

EFFECTIVE TEAM WORKING and COMMUNICATION

MODULE CODE: BMSW4002

Lecturer: Dr Saqib Shamim

5 STARS LIFE Ltd
Successful Team

Our motto is:
'1 is not enough to make a difference'

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(Source: [www.pixabay.com](https://cdn.pixabay.com/photo/2018/05/12/11/37/team-3393037_960_720.jpg), available at:

https://cdn.pixabay.com/photo/2018/05/12/11/37/team-3393037_960_720.jpg)

Benefits of team working presented by Adela Dan



Helps in generating
great ideas



Teamwork is shared
commitment



Quick solution



Better decision



Teamwork promotes
individual growth



Workload is
distributed in teams



Diversity in teams
helps in innovation
(Brinkley *et al.*, 2017)



(Source: pixabay.com, available at:
https://cdn.pixabay.com/photo/2016/07/13/06/43/businessmen-1513737_960_720.jpg)



Divided tasks help in personal growth of skills



Acknowledgement from team members can help in growth of productivity



Teamwork allows to take on risks and challenges



Stress is distributed in teamwork (Mercado, 2018)



Communication in the team boosts one's creativity

Stages of team development

Tuckman, Bruce(1965)



Forming

- The team is initially constructed
 - Formalities are preserved
 - Communication is basic
 - Team instability

Storming

- Is the next phase in the development of the team
- The overall performance degrades
- members of the team remains busy in internal competition and conflicts

Norming

- the internal conflicts get resolved
- the roles of the team members are clarified
- the leader gets chosen
- team unity rises of some degree

Performing

- the team gets matured
- Members are
- Team performs well organised and well performing.
- Members get committed to the mission of the team.

Adjourning

- the final phase in the development of the team.
- tasks get completed
- relationships are formed

Roles in a team presented by Adrian Alin Ciubotaru

- Plant (Karabeleski and Avdic, 2018)
- Resource investigator
- Co-Ordinator
- Shaper
- Team worker
- Implementer
- Completer
- Specialist
- Monito evaluator



Roles of a leader



Setting goals for the team members

Organising and coordinating the team members

Directing and motivating the team members (Huang *et al.*, 2017)

Coordinate between the managers and the workers

Difference between a leader and a manager

Goals are created by managers but vision is created by leaders

Managers maintain the status while leaders bring in the changes

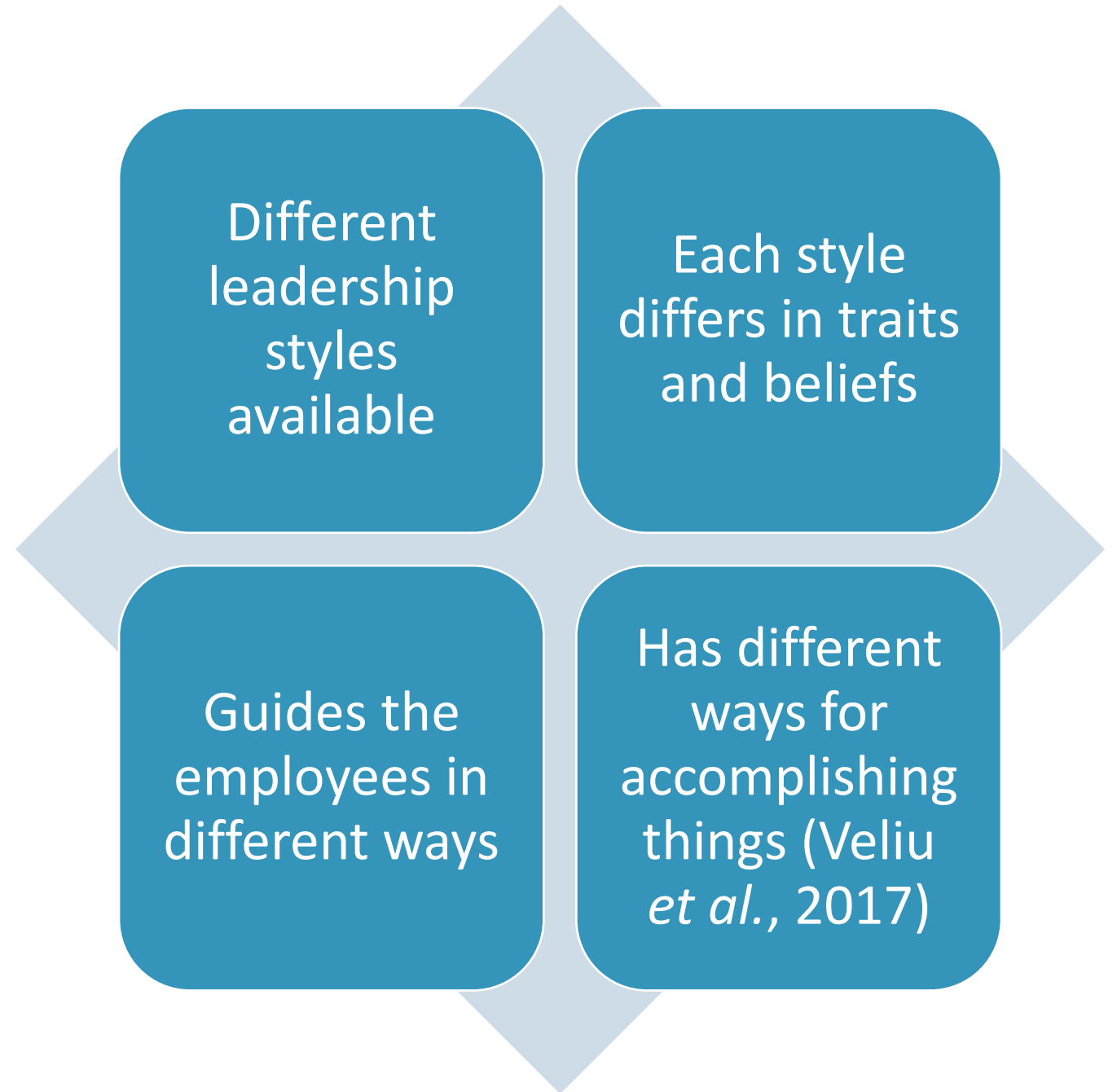
Managers copy from each other while leaders are unique

Risks are taken by the leaders but controlled by managers

Employees choose the leader while manager chooses the employees (Lazarov, 2017)

Different types of team leaders

presented by
Alexandru Festila



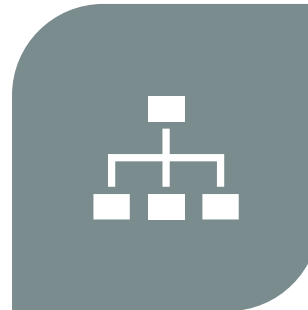
Participative leadership



ALLOWS THE FOLLOWERS
INTO THE DECISION-MAKING
PROCESS (CHAN, 2019)



KEEPS THE FOLLOWERS
UPDATED WITH THE
SITUATION



MAINTAINS THE MORALE OF
THE ORGANISATION



GOOD RELATIONSHIP WITH
THE FOLLOWERS

Autocratic leadership

- Do not allow the team members to enter the decision-making (Chukwusa, 2018)
- The leaders make all the decisions
- Attached to maintain one-rulership in the team
- Discourages creative and innovative thinking
- Do not rely on the team much and change if feel needed

Situational leadership

presented by
Ana Stefaniu



Adaptive and flexible leadership style



Changes preferences on leadership style according to situation and needs
(Thompson and Glasø, 2018)



Develop the team



Brings out best from the members of the team



Transformational Leadership



Works with the
whole team



Identifies the
changes needed



Creates vision
for guiding
team members



Motivates followers to
elevate their capability
to achieve more (Choi
et al., 2017)



Enhances the
morals of the
team members

Conflict management in the team



Limits negative sides of conflicts



Increases positive sides of conflicts



Focuses on enhancing team learning and team performances



Can provide profit to the organisation if implemented properly (O'Neill and McLarnon, 2018)

Different types of conflicts within a team

presented by
Costel Porumba



Different types of conflicts can exist (Greer and Dannels, 2017)



Task-based conflicts



Conflicts regarding leadership



Conflicts caused by working style



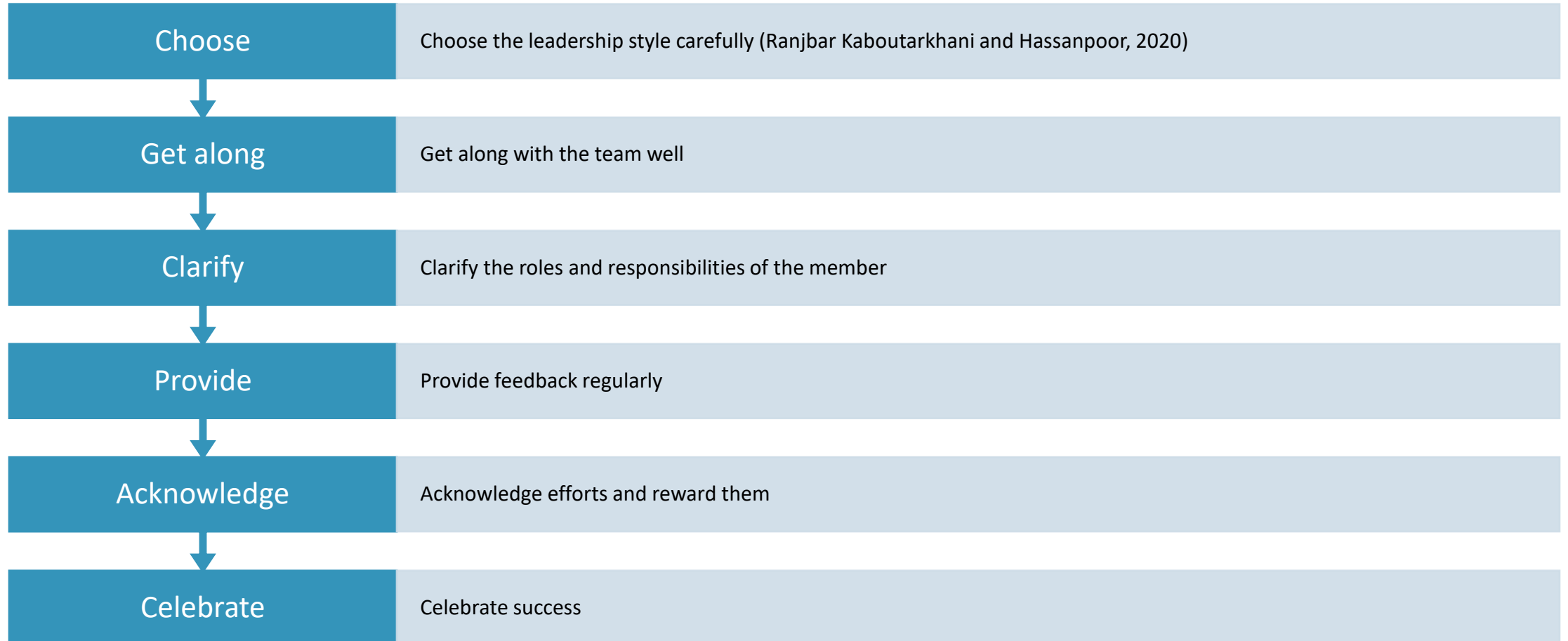
Personal conflicts



Importance of conflict management

- Helps in the prevention of conflicts
- Helps the employees concentrate on their works
- Helps in strengthening the bonds between the employees
- Helps in finding effective solution to the problem or find a middle way
- Plays key role in personal lives (McKibben, 2017)

Successful team development



Conclusion



We look forward to achieving great results together.  

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Thank you