

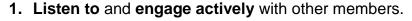
Communicating effectively in teams

To book an individual or a group drop-in session, please visit the Compass App.

As part of your **studies** at the **University of Sunderland in London** and your **current** and/or **future employment** you will be asked to **work** in **teams**. Some **examples** include:

- Seminar discussions
- Group projects
- Collaborative presentations
- Peer feedback
- Meetings and Debates

Examine the **10 Useful Tips** for **communicating effectively** in **groups**. Which **ones** do you need to **improve**? Make an **action plan**.



- 2. Give other members the opportunity to speak and share their ideas.
- Avoid long speeches. Remember that you are part of a team.
- 4. Do not interrupt other members. Try to find a suitable moment to step in.
- Listen patiently to others, especially in heated and/or conflict situations.
- Acknowledge others' skills, knowledge, experience and contributions.
- Give feedback to your peers in a tactful and respectful manner.
- Make suggestions to encourage progression towards common goals.
- 9. Share credit for good ideas with others.
- 10.Support group decisions even when you are not in full agreement.