

Reflective Report on Teamwork

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Introduction

According to Salas et al. (2005), teamwork is the cooperative efforts of individuals working towards a common goal, often involving interdependent tasks and responsibilities. Effective teamwork is acknowledged as a major factor in modern workplace productivity, innovation, and employee satisfaction. In addition to technical ability, effective team participation calls for interpersonal abilities like empathy, communication, and self-awareness.

My own experience in both volunteer and academic contexts has shown me that my innate function in teams is in line with Belbin's (2010) "Coordinator" role. I usually lead conversations, make objectives clear, and assign tasks according to people's strengths. Although this preference has helped me lead group initiatives in a positive way, it has also highlighted areas that need work, like inclusiveness and conflict resolution.

Findings

Team Development and Group Dynamics

Tuckman's (1965) model of group development which is : Forming, Storming, Norming, Performing, and Adjourning has helped me understand how my team changed over time. During the first stage of forming, team members were polite but quiet. I set up the first meeting to talk about roles and what was expected of everyone. As we moved into the Storming phase, tensions rose because people had different expectations and didn't contribute equally to the tasks. At first, I avoided direct confrontation to keep the peace, but this caused me stress and made things less efficient.

Whetten and Cameron (2016) helped me understand that good teams deal with conflict in a positive way. We made shared timelines and communication rules during the Norming phase, which made people more accountable. During the Performing phase, we worked together more quickly. I changed my leadership style to be more helpful and open to input from others.

An often-overlooked stage, *Adjourning*, became significant as we concluded the project. Taking time to reflect on our teamwork, express gratitude, and gather feedback helped us end the experience positively and reinforced the importance of closure in group settings

Communication and Conflict Management

Any team needs to be able to talk to each other well. At first, relying on text messages in our team caused confusion and delays. Robbins and Judge (2017) say that team communication needs to be clear and that everyone needs to listen actively. I suggested that we switch to weekly video calls, which made things much clearer and more interesting.

There was a conflict when two members disagreed about whether the data they had sent in was correct. Using the Situation-Behavior-Impact (SBI) model, I led a discussion in which everyone was able to voice their concerns without attacking each other. This not only fixed the problem, but it also made people respect each other more. Thinking about this, I saw how important it is to be assertive but also understanding when talking to people on my team.

I also learned that not all conflict is negative. Constructive conflict, when managed correctly, can lead to innovation and better decision-making. The key lies in fostering psychological safety, where team members feel comfortable expressing dissenting views without fear of judgment or retribution.

Team Roles and Belbin's Model

According to Belbin (2010), a balanced team needs nine different roles. In addition to my natural "Coordinator" role, our group also had a "Plant," who was known for coming up with creative ideas, and a "Completer Finisher," who made sure the work was of high quality. At first, two people who were "Implementers" fought over who would be in charge of planning documents. We talked about each person's strengths and used Belbin's model to give out tasks again, which helped ease the tension.

This experience made me realise how important it is to be clear about your role and to respect others. Belbin's theory gave us a way to talk about how we work and cut down on overlap, which made everyone more productive and happy.

Emotional Intelligence in Teamwork

In addition to my innate "Coordinator" role, our group had a "Plant," who was renowned for coming up with innovative ideas, and a "Completer Finisher," who made sure that the outputs were of a high calibre. Two members with "implementer" inclinations first fought over who should have control of the planning documents. After we talked about each person's strengths and rearranged the tasks using Belbin's model, this tension was eliminated.

The significance of mutual respect and role clarity was reaffirmed by this experience. Belbin's theory gave us a vocabulary to comprehend one another's working methods and minimise overlap, which raised morale and productivity levels all around.

Conclusion

The significance of applying theoretical insights to adjust to various team situations has been brought to light by reflection on this experience. I was able to better understand group dynamics and adjust my leadership style thanks to Tuckman's model. I was able to appreciate and organise a variety of contributions thanks to Belbin's team roles. In order to settle disputes and improve relationships, communication techniques and emotional intelligence were essential.

I will: Perform role-mapping at the start of every new team project in order to become a more productive team player.

When managing conflict, make use of structured feedback tools such as the SBI model. Hold frequent meetings to encourage candid communication.

Through introspection and attentive listening, keep enhancing your emotional intelligence.

All things considered, this introspective process has given me the skills I need to lead and work with teams more successfully in the future.

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