



## **U2Ch5. Enhancing team communication through roles, responsibilities, and collaboration strategies**

### **PAPER 01 — Communicative Skills**

#### **Unit 2 · Interpersonal Communication**

#### **Chapter 5 · Enhancing Team Communication Through Roles, Responsibilities & Collaboration Strategies**

## **1 Why Focus on Team Communication?**

When individuals become a team, complexity spikes: more perspectives, cross-dependencies, and competing priorities. Clear, structured communication:

- Aligns Purpose** — members know *why* the team exists and *how* their work supports it.
- Reduces Duplication & Gaps** — well-defined roles prevent overlap and “That’s not my job” holes.
- Accelerates Decision-making** — responsibilities clarify who decides and who executes.
- Amplifies Innovation** — deliberate collaboration strategies surface diverse ideas and convert them into action.
- Strengthens Morale & Trust** — everyone sees how their contribution matters and how to seek help.

## **2 Clarifying Roles and Responsibilities**

### **2.1 Key Concepts**

<b>Term</b>	<b>Meaning</b>	<b>Benefit</b>
<b>Role</b>	A broad, ongoing set of expectations (e.g., <i>Project Manager</i> )	Defines primary contribution domain
<b>Responsibility</b>	A specific duty or deliverable inside the role (e.g., <i>publish weekly status report</i> )	Pinpoints accountability
<b>Authority</b>	The scope of decision power attached to a role	Prevents endless consensus loops
<b>Accountability</b>	Obligation to answer for results	Cultivates ownership mindset

### **2.2 Tools for Clarity**

#### **1. RACI Matrix**

- **Responsible:** does the work
- **Accountable:** final decision, owns outcome



- **Consulted:** gives input before action
- **Informed:** kept in the loop  
*Tip:* build RACI at project kickoff; revisit after major scope changes.

## 2. Role Charters

- One-page doc per role: purpose, key tasks, decision boundaries, required skills, KPIs.
- Share in a team wiki for easy reference.

## 3. Delegation Poker (for managers)

- Cards 1-7 indicate autonomy levels—from “I decide and tell you” to “You decide and tell me.”
- Align expectations before handing off a task.

# 3 Collaboration Strategies for High-Performance Teams

## 3.1 Communication Architecture

Layer	Components	Purpose
Core	Daily stand-ups, Kanban board, shared files	Synchronise immediate tasks
Strategic	Weekly retrospectives, roadmap reviews	Adjust direction and process
Relationship	Virtual coffees, off-sites, shout-outs	Deepen trust and recognition
Knowledge	Wikis, playbooks, recorded demos	Capture and spread know-how

## 3.2 Meeting Design Framework

1. **Objective-First** — one clearly stated outcome; cancel if none.
2. **Right Attendees** — decision-makers + key contributors; others receive summary.
3. **Time-Box & Agenda** — allocate minutes per topic; use parking lot for extras.

## 4. Roles in the Room

- **Facilitator:** keeps flow, neutral
- **Timekeeper:** monitors schedule
- **Scribe:** records decisions & actions



5. **Close with Action Review** — who does what by when; post minutes within 24 h.

### 3.3 Asynchronous Collaboration

- **Documentation-First Rule** — update ticket/wiki before calling a meeting.
- **Threaded Discussions** — one topic per thread; summarise conclusions at top.
- **“Two-Hour Rule”** — if chat back-and-forth exceeds 2 hours without resolution, escalate to synchronous call.

### 3.4 Cross-Functional Alignment

Practice	How It Works	Payoff
<b>Shared OKRs</b>	Objectives & Key Results include joint metrics (e.g., “Launch feature with <2 % bug rate”)	Encourages win-win mindset
<b>Embedded Liaisons</b>	Representative from Dept A attends Dept B’s stand-up	Real-time knowledge transfer
<b>Demo Days</b>	Monthly show-and-tell of deliverables	Collective learning & visibility

## 4 Building Psychological Safety

High-performing teams share two habits:

1. **Equal Conversational Turn-Taking**—everyone speaks roughly the same total time over a week.
2. **Average Social Sensitivity**—members notice and respond to emotional cues.

#### Tactics

- Begin meetings with a *one-word check-in* (“energised,” “overloaded”).
- Rotate facilitation so quieter voices lead discussions.
- Accept and normalise fallibility: leaders admit mistakes openly.

## 5 Conflict-Resilient Communication Channels

Channel	Best For	Guardrails
<b>Instant Messaging</b>	Quick clarifications, alerts	Use threads; no complex decisions
<b>Email</b>	Formal records, external updates	One topic per email; bold asks
<b>Project Boards</b>	Task status, dependencies	Keep cards small; include owner, due date
<b>Video Calls</b>	Brainstorming, sensitive talks	Cameras on if bandwidth allows; recap in chat
<b>Face-to-Face/Huddles</b>	Relationship repair, strategy resets	Summarise agreements in shared doc



## 6 Case Study: From Chaos to Cohesion

### Scenario

A software start-up's launch team missed two critical milestones. Developers claimed marketing kept changing specs; marketing said dev updates were opaque. Morale dropped.

Intervention	Implementation	Result
Roles	Wrote role charters; dev lead became single technical point of contact	Eliminated "who owns what" arguments
RACI	Built matrix for each launch task	Reduced duplicate work 30 %
Comm Architecture	Introduced daily 15-min stand-ups + Confluence wiki	Issues surfaced 3 days earlier on average
Psychological Safety	Started "Failure-of-the-Week" spotlight with kudos for lessons learned	Engagement scores rose from 58 % → 87 %
Outcome	Next milestone hit 5 days early with 40 % fewer last-minute fixes	

## 7 Practical Toolkit

Situation	Quick-Start Move
New project kickoff	Run a <b>Role Charter Workshop</b> —each member drafts and presents their one-pager
Mid-project churn	Map tasks on a <b>Kanban board</b> ; colour-code blockers; assign owners live
Cross-team dependency	Hold a <b>Joint OKR Session</b> to craft one shared key result
Remote onboarding	Pair newcomer with a <b>Buddy</b> + give a checklist of key Slack channels, wiki pages
Repeated miscommunication	Conduct a <b>Team Retro</b> focused on "Start-Stop-Continue" behaviours

## 8 Self-Practice Corner

1. **Role Charter Draft:** Pick a current team role you hold. Write a 200-word charter covering purpose, top 5 responsibilities, decision limits, and success metrics.
2. **RACI Drill:** Take a simple event (e.g., webinar). Draft a quick RACI table; share with a peer and refine.
3. **Meeting Makeover:** Audit one recurring meeting. Apply the Meeting Design Framework and observe effectiveness for four weeks. Log changes.
4. **Asynchronous Challenge:** For one week, resolve all inquiries that *can* be answered asynchronously via documented notes before scheduling any call. Record time saved.

## Chapter Takeaways

- **Explicit roles and responsibilities** are the foundation of smooth team communication; ambiguity breeds



friction.

- A layered **communication architecture** balances immediacy with documentation, ensuring nothing slips through cracks.
- **Collaboration strategies**—from shared OKRs to demo days—align diverse talents toward common results.
- **Psychological safety** turns communication structures into thriving human systems where ideas flow and risks are shared.
- Equip your team with clear roles, robust channels, and safety to speak, and you convert collective potential into consistent, high-impact performance.