

ENTRECOMP:

3.4 Working With Others

DIMITRA Education & Consulting

Duration: 6 hours



**Co-funded by
the European Union**

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Project Consortium

Coordinator:



Partners:



Project Details

Title: “Joint Development, Piloting, and Validation of Entrepreneurial Mindset and Key Skills Curricula and Training Materials for Third Countries”

Acronym: EMSA (Entrepreneurial Mindset and Skills for All)

Agreement Number: 101092477 – EMSA – ERASMUS-EDU-2022-CB-VET

Programme: Erasmus+ Capacity Building in the Field of Vocational Education and Training (VET)

Call for Proposals: ERASMUS-EDU-2022-CB-VET

Start Date: 01.01.2023

End Date: 31.12.2025

Working with others

Training Aim

The aim of this workshop is to cultivate a holistic understanding of the significance of effective and ethical communication in entrepreneurial endeavors. Learners will delve into the role of communication in fostering trust, fostering positive relationships, and navigating ethical dilemmas within the entrepreneurial context.

This module seeks to foster attitudes of leadership and empathy, empowering learners to lead by example, inspire others, and cultivate a culture of inclusivity and mutual support.



3.4 Working with Others

Learning Outcomes

In terms of **knowledge**:

- ✓ *Explain the importance of effective and ethical communication in entrepreneurial endeavors.*

In terms of **skills**:

- ✓ *Implement collaborative work towards common goals building consensus within diverse teams.*

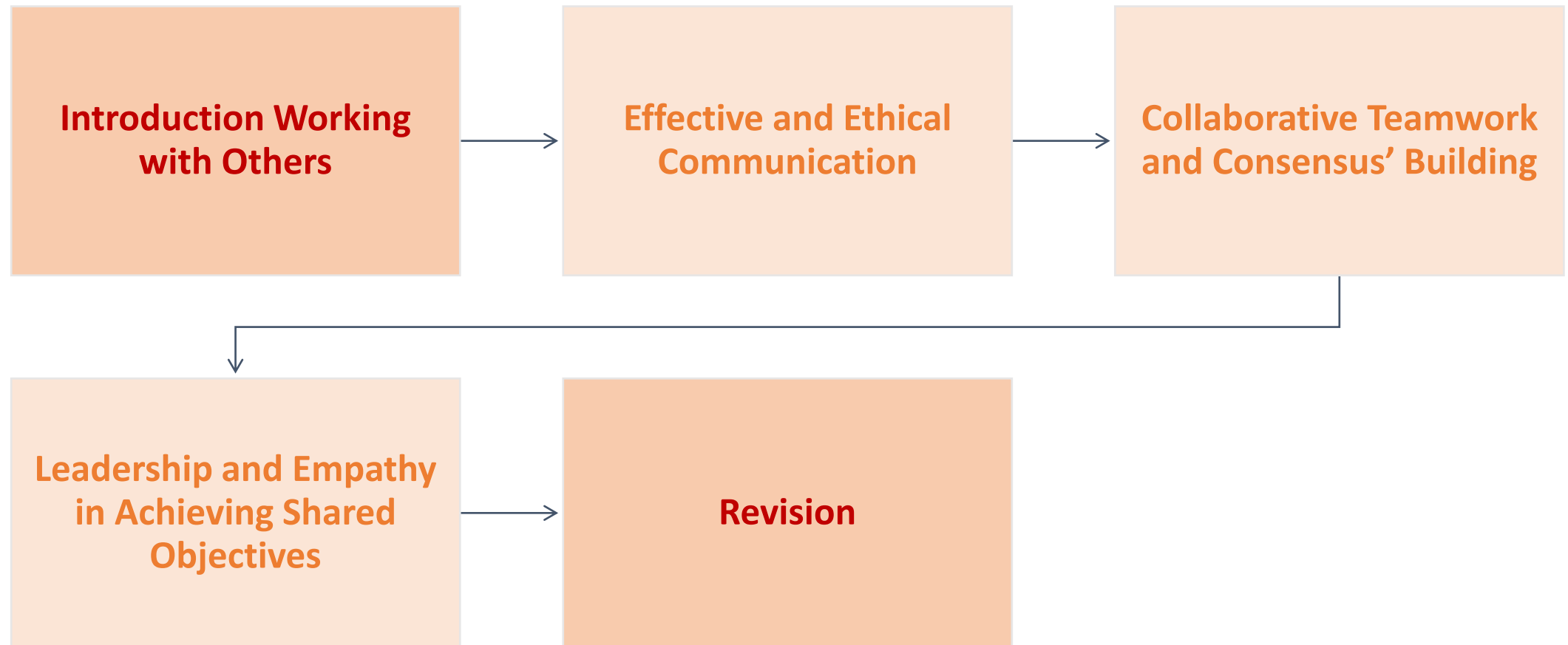
In terms of **competences**:

- ✓ *Acquire the ability to lead and influence others empathy to achieve shared objectives.*

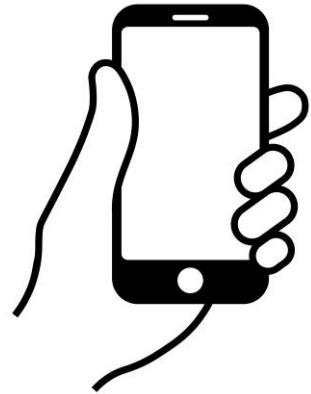


What ENTRECOMP
competence
is our training about?

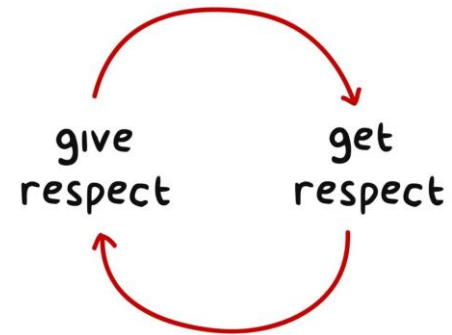
Training Route Map



Training Rules



Participation

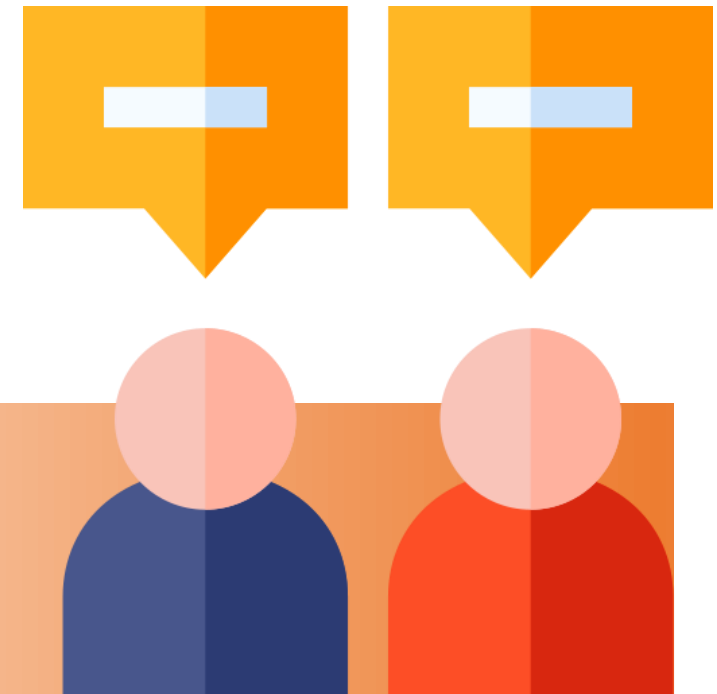


**YOUR
OPINION
MATTERS**

What resources do you use in your everyday life to communicate with others?

What is favorite and why?

Let's Break the Ice!



Introductions

Let's get to know each other!



"Ethical behavior is doing the right thing when no one else is watching - even when doing the wrong thing is legal". - Aldo Leopold

Introduction to Working with Others

Working with others often entails effective communication, collaboration, and mutual respect, as well as the ability to listen to and consider different perspectives.



Working with others refers to collaborating, cooperating, and interacting with individuals or groups to accomplish shared goals or tasks. It involves actively engaging with colleagues, team members, or stakeholders in a productive and harmonious manner to achieve desired outcomes.



- **There are 7 fundamentals of Ethical Communication**

1. Accessibility to Technology
2. Language Fluency
3. Language Use
4. Consideration
5. Jargon
6. Openness & Transparency
7. Development of Relationship



1. Effective and Ethical Communication

Definition of Effective Communication

- **Effective communication** refers to the process of conveying information, ideas, thoughts, or feelings in a clear, concise, and understandable manner that is easily comprehended by the intended audience.
- Effective communication encompasses various **verbal** and **non-verbal** techniques, such as speaking clearly, listening actively, using appropriate body language, and adapting communication style to suit the needs and preferences of the recipient.

Definition of Ethical Communication

- Ethical communication refers to the practice of conveying information, ideas, or messages in a manner that aligns with moral principles and values, respects the rights and dignity of others, and promotes honesty, integrity, and fairness.



Element of Ethical Communication

1. **Truthfulness:** Ethical communication involves conveying information that is accurate, honest, and free from deceit or falsehoods.
2. **Transparency:** It requires being open and forthcoming in communication, providing relevant information and context to ensure clarity and understanding.
3. **Respect for Others:** Ethical communication respects the rights, dignity, and autonomy of individuals, acknowledging their perspectives, beliefs, and boundaries.
4. **Integrity:** It entails aligning one's words and actions with ethical principles and values, demonstrating consistency, reliability, and sincerity in communication.
5. **Fairness:** Ethical communication treats all parties involved with fairness, impartiality, and equity, avoiding favoritism, bias, or discrimination.
6. **Empathy:** It involves understanding and empathizing with the emotions, experiences, and perspectives of others, and communicating with sensitivity and compassion.
7. **Consent and Privacy:** Ethical communication respects individuals' right to privacy and autonomy, seeking consent before sharing personal or sensitive information.
8. **Accountability:** It entails taking responsibility for one's communication, acknowledging mistakes or errors, and addressing any harm or misunderstandings that may arise.

Ethics in Communication

<https://www.youtube.com/watch?app=desktop&v=DRwPsa8LaeQ>



Ethics in Communication

After watching the video what element did you recognize in terms of.

1. **Truthfulness:** ...
2. **Transparency:** ...
3. **Respect for Others:** ...
4. **Integrity:** ...
5. **Fairness:** ...
6. **Empathy:** ...
7. **Consent and Privacy:** ...
8. **Accountability:** ...

2. Collaborative Teamwork and Consensus' Building

The Importance of Collaborative Teamwork

Collaborative teamwork is crucial in today's interconnected and fast-paced world, as it enables individuals to pool their diverse skills, knowledge, and perspectives to achieve common goals more effectively than they could alone.

Ultimately, the ability to collaborate effectively is essential for organizations to adapt to change, navigate challenges, and achieve sustainable success in today's dynamic and competitive landscape.

The Benefits of Collaborative Teamwork

Benefits of Team Collaboration

Quick Problem-solving

More Transparency

A Learning Culture



Online Collaboration Tools

Enhanced Customer Experience

Curb Costs

Characteristics of Effective Team

- Effective teams possess 3 basic key characteristics that contribute to their success in achieving common goals and objectives.
1. Clear communication is essential, as it ensures that team members understand their roles, responsibilities, and expectations, and facilitates the exchange of ideas and information.

Characteristics of Effective Teams

- 2. Effective teams demonstrate strong collaboration, with members actively working together, leveraging each other's strengths, and supporting one another to accomplish tasks and solve problems.
- 3. Shared goals and objectives unify the team, providing a clear direction and purpose that aligns individual efforts towards a common vision.

Characteristics of Effective Teams

TEAM CHARACTERISTICS

Team Characteristics for Effective Teamwork



Consensus Building

- Consensus building in working with others refers to **the process of reaching agreement or alignment** among team members or stakeholders on a particular issue, decision, or course of action.



Strategies for Consensus Building

Reaching consensus within a team is vital for effective decision-making and cohesive collaboration. Several strategies can facilitate this process.

1. Active listening
2. Ethical Negotiation
3. Consensus-seeking techniques (e.g., multi-voting, brainstorming)

Active Listening

- Firstly, active listening encourages team members to attentively engage with one another, ensuring that all perspectives are heard and understood.



Active Listening

- In the picture you can see the elements of active listening.
- Which one is difficult to be used in a digital communication environment and why?



Active Listening

- Active listening offers a multitude of benefits that enrich both personal and professional interactions. By fully engaging with the speaker and demonstrating genuine interest, active listening fosters deeper understanding and empathy, laying the foundation for stronger relationships and enhanced communication.

Benefits of Active Listening



Ethical Negotiation

- Ethical negotiation refers to the practice of engaging in negotiations in a manner that upholds moral principles and values, respects the rights and interests of all parties involved, and promotes fairness, honesty, and integrity throughout the negotiation process.



Ethical Negotiation Case Study

David, the Finance Director of a company was alerted to the fact that major customer, Super Pte Ltd, had returned most of the goods shipped to them near the end of the last year. While David is proposing adjustments to the financial statements in order to reflect the return, his proposal is faced with stiff opposition from within his company. Would he be able to handle the situation ethically? Watch the video to find out.



<https://www.youtube.com/watch?v=ZwFyASop8nc>

Consensus' Building Methodology

- Consensus building in working with others refers to **the process of reaching agreement or alignment** among team members or stakeholders on a particular issue, decision, or course of action.



Consensus' Building Methodology

- Consensus building in working with others refers to **the process of reaching agreement or alignment** among team members or stakeholders on a particular issue, decision, or course of action.



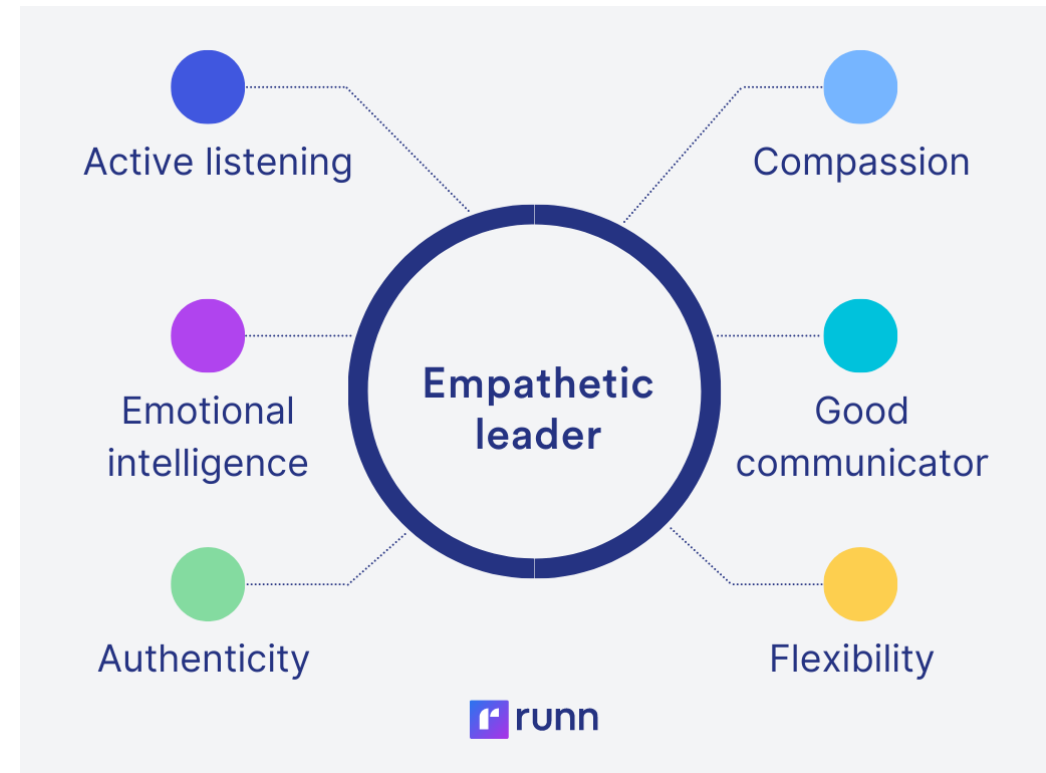
3. Leadership and Empathy in Achieving Shared Objectives

Leadership and Empathy in Achieving Shared

- Leadership and empathy play crucial roles in achieving shared objectives by fostering collaboration, understanding, and mutual support within teams or organizations.
- By actively listening and showing empathy, leaders create a supportive environment where individuals feel valued, heard, and empowered to contribute their best efforts towards common goals.
- Empathy enables leaders to recognize and address the diverse needs and emotions of their team members, thereby building trust, rapport, and cohesion.

Empathetic Leader Characteristics

- Empathetic leaders possess several key characteristics that enable them to connect with others, understand their perspectives, and foster a supportive and inclusive work environment.



Examples of Empathetic Leader

- Empathetic leaders possess several key characteristics that enable them to connect with others, understand their perspectives, and foster a supportive and inclusive work environment.



https://www.youtube.com/watch?v=c_XZ36b_aDI

Test your Empathy

https://www.youtube.com/watch?v=jYc6PmHI_Y8

What is Empathy in Entrepreneurship

https://www.youtube.com/watch?v=-k_NQZ1RjK4



Dealing with Conflicts

Dealing with conflicts effectively is a critical skill in both personal and professional settings, as conflicts inevitably arise when diverse individuals come together.

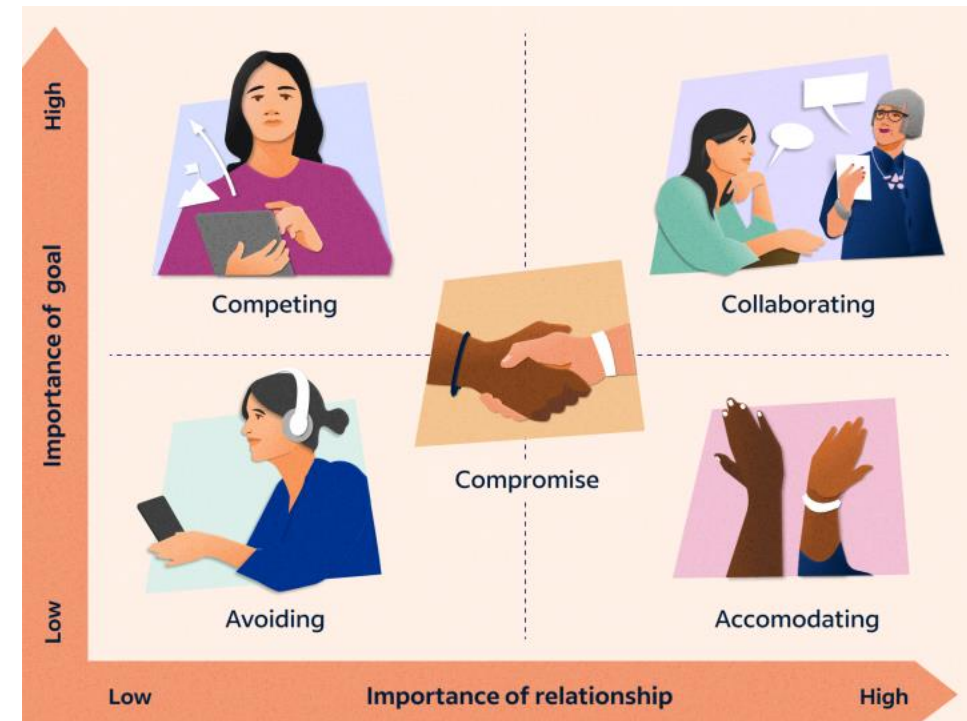
The key to managing conflicts lies in addressing them constructively and **empathetically**.

Active listening plays a crucial role in this process, as it allows each person to express their thoughts and feelings while feeling heard and respected.

Manage Conflicts

Using the Manage Conflict Chart

Can you explain the difference between Accommodating & Collaborating?



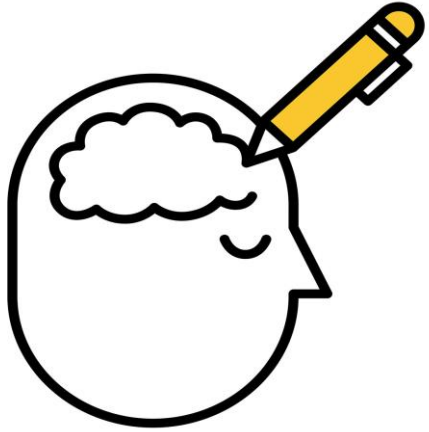


Revision





Do you have any questions?



What will you keep from
today's training?

Training Evaluation





Entrepreneurial Mindset and Key Skills for All

Thank you!



**Co-funded by
the European Union**

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.