

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**.

1. **Listen to** and **engage actively** with other members.
2. Give **other members** the opportunity to **speak** and **share** their **ideas**.
3. **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.
5. **Listen patiently** to others, especially in **heated** and/or **conflict situations**.
6. **Acknowledge others'** skills, knowledge, experience and contributions.
7. **Give feedback** to your peers in a **tactful** and **respectful manner**.
8. 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**.