



EFFECTIVE TEAM WORK

Team leader : Teodor Krastev – 2111300

Georgeta Chitu – 2109878

Flavia Borciila – 2112908

Habiba Khanam – 2110297

Constantin Jan Balaci – 1906938

Lecturer : Lloyd Beharry



INTRODUCTION

- What is team work.
- Why it is important.
- How will help us?



BENEFITS OF TEAM WRKING

Team work is main part for building a good and healthy business. To have effective team work it is not important to put together a group of people but to have and a good preventive leader. To use team work in your business we need to have and a good communication skills as well.

- Problem solving.
- Potential for innovation.



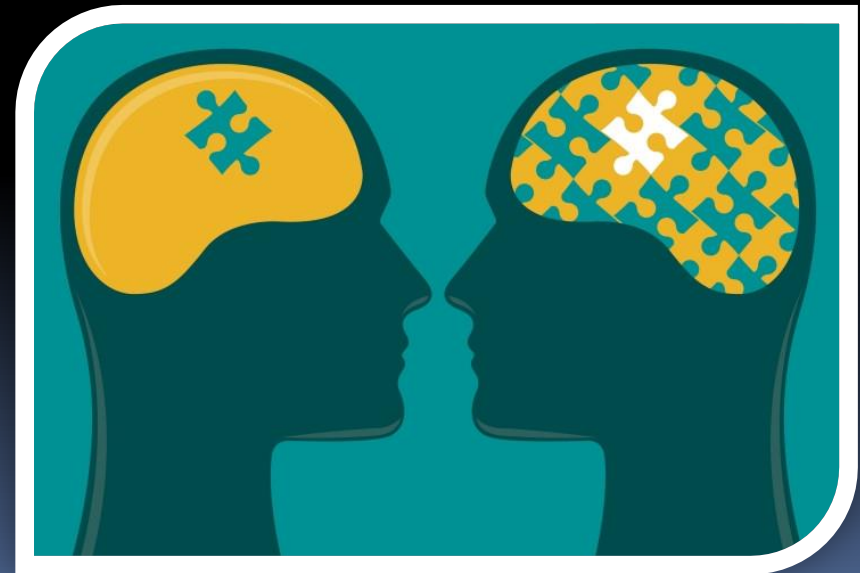
Why we are better together?

- Happier team.
- Potential personal growth
- Less burn out.



Two brains are better than one

- Expand the creativity.
- Make less mistakes.



Growing your business.

- Lot more chances of growing
- Increase your staff productivity
- Taking only SMART risk.





Stages of Team Development

- The team will work together to meet the goals of the business.
- Boosts the chances of reaching the project goals effectively.

Currently, the 5 stages of development according to Bruce Tuckman theory, are:

FORMING

STORMING

NORMING

PERFORMING

ADJOURNING



Tuckman Model of Team Development

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.



Forming Stage

Helps to develop a better understanding and strong relationship with each other.



Storming Stage

- Is marked by conflict and competition as individual personalities appear.
- Is necessary to the growth of the team.



Norming Stage

- Is the calm after the storm.
- Effective team working.
- Progress.



Performing Stage

- High motivation.
- Focus on the goals as a group.



Adjourning Stage

- Project completed.
- Celebration time.



Working in a team

Working well in a team means:

- Working with a group of people to achieve a shared goal or outcome in an effective way
- Listening to other members of the team
- Taking everyone's ideas on board, not just your own
- Working for the good of the group as a whole
- Having a say and sharing responsibility



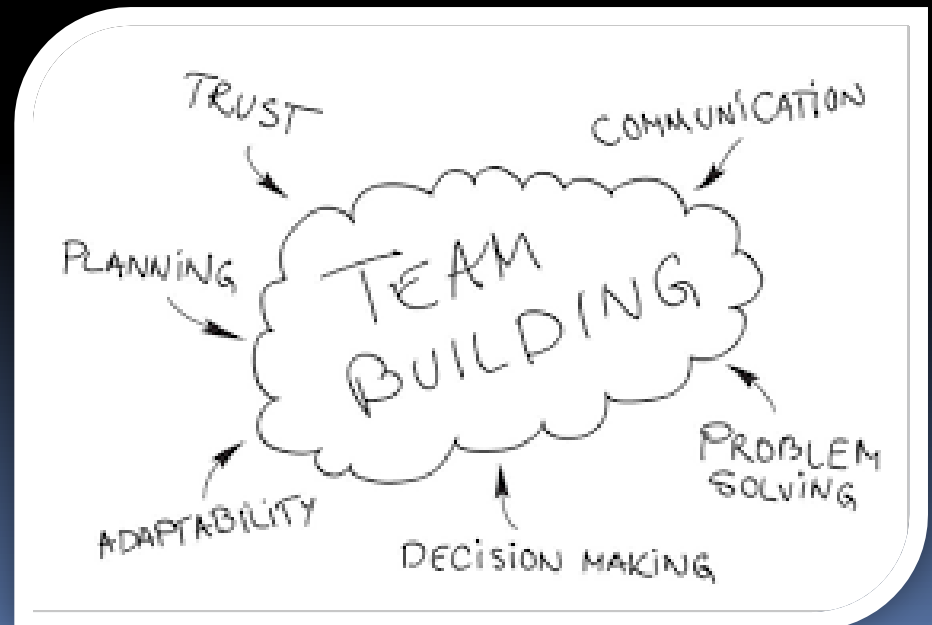
Building teamwork.

- Building teamwork skills will help you:
- Boost your confidence in contributing ideas to a project
- Listen to others and take their ideas on board
- Play an active part in creating a positive energy and atmosphere during the project
- Support any fellow students who need extra support, and take instruction well from team leaders
- Take responsibility for your tasks in a project



Discussion continued...

- Understand how to work in a team
- Aligning team members
- Presenting different perspectives
- Providing prompt feedback
- Improving productivity
- Supporting professional development



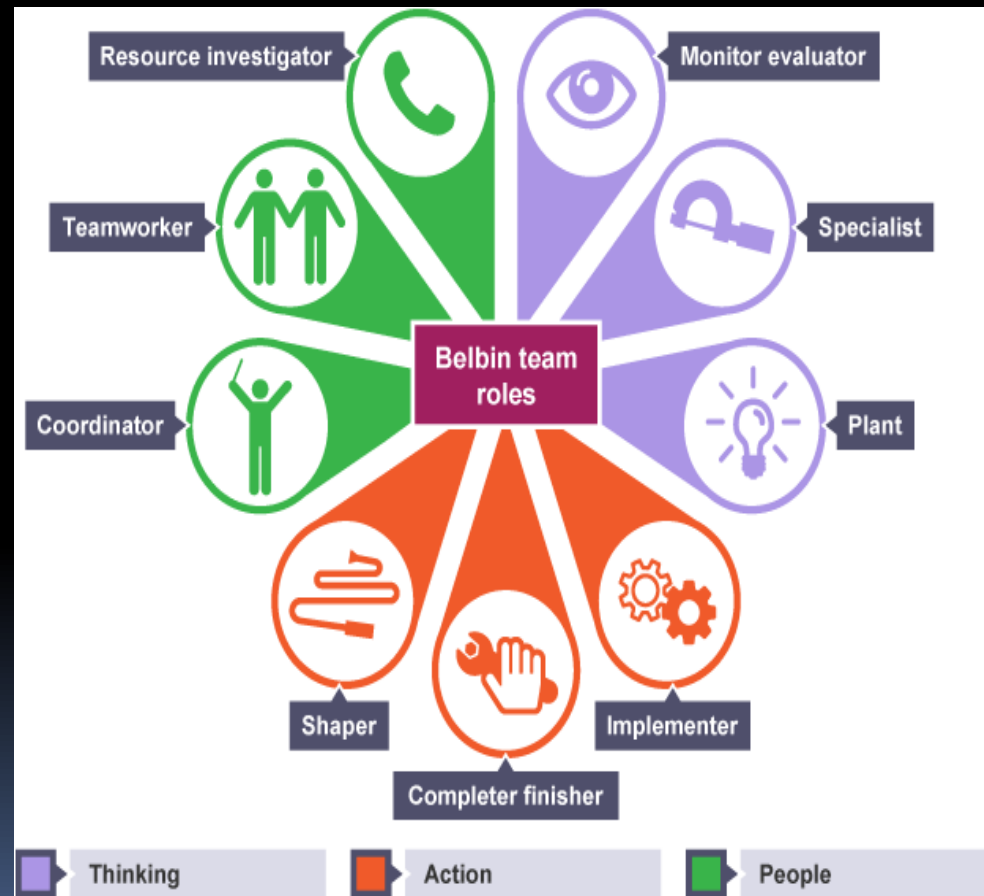
Belbin's team roles

- Shaper
- Implementer
- Completer finisher
- Plant
- Monitor evaluator
- Specialist
- Coordinator
- Teamworker
- Resource investigator



Group Roles for Workplace Teams

- Initiator
- Arbitrator
- Note taker
- Coach
- Coordinator
- Evaluator
- Compromiser
- Gatekeepers
- Critic



Managing a conflict

What is conflict?

- Conflict can be explained in different ways and can be taken in consideration as an expression of negative attitudes.
- Perception of mutual interference

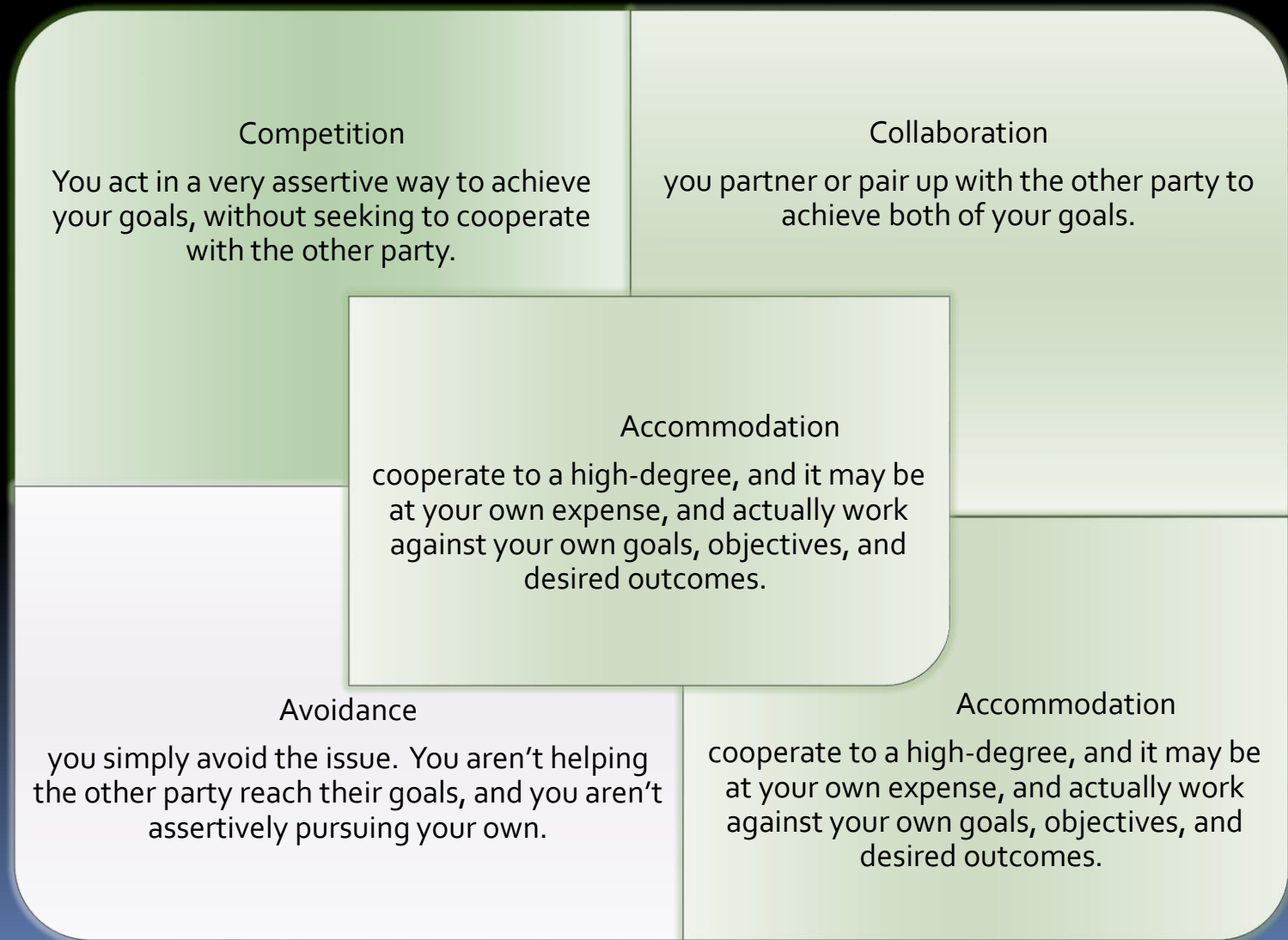




Conflict factors

- Communication is a key factor to defines conflicts, open communication among staff and regular feedback can improve.
 - Structural factors set boundaries inside which people and gatherings might have the option to influence the course of a contention.
 - The personal factors are those connected with contrasts between authoritative individuals, degree of abilities and capacities, various characters, unfortunate correspondence, bias at work and feeling uncertain at work.
- 

5 STYLES FOR CONFLICT HANDLING (THOMAS, 1976)



Is conflict a bad thing?

- Conflict is an essential piece of life in any solid gathering.
- Disagreements means that a team is committed to find the best resolution as a group, not individually.



How to avoid a conflict?

- Avoid misunderstandings.
- Do not make impulsive judgments
- Listening to your opponent
- Propose replacements calmly.





Successful team development

- **Be Aware of How You Work**
 - **Get to Know the Rest of the Team**
 - **Clearly Define Roles & Responsibilities**
- 



Be Proactive with Feedback

“Feedback is the key to assuring any team is staying on track, but more importantly that it is improving each day. Feedback should be proactive and constant. Many leaders are prone to wait until a problem occurs before they give feedback.”

- 
- **Acknowledge and Reward**
 - **Always Celebrate Success**



SMART goals

Your team can prioritize SMART goals by choosing objectives that are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-based. For example, you may want to exceed your quarterly quota by 10% by the end of the second quarter.

- **Perform well-defined roles**
 - **Experiment regularly**
 - **Embrace diversity**
- 



Welcome strong leadership

- **Communicate effectively**
 - **Be accountable to the team**
 - **Share a common culture**
- 



references

T. MIDDLETON (2022) , The importance of teamwork (as proven by science) , ATlassian , viewed 10 april 2022 ,
<https://www.mckinsey.com/~media/mckinsey/business%20functions/organization/our%20insights/why%20diversity%20matters/diversity%20matters.ashx>

HARAPPA (2020) , The Importance Of Teamwork , Harappa , viewed 12 april 2022 ,
<https://harappa.education/harappa-diaries/teamwork-and-its-importance/#>

Mishra (2021) , Thomas Kilmann Conflict Model , Management Weekly , viewed 18 april 2022 ,
<https://managementweekly.org/thomas-kilmann-conflict-resolution-model>



INDEED (2021) , 8 Steps To Building a Successful Team , INDEED , viewed 21 april 2022 ,
<https://www.indeed.com/career-advice/career-development/steps-to-building-a-successful-team>