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Characteristics of Effective Team Work

EFFECTIVE TEAMWORK



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Characteristics of Effective Team Work

What is a team?

A group of people with a full set of complementary skills required to complete a task, job, or project.

Difference Between a Group and a Team:

A group is a collection of individuals who coordinate their individual efforts. On the other hand, a team is a group of the people who share a common team purpose and number of challenging goals. Members of the team are mutually committed to the goals and to each other. (Sisson,2013)

What a team does?

- 1 . Team members operate with a high degree of interdependence.
- 2 . Share authority and responsibility for self-management .
- 3 . Are accountable for the collective performance .
- 4 . Work towards a common goal and shared rewards.

A team become more than a collection of people when a strong sense of mutual commitment creates synergy. (Kothari,2016)

What is an Effective Team?

Effective team work is what makes companies and products succeed.

Effective teamwork include the ability to set aside personal prejudices and the willingness to take group responsibilities. (Kukhnavets,2018)

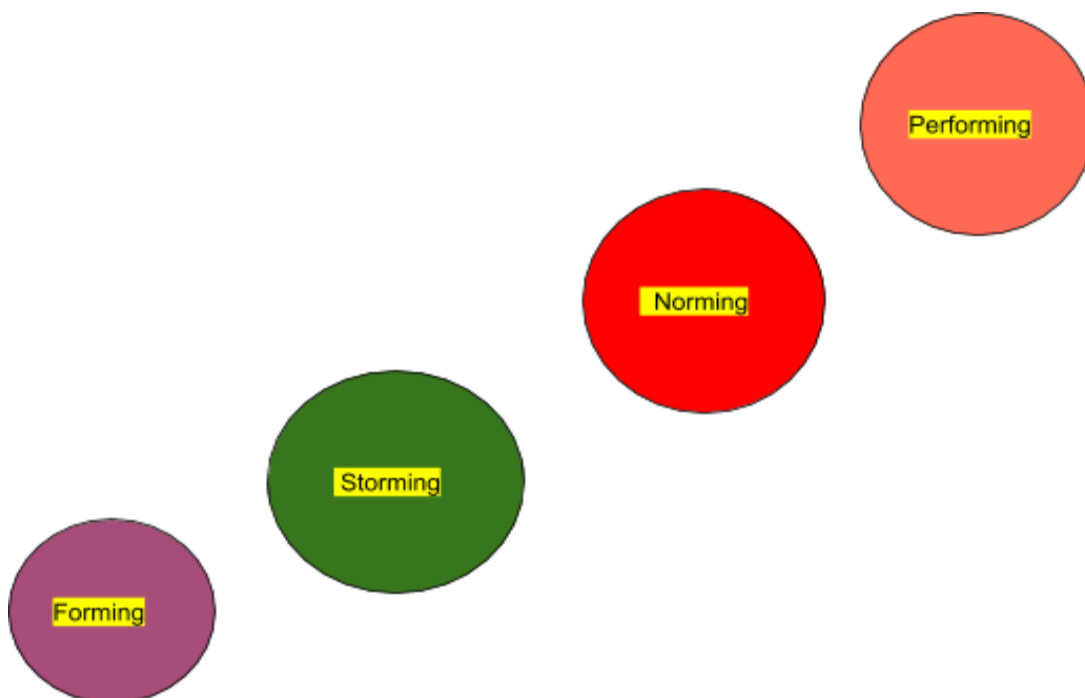
Characteristics of Effective Teams: Effective teams operate in an environment in which there is two way trust in an environment of open and honest communication.

Here are the 10 characteristics that makes a team successful and effective. (Kukhnavets, 2018)

1. **Clear Goals** - it is very important that all team members understand the purpose of the team
2. **Open and Clear Communication:** effective communication will keep team informed and focus.
3. **Monitor performance-** assess team members performances
4. **Effective Decision Making** - awareness of various decision making methods.
5. **Playing by the Rules** - a set of rules keep team on track and remove any uncertainty.
6. **Defined Roles** - skills sets, specific roles, and thinking styles are required for teams.
7. **Team Trust** - there can be trust between team members only if they can translate each others views freely.
8. **Encouraging differences of Opinions** - don't suppress the alternative ideas and opinions.
9. **Mutual Accountability** - any success should be celebrated together. No blame game.
10. **Managed Conflict** - important issues aren't ignored and avoided.

Team process - Development:

Tuckman's model of team development (1965)



Psychologist Bruce Tuckman came up with the memorable words:

Forming , storming, norming, performing

In 1965 to describe the path to high performance that most teams follow.

Later he added a fifth stage that he called “adjourning , which is also referred to as deforming and murning.

Tuckman fifth stage , **Adjourning** is the breakup of the group,so when the goal achieved successfully, its purpose fulfilled;eyone move onto new things, feeling good about good about what has been achieved.

Stages:

Forming: in this stage where the group is just starting to come together. At this stage, members are careful with their behaviour, conflicts and personal opinions are avoided.

At this stage group members meet and greet and become familiar with each other.

Storming: In this stage conflict and competitions are its greatest and group tasks are being defined.

Norming: at this stage all team members become an active unit. Morale of team members are high and team remain focused on the team purpose and goal.

Performing: at this final stage team members have clear understanding of why is doing and what is doing. Team is focused on being productive and the achievement of goals successfully.

Examples of team moving 5 stages:

Background: Last year there was a closure of two schools and eventually those schools were emerging into my workplace (primary school). My school was expanding and In order to have a smooth transition for school children and parents a team had been pulled together from those three related schools.

In my team 7 people were assigned to work together with Torfaen play scheme and other agencies. Goal was to make this transition welcoming and smooth for new children.

Forming: 1st stage was to meet other team members, where we have a brief introduction and get to know about each other expertise, experience skills, hobbies family etc.

All team members were present with the agenda;

- Personal introductions
- Team building exercise
- Information about the project/purpose
- Discussion around team roles/responsibilities
- Discussion how to work together to achieve our goal.

The meeting went well and all team members were engaged and genuinely seemed to like each other.

storming:

The project work has began and We have been given a schedule by a SLT. Soon everyone has got their roles and responsibilities the arguments started. Mostly members and including I was not agree on role division. I felt like I always given extra jobs than my other colleagues on basis of being culture diversity coordinator. Some of the members were not happy as they been assigned roles which were not their expertise. In order to clear those conflicts, we had a face to face meeting to discuss all issues. Our SLT has defined our roles clearly and promised to give all support we needed and extra time to make this project successful.

After the start of 2 weeks of this project there were minimum conflict and arguments. We all were working together in a team supporting each other, helping our team members if they were lacking some where.. Our working relationship has started to improve.

Norming:

Team has started working together for one month and everything going smoothly. There were few arguments but problem solving rules were followed. Additionally, we all were helping each other to grow and develop our skills.

Performing :

We all were ready to showcase our team work to start school transition. Activities were decided and our team has communicate without school agencies and arranged them to come and work with our children. Projects included, climbing wall, gardening (our wall), new school block inauguration, playscheme activities, school tour including parents, forest schools, pond dipping, secret garden, power point, culture diversity and inclusion project, tea and refreshment, updating our school website and tweeter to update our school community.

Our SLT had checked in several time, she was happy with the progress and praise the team members for their efforts.

The project was on time and successful. Our school had lovely feedback from the torfaen county , parents and other agencies which were involved in this project..as a team we all members were pleased how well is its going along.

Adjourning:

The project has ended and it was a huge success!

It was two months of working together with some ups and down and it's the time when we all will be working in different teams on different projects.

We will miss each other.

Belbin's theory:

Belbin defines a team role as "A tendency to behave, contribute and interrelate with others in a particular way".

Difference between Belbin and Tuckman's theory is that Belbin focuses on individuals whereas Tuckman focuses on groups.

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Conclusion:

When you are a team, it's very important to know that every team has to follow these stages of team development.

It is the job of the team leader to help the team to see through these stages and to bring them on the point where they are working as effectively as possible towards a common goal.

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