 234-5678	1919 Tea St, Prudhoe Bay, AK 99554
Uma Thurman	u.thurman@example.com	(555) 345-6789	2020 Sugar St, Utqiagvik, AK 99573
Vincent Chase	v.chase@example.com	(555) 456-7890	2121 Honey St, Bethel, AK 99559
Wendy Lee	w.lee@example.com	(555) 567-8901	2222 Butter St, Kotzebue, AK 99503
Xavier Bishop	x.bishop@example.com	(555) 678-9012	2323 Milk St, Cape Wankarem, AK 99503
Yara Flor	y.flor@example.com	(555) 789-0123	2424 Eggs St, Pitmegea, AK 99503
Zoe Laverne	z.laverne@example.com	(555) 890-1234	2525 Bacon St, Teller, AK 99576