

Effective Team Communication Strategies

Price: \$2,300

Course Objectives

- Understand the fundamentals of effective team communication.
- Identify and overcome common communication barriers.
- Develop active listening and conflict resolution skills.
- Learn to communicate effectively in diverse teams.
- Utilize digital tools to enhance team communication.
- Implement strategies to foster a positive communication culture.

Course Structure

- Duration: 8 weeks
- Format: Weekly lectures, workshops, and group activities
- Assessment: Participation, assignments, group projects, and a final presentation

Week 1: Introduction to Team Communication

- **Lecture:** Importance of Communication in Teams
- **Workshop:** Self-Assessment of Communication Styles
- **Activity:** Icebreaker and Team-Building Exercises

Week 2: Communication Fundamentals

- **Lecture:** The Communication Process and Models
- **Workshop:** Effective Verbal and Non-Verbal Communication
- **Activity:** Role-Playing Exercises

Week 3: Barriers to Communication

- **Lecture:** Identifying and Overcoming Barriers
- **Workshop:** Techniques to Overcome Communication Barriers
- **Activity:** Group Discussion and Problem-Solving

Week 4: Active Listening Skills

- **Lecture:** Principles of Active Listening
- **Workshop:** Developing Active Listening Skills
- **Activity:** Listening Exercises and Feedback

Week 5: Conflict Resolution in Teams

- **Lecture:** Understanding Conflict and Its Impact
- **Workshop:** Conflict Resolution Strategies
- **Activity:** Conflict Resolution Role-Plays

Week 6: Digital Communication Tools

- **Lecture:** Overview of Digital Communication Tools
- **Workshop:** Using Tools Effectively (e.g., Slack, Zoom, Microsoft Teams)
- **Activity:** Hands-On Practice with Digital Tools

Week 7: Feedback and Constructive Criticism

- **Lecture:** Giving and Receiving Feedback
- **Workshop:** Techniques for Constructive Criticism
- **Activity:** Feedback Simulation

Week 8: Developing a Communication Plan and Final Presentations

- **Lecture:** Elements of an Effective Communication Plan
- **Workshop:** Creating a Team Communication Plan
- **Activity:** Group Project - Communication Plan Presentation
- **Activity:** Course Evaluation and Feedback