

EFFECTIVE TEAMWORK AND COMMUNICATION



1. MAXIM BABIN	ID: 1909116	BENEFITS OF TEAM WORKING
2. MELINDA KOVAČS	ID: 1908326	STAGES OF TEAM DEVELOPMENT
3. SABINA BOCSENEAN	ID: 1909062	MANAGING CONFLICT
4. ANGELIN BALTA	ID: 1908331	TEAM ROLES
5. CLARA BARNA	ID: 1908330	SUCCESSFUL TEAM DEVELOPEMENT

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INTRODUCTION

Teamwork is when numerous individuals cooperate. Cooperation causes individuals to understand others, fabricate agreeable friendships, and to complete any employment the correct way.

For an excellent team everyone needs to know:

- How to be building effective team
- Advantages of team development
- Application of Thomas Kilmann theory

Benefits of Team Working

Teamwork is very important. Do not matter if it is family, workplace or something else, work like a team has become a pylon of successful things, and this need to be a rule for everyone, even for you, seniors' managers.

Academic explanation of benefits of team working:

- To succeed every member of a team has a very important contribution (BELBIN, 2020).
- Bruce Tuckman said that for a team to succeed it need that team members to know each other (MindTools, 2020).

Effective Team Working and Communication

Belbin's Team Roles



Team Forming from point of view of Bruce Tuckman



Benefits of team working

1. Creativity
2. Varied skills
3. Accomplish faster
4. Distribution of work

STAGES OF TEAM DEVELOPMENT

- Team = persons working as one to accomplish a specific goal (Morgan, 2017)

Team => Social influence

Individual behaviour => presence or conduct of others

Social influence=> conforming, compliance, obedience

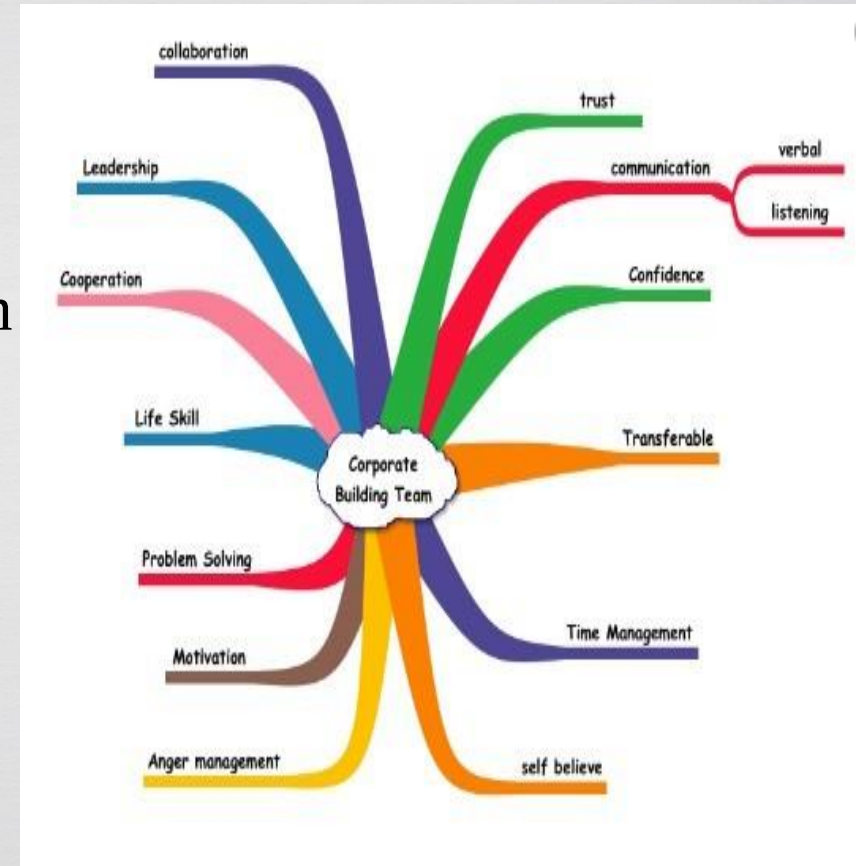
Team – dependent of three individual needs: to have precision in judgments, to be accepted by the group, to create and maintain positive self-image (Curseu, 2007)

Effective Team Working and Communication

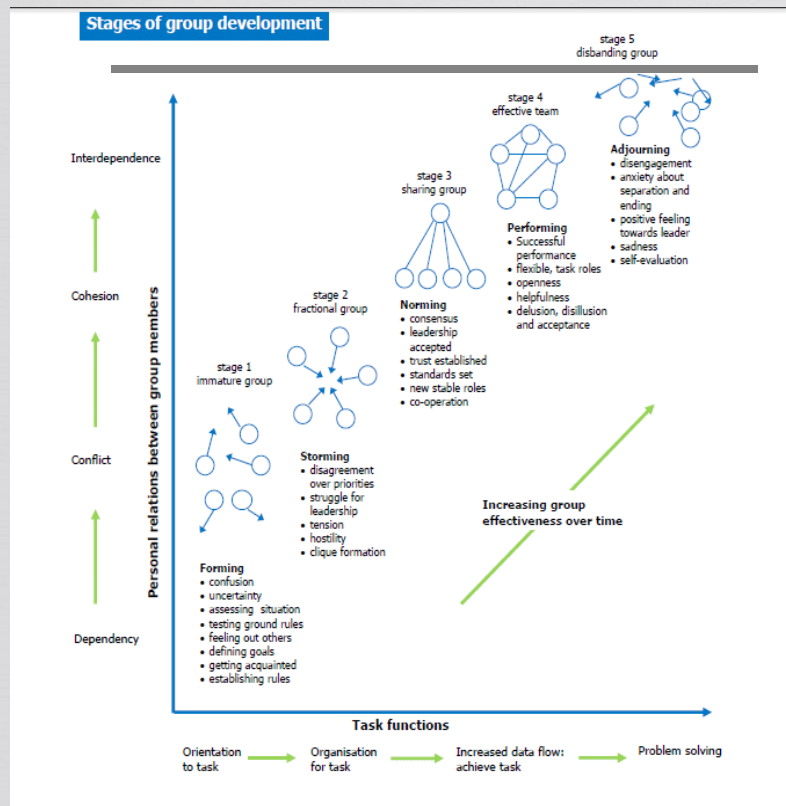
PRECISION IN JUGMENTS	PRECISION IN JUGMENTS				ACCEPTANCE BY THE GROUP		PRECISION IN JUGMENTS
	POSITIVE SELF-IMAGINE						
	C O M P L I A N C E						
ACCEPTANC E BY THE GROUP	C O F O R M I N G	Tuckman	Wheelan	Gersick	O B I D I E N C E	ACCEPTAN CE BY THE GROUP	
		Forming	Dependency and inclusion	Phase1 (Stability)			
		Storming	Counter dependency and fight	Transition (Instability)			
		Norming	Trust and Structure				
		Performing	Work and productivity	Phase 2 (Instability)			
POSITIVE SELF- IMAGINE	POSITIVE SELF- IMAGINE						POSITIVE SELF- IMAGINE

Advantages of teamwork

- Finding teams experience and knowledge
- Creating an efficient team within the workplace
- Accessing efficient team and successful business (Kozlowski and Bell, 2012).



Team development stages

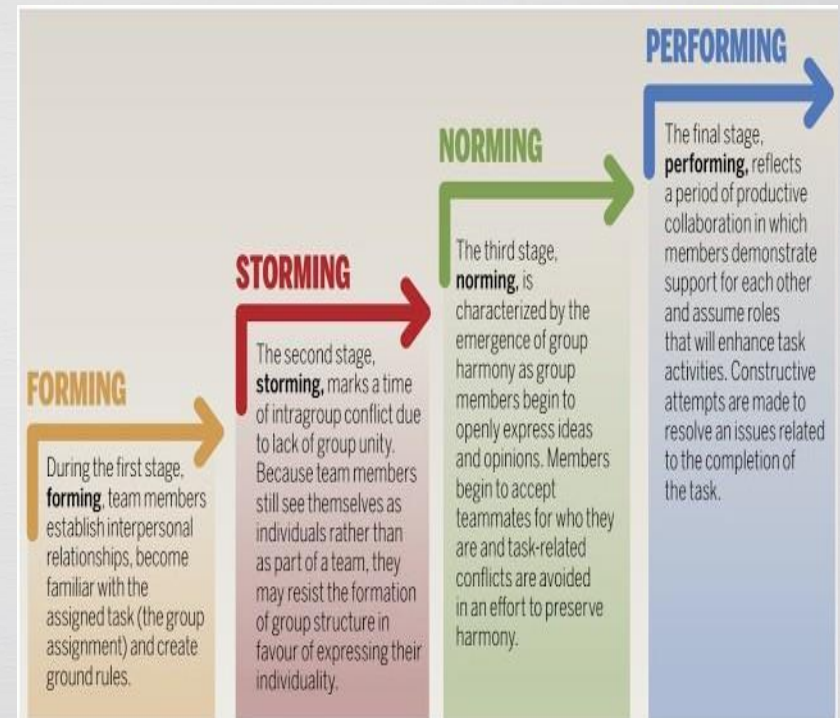


- evaluating the different stages of team development
- Followed by five stages such as Forming, Storming, Norming, Performing and Adjourning. (Tuckman, 1965)

Team development stages



- Y Management of conflict
- Y Ensure undertaking responsibility (Tuckman, 1965)
- Y Delegation of task and achieving goals



Different team roles

- Development of teams' role by Belbin's Theory
- Encouraging team achievement



Different team roles



Manages conflict

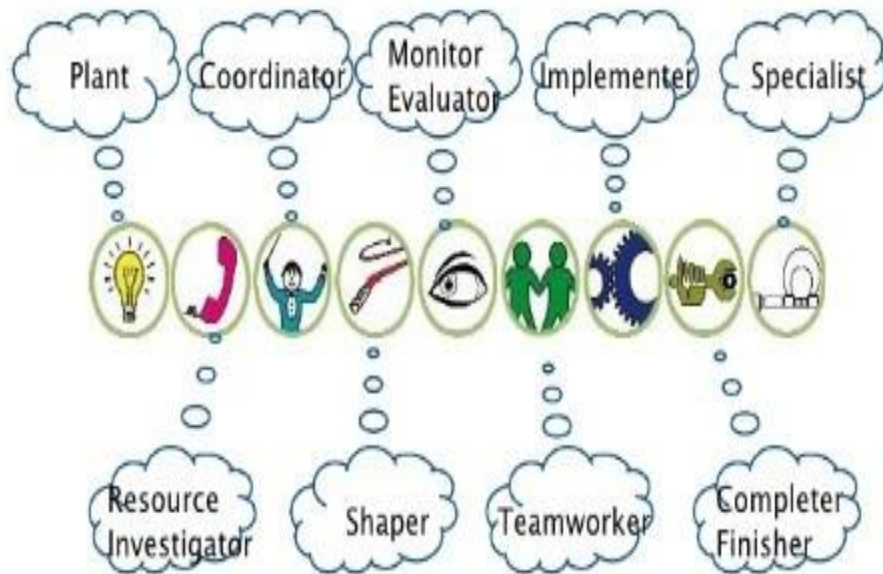


Apply effective strategy by turning ideas



Flexibility slows down possibilities

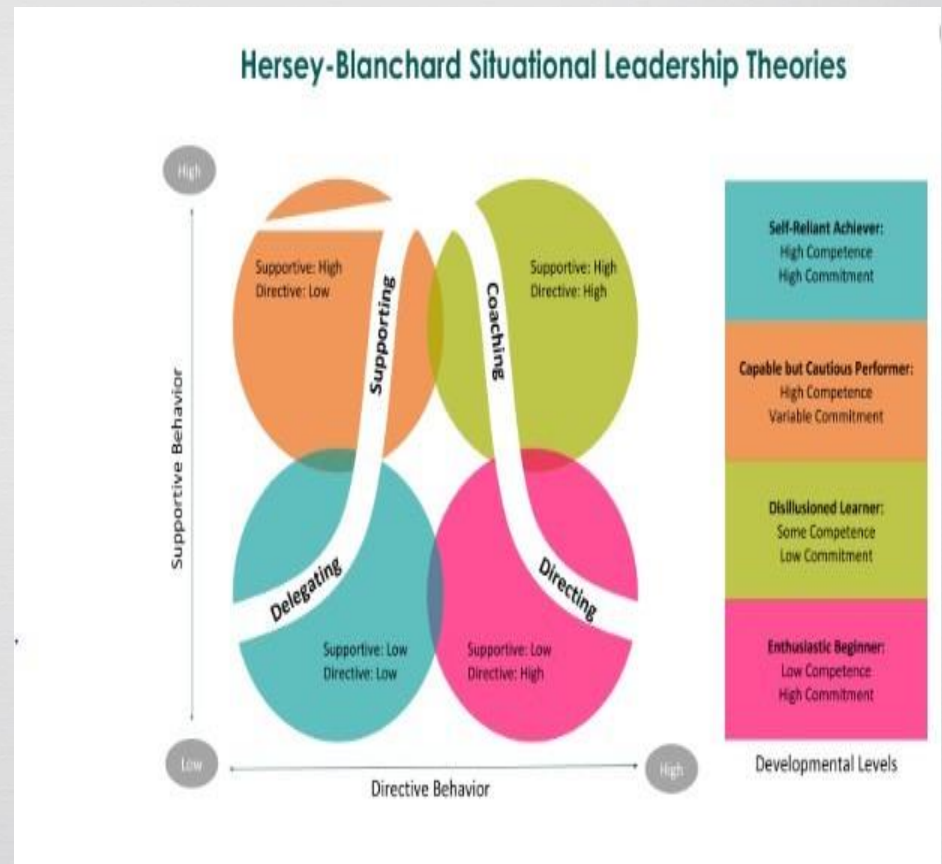
The 9 Team Roles



Different team roles

Model of Hershey and Blanchard help in success of team (Hersey *et al.* 2007).

Enhance competitive knowledge



Managing Conflicts

Resolution strategies what we use

People try to resolve conflicts in different ways

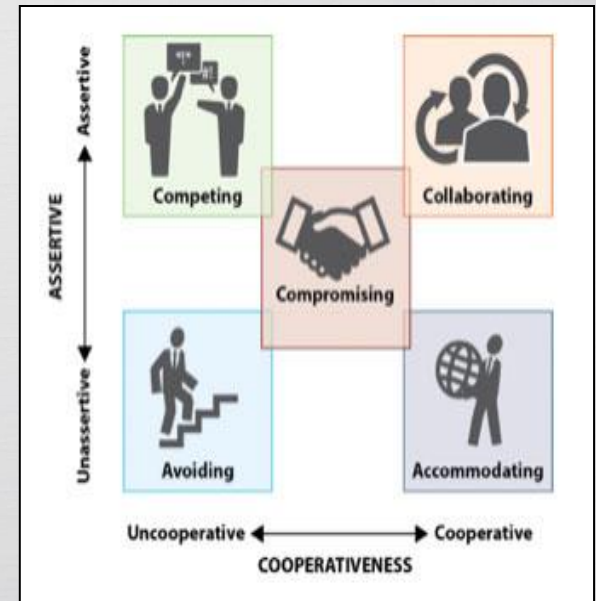
We need a variety conflicts resolution strategies:

Resolution strategies what we use

People try to resolve conflicts in different ways

We need a variety conflicts resolution strategies:

1. Avoiding: Ignore or withdraw from conflict – by avoiding conflicts nothing gets resolved
2. Competing: They are assertive, not cooperative. Might work at sport, but not the best strategy in groups
3. Accommodating: cooperative, not assertive and like avoidance it can result unsolved problems.
4. Collaborating: this method is used when people are both cooperative and assertive. A group should learn to let each member to help with co-creating a shared solution that all of them can support.
5. Compromising: Each one gives up a little bit, compromising is perceived as fair, regardless if nobody is totally happy with the results.



Managing Conflicts at workplace

Practical Strategies:

► **1. Talking with the individuals within the team:**

- when and where would be the best to meet and talk without interruption

► **2. Focusing on behaviour and event, not on the personalities**

- Say “When this happens ...” instead of “When you do ...”

► **3. Listening carefully for others:**

- Instead of getting ready to react, listen to the other, do not interrupt while the other is talking, asking questions to clarify our understanding

► **4. Identifying points of the agreements and disagreements.**

- Summarizing the areas, ask everyone if they agree with our summary/assessment, modifying the assessment until we agree on the areas of agreement/disagreement

► **5. Prioritizing the areas of conflict.**

- Discussing which areas of conflict are the important ones to all of us to resolve

► **6. Developing a plan to work on each conflict.**

- Start with important, develop a plan focusing on the future, proposing future meetings to discuss the progress and continue with the discussion

► **7. Following through on our plan.**

- Maintaining a collaborating attitude,

► **8. Building on our success.**

- Pointing out the progress, compliment on each other, congratulate

Development of a successful team



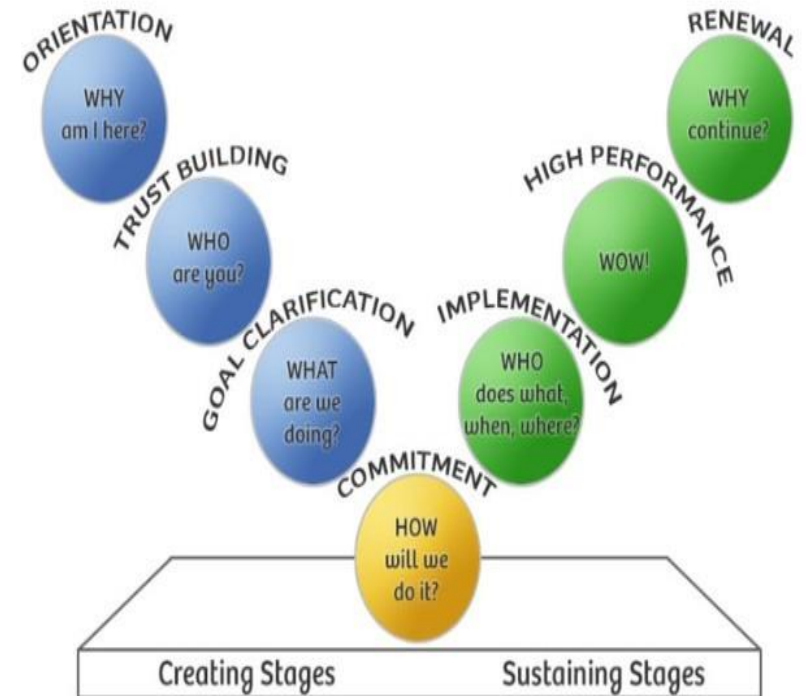
1. Following common goals
2. Sharing opinions and solving conflict (Rickard, 2019)
3. Team socialising



Conclusion



- Communication line could develop team effectiveness
- Team is developed by sharing views and knowledge



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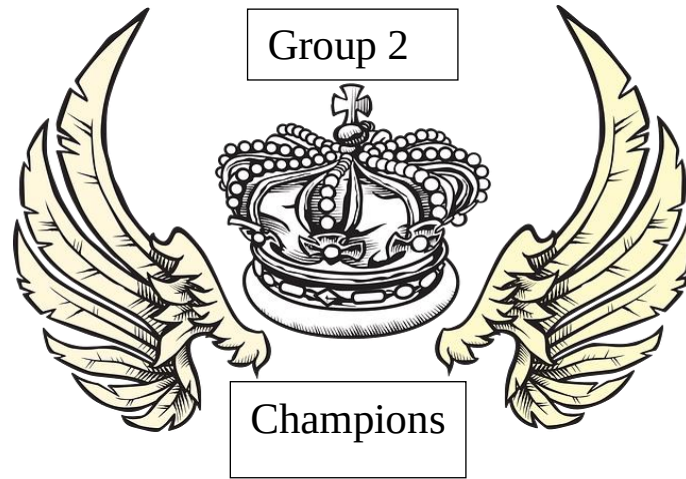
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Speaker notes

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Academic explanation of benefits of team working

If people want to have success, they need to cooperate each other, and academicians have this opinion to. Meredith Belbin said that for a very good team it is need that members to have access of nine team behaviours, which are Coordinator, Implementer, Plant, Monitor / Evaluator, Resource Investigator, Team Worker, Shaper, Completer / Finisher. But in generally this do not mean that a team need to be compose of 9 people, it can be that one member to have more than one role that are convenable for him and it can change over time (BEBLIN, 2020).

Sometimes it takes a lot of time to create a team and members go through some stages. Bruce Tuckman explain that these stages, Forming, Storming, Norming and Performing are essential when a team want to pe affective in a short time (MindTools, 2020).

Benefits of team working

The importance of team working has become essential in our society, because without it our society will be not the same, we need to communicate when we want to do things right and I will explain some examples for you to be more clearly.

For example, everyone needs to know that:

1. **Creativity** is one of the benefits of teamwork, because each member has his own ideas and when all ideas come together something extraordinary is formed. For example, I realized this at my workplace, I work like a staff member at a dessert restaurant, there we are a big team that work together. We have a lot of birthdays and we must test our creativity to leave a pleasant impression on those who celebrate. I realised that our restaurant has success because of our teamwork, because we rely on each other.
2. **Varied skills** are essential when a team wants to do a good job. I remember that in term one teacher told us that we will need to make teams for one of our assessments and then me a some of my colleagues made a team. We did not know each other but then we started to get to know each other better and to realise that we have a lot of skills that will help us to pass the module. Somebody knew how to do slides, somebody how to put ideas in that order that to be easier to understand and is this way we work hard we was the best on our presentation.
3. When people work in teams, they **accomplish faster** what they started. When my father started building our house, alone would not have been able to finish even today, but he had many friends who helped him, they worked as a team, so they ended much faster if it was my father alone.
4. When it comes to do thigs in team it will be easier to accomplish it when **work will be distributed for each member**. A very plausible example is a football team, because each member team has its own position on the field and everyone doing his job. In this way every member cooperates with each other and team can play how they was trained to win.

In conclusion I want to say that all of us need to work more in teams, because percentage of success is bigger, and the result will be an extraordinary work.

Team is a number of people working as one to accomplish a specific goal to which are all communally committed (Morgan, 2007).

Literature review provides three majors of Models of group Development: Bruce Tuckman, Susan Wheelan and Connie Gersik.

When we talk about a group forming it is very important to mention the “social influence”, because our individual behaviour it is influenced by the presence and conduct of the others.

Social influence, it is defined as the way in which the individual behaviour it is influenced by the real or imaginary presence of persons, groups or organizations (Curseu, 2007).

All the three theories of group development are presenting the construction as a group taking in considerations the social influence that occurs every time we interact with a person. Those are: conformism, compliance and obedience. In all of these three theories we find that the development of the team it is strict dependent of these three individual needs that we all have inside us. The need to have precision in the judgments that we make, the need to be accepted by a group and the need to build and maintain a positive self-image about our self (Curseu, 2007).

According to Tuckman they are 5 stages of the development of a team. The first one it is called Forming, and represent the first impact and impressions that the persons are making about each other when they meet the first time .Furthermore, in this stage they are establishing the purpose of the group ,the goal and their roles to attain the performance.

The second stage it is the Storming. In this stage the members are arguing, are having disagreements believing that one of them are not implicated enough in the process to achieve performance (Morgan,2007; Griffiths and Dunham, 2015).

It is very important the manifestation of this stage, because without it, the solidity of the group will not be possible (Morgan, 2007).

The third stage is called Norming. Because the previous stage happened, the group is introducing rules that helps the group to re-establish the calm and to focus in achieving the goal.

The firth stage is called Performing .In this stage the members are empathising creating respect and performing together as a group .The last stage is called Adjourning .At this stage the group is braking up which creates different emotional consequences for each individual from the group (Griffiths and Dunham, 2015).

Resolution strategies what we use

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We may learn practical strategies that can be used to develop better working relationships with difficult people. Almost everyone encounters a difficult person now and then in personal and professional life. The best defence against conflict in such a situation is to be prepared for interacting with difficult individuals. Apart from the above practical strategies, it is also important to:

- [1. Be honest and direct.](#)
- [2. Listen carefully.](#)
- [3. Avoid blaming.](#)
- [4. Stay focused.](#)
- [5. Say less.](#)

5. CLARA BARNA ID: 1908330 SUCCESSFUL TEAM DEVELOPEMENT

Development of a successful team

Teamwork has become a central issue for certain undertakings, and self-directing gatherings are routinely observed as the target of joint effort improvement programs. The extended load on specialists to play out their endeavors with fewer delegates, at faster speeds, and with more prominent quality and customer, responsiveness makes the necessity for participation. This is especially apparent in inventive work affiliations where the multifaceted idea of new things and diminished life examples of new things makes the coordinated effort a need. Imaginative work works out, in any case, have uncommon characteristics that may energize or stifle the reasonability of self-managing gathering. The effective structure of an interdisciplinary gathering in a distressing and rapidly changing meandering condition is discussed. A framework is used where the pioneer doesn't have direct order over the points of interest anyway endeavors to affect the social affair to produce trust, improve correspondence, and work together toward shared destinations. A gathering with a mutual target of significant worth lenient thought and normal respect for each other created.- supervising gatherings. Capacity to practice nonjudicial power with bunches in which you have no force, however, should coordinate or haggle by affecting, Great associations

and correspondence require trust, obligation, regard, a preparation to tune in and appreciate others' positions.³ In offices where helpful associations were made among the staff, there was a ton of extension in their dealings with one another. Regardless, it focuses with poor working associations or low trust levels, minor deformities were not disregarded and the workforce was consistently trying each other's speculations and skill.

conclusion It is consummately feasible for people to change in accordance with different gathering employments at different events. Notwithstanding the way that you may see your character type in the depictions above you will probably get different employments in different circumstances. Gathering employments normally becomes logically basic whenever a gathering or assembling has had the chance to show up at the turn of events and make cohesiveness.

4. ANGELIN BALTA ID: 1908331 TEAM ROLES

Team Roles

Teams take a shot at shared objectives; individuals fill different jobs and duties to Contribute to the collective endeavor. Jobs are a "lot of remedies that characterize the practices required individual part who possesses a specific position" (Bray 81 Brawley, 2002, p. 234). Can be doled out by the pioneer, chose by the group, or chipped in for by specific meme;19ers. For instance, the pioneer of a group attempting to fund-raise for a worthwhile motivation may request that specific part Contact different offices with whom they may accomplice. Probably the pioneer sees that the part to whom the individual in question gives the task either has the Skills, responsibility, or fitting mentality to complete the undertaking. Other, less proper jobs spin through the gathering's procedure. After a couple of gatherings, the administration group referenced above, may understand that it is beneficial to collaborate with different associations and Suggest that a part who has solid network ties investigate that chance. 'At long last, individuals will regularly chip in for those undertakings that they feel most great Confident, and skilled doing (Bray and Brawley, 2002). For instance, a part who ha parcel of experience working for philanthropic associations may rush to elect to; reach different gatherings. "As people reliably take on comparative assignments and capacities, different individuals will generally expect to see them in those jobs. This is single direction bunches become unsurprising and steady as we have appeared through slides the significance of a group and its effects, the most significant thing is correspondence, and offer assessment, cooperation, simultaneously it is significant in a gathering a pioneer to have the option to offer help and spread to every target and significance of work.

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