

Effective Team Working

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Team working as one

Presentations Aims & Objectives

The aim of this presentation is to provide a clear understanding how to achieve an effective team. It will explore a number of theories and models and how this can be beneficial to a team.

Objectives

- The role trust plays within a team.
 - The importance of effective communication and how this aids team development
- The importance of understanding team members strengths and weaknesses and the benefits to commitment and accountability.

Presentation Plan

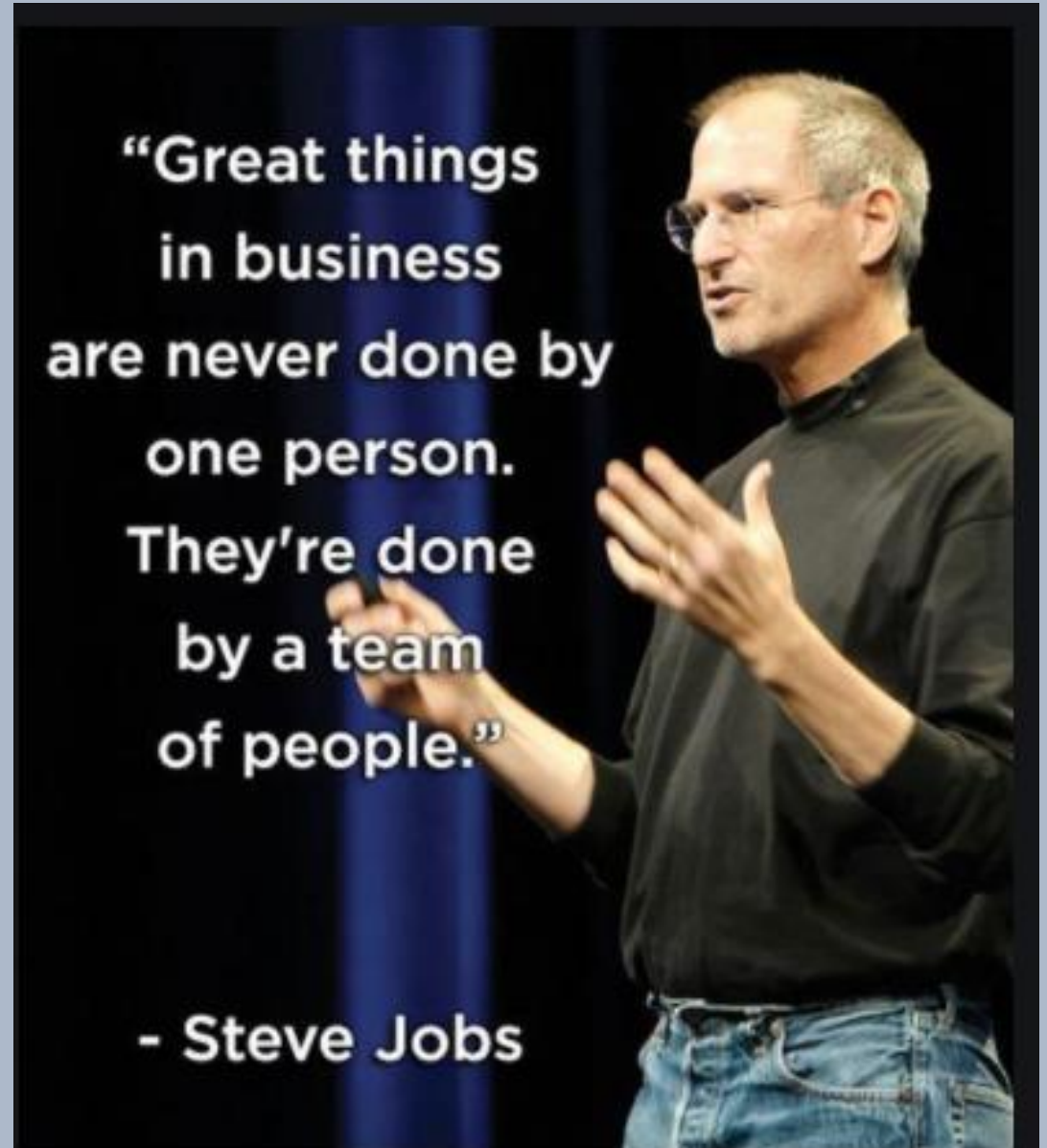
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Presentation Feedback

Presentation Evaluation Sheet				
Module: BMSK4002 Part 1: Effective Team Working				
Date	Name of Presenter:			
	Feedback			
	Weak	Fair	Good	Excellent
Prepared for Presentation				
Presented in an interesting way				
Objectives of the presentation are clear				
Used visual aids effectively				
Organised the presentation logically				
Spoke loudly enough				
Spoke slowly and clearly				
Presented within appropriate time				
Responded to questions accurately				
What can I do better next time?	What went well?			

What is a Team?

What is a Team? A team is different to a work group according to Human Resources (2021). A team is a group of individuals who are all working together with the same intent and purpose. There is a degree of accountability within a team and they should all have the same common goal in sight. Whilst the success of a work group is measured on their individual achievements only unlike a team.



Effective teams

Good and effective communication is essential within a team according to McDuffee (2019). If **ALL** members of the teams are not communicating it will have a negative impact on the teams' productivity. There are 3 steps to prevent this from affecting your team.



Listen



Say what
you
mean



Practice

Ineffective teams

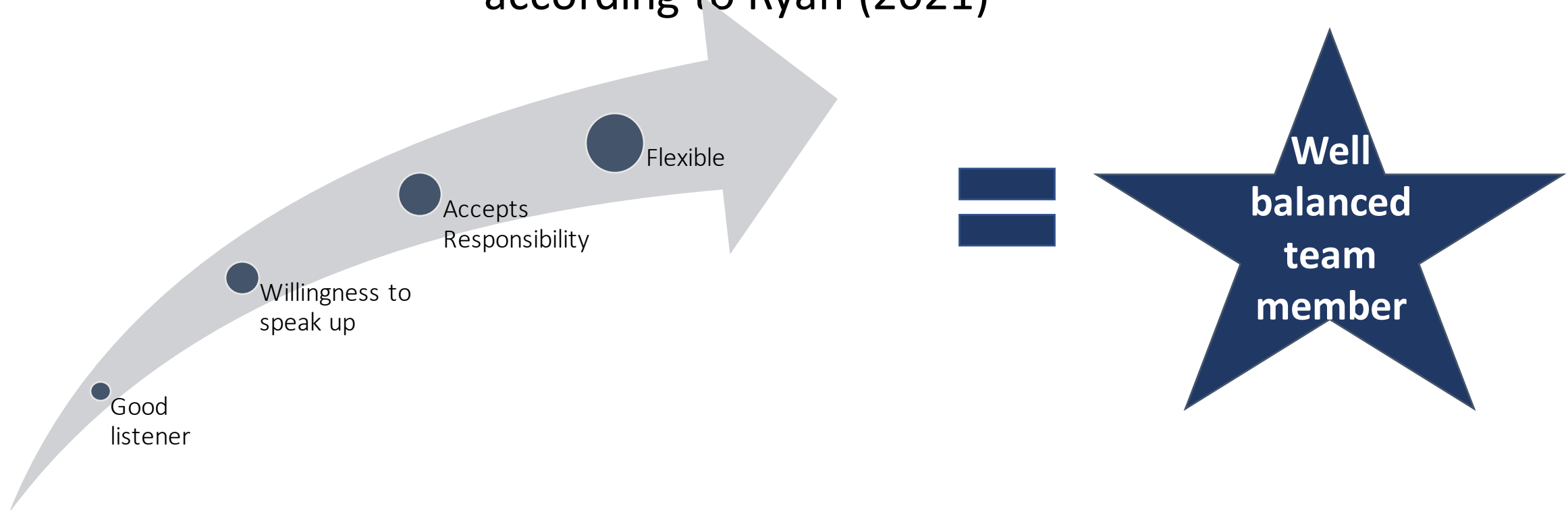
An ineffective team can have a negative impact on productivity and morale according to Rajagopal (2021). There are six warning signs of an ineffective team.

It's important to know the signs so appropriate steps can be taken so ineffective teams can learn to develop into a well functioned team.



Signs of a good team member

There are some signs to look out for in a great team member. These can be beneficial to know and understand when interviewing or creating a team according to Ryan (2021)





Five Dysfunctions of a Team

Lencioni, P. (2002) created a pyramid of 5 dysfunctions of a teams and the impact they can have on a team.

- Lack of Trust. You can't build a team without trust! Without trust you can't build and grow as a unit.
- Fear of Conflict. Healthy conflict is essential in a team and in fact a positive. If you have trust you will be able to have passionate conflict which will be successful.
- Lack of commitment. You must have trust & conflict to achieve ultimate commitment.
- Avoidance of Accountability. You must have commitment to allow team members to be able to hold other members accountable for their actions.
- Results. This can only be achieved if you have all the above.

Example of Lencioni theory

Lencioni theory can be beneficial to lots of teams not just office-based teams. For example, I am a member of a School Parent Council. Our main aim is to host fundraising event for our children's school. We have benefited from Lencioni's theory.

- **Trust** ~ At the beginning we held a lot of meeting to get to know each other and build a good solid relationship. This helped create a good level of trust within the group.
- **Conflict** ~ During meeting every member was given an opportunity to give ideas without interruption so all ideas were considered and members felt valued. We would have a debate and take a vote regarding any ideas and sometimes conflict would take place.
- **Commitment** ~ Once a decision was made all members would come on board and fully invest with the fundraising event. This would only happen once all members understand the reasoning behind any decisions made.
- **Accountability** ~ All tasks were shared out equally. Members would take responsibility for their allocated roles in the fundraiser.
- **Results** ~ The result would be a very successful and enjoyable fundraising event.

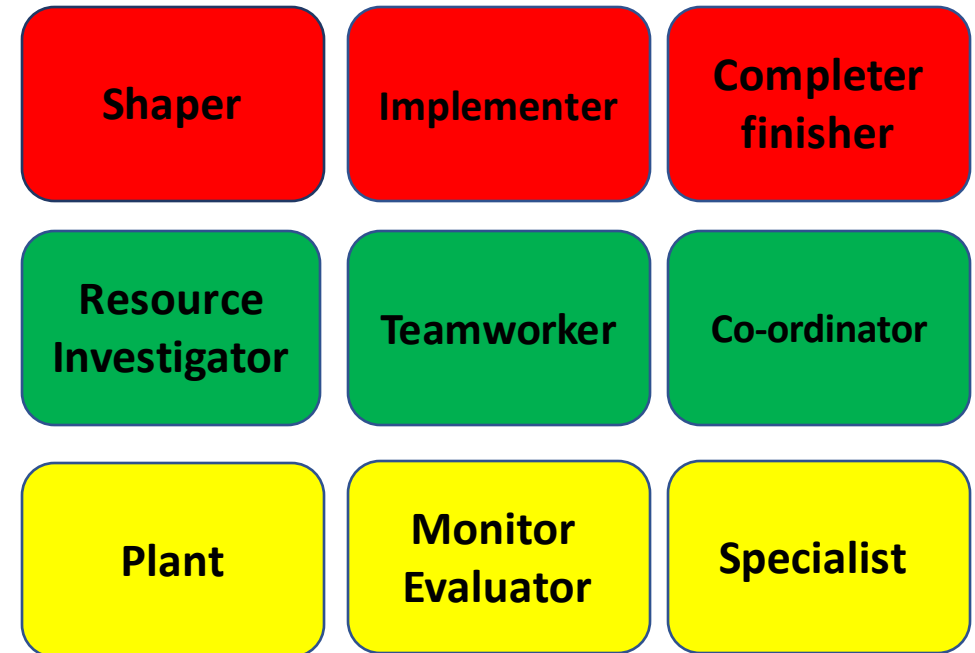
Avoidance of Conflict & Accountability

Conflict avoidance can be detrimental to a team according to Lencioni (2019). Conflict must take place to create a well balance and successful team. If a manager avoids conflict in a team the team members cannot truly invest in the project. It is vital for team members to feel heard and valued. If it is avoided true commitment cannot be achieved. This can then lead to accountability avoidance. It is important to be able to holding one another accountability if they not completely on board. This will not happen unless conflict and commitment has taken place. Team members holding others accountable can be the most effective. This starts with truly understanding your team members.

How to understand Team Members

Belbin (2021) suggests you must be able to identify and recognise each team members strengths and weaknesses. Belbin created a model to support his theory.

It suggests there are nine roles within a good team. This does not mean nine individuals will be required within the make up of a team. Many individuals will be able to identified with more than one role. It is important to have a clear understanding of these roles and communicate and discuss these with your team members.



Red = action oriented roles

Green = people oriented roles

Yellow = thought oriented roles

Belbin Team Roles'

Within my workplace I am part of a small team of 3 members. We have discussed Belbin Roles and broken down our own strengths and weaknesses. It was an extremely beneficial and valuable exercise.

Member 1

- Shaper ~ Driven, focused & enjoys a challenge. Her passion can be misinterpreted as aggression.
- Completer Finisher ~ Perfectionist. Her need for perfection can lead to periods of stress.
- Co-ordinator ~ Good Communicator, sets out clear expectations & extremely good listener.

Member 2

- Plant ~ Extremely creative & enjoys solving problems but can struggle to communicate sometimes.
- Implementer ~ Extremely reliable & well organised but finds it difficult to adapt to change.
- Monitor Evaluator ~ Thinks Logically and weighs up all options before committing. Can over analysis.

Member 3

- Teamworker ~ Peacemaker & supportive but struggles to make unpopular decisions.
- Resource Investigator ~ Good at making relationships & connections. Can lose enthusiasm easily.
- Implementer ~ Brings ideas into life. Enjoys organising and creating practical actions.

Conclusion

In conclusion it is extremely important that you understand your team. This will aid the productivity and success of a team.

Understanding of your team members strengths and weaknesses can be paramount to creating an effective team.

Conflict and accountability avoidance can be detrimental to a team you must allow this to take place.

Last but not least, trust is essential within a team. It is the foundation of any team and time must be given to create this from the outset. This will allow a team to grow and create great things. You must not underestimate the importance of trust!

Any questions please feel free
to ask.

Thank you for listening to my
presentation and I hope you
have enjoyed.

Reference list

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