

Introducing Effective Team Working CertHE Skills for the Workplace BMSW4002

Judy Lee (2028008), Krasiyan Kisyov (2028435) and Elvis Yeboah (2028535)

Lecturer : Saqib Shamim

◆ **Benefits of Team Working,
small groups, (James G,
(n.d)**

Introduction

◆ **Stages of team development**

◆ **Roles of the Team**

◆ **Challenges arising**

◆ **Successful team development**

- ◆ **Team Productivity**
- ◆ **Generates ideas and innovation**
- ◆ **Boosts morale and motivation**
- ◆ **Greater Synergy**
- ◆ **Identify obstacles and overcomes them**
- ◆ **Team engagements**
- ◆ **Working towards a common goal**

Benefits of Team Working

◆ Great ideas are generated not from lone Geniuses, Middleton T (2021)

◆ Working in teams makes you learn

◆ Collaboration makes you feel happy

◆ Sharing workload, decreases stress

◆ Boost confidence

Science behind team work

- ◆ Set rules
- ◆ Consider each other's ideas
- ◆ Being empathetic to each other's feelings
- ◆ Focus on the teams end goal
- ◆ Clear communication
- ◆ Establish strong relationships
- ◆ Encourage each other's contribution
- ◆ Work together
- ◆ Offer help
- ◆ Team values

Steps to Building an Effective Team

1. Forming

- ◆ First meet and impression
- ◆ Socializing
- ◆ Unclear purpose
- ◆ Formality and guidance

Stages of team development

Tuckman's theory of team stages

- ◆ Conflict
- ◆ Competition
- ◆ High emotions
- ◆ Lack of participation
- ◆ Increased clarity of purpose

2. Storming

◆ Clear roles and responsibility

◆ Reconciliation

◆ Developing norms

◆ Members are engaged and supportive

3. Norming

◆ Healthy system

◆ Ability to effectively work
as a team

4. Performing

◆ Balance of tasks

◆ Clear vision and purpose

◆ Focus on goal

◆ Task competition

◆ Good feeling about achievements

◆ Recognition

◆ Sadness if the team dismantles

5. Adjourning

◆ Resource Investigator

◆ Team worker

◆ Co-ordinator

◆ Plant

◆ Monitor Evaluator

◆ Specialist

◆ Shaper

◆ Implementer

◆ Completer Finisher

Team Roles

Bellin's Theory

Team Work

- ◆ Team's objective
- ◆ It promotes the combination of working operations
- ◆ Collaborative of different tasks

Types of Conflicts

◆ Task-Based conflicts

◆ Leadership conflicts

◆ Work style conflicts

◆ Personality clashes

◆ Increased the communication

Managing Conflicts

◆ Increased involvement of leadership

◆ Avoidance of miscommunication

◆ Avoidance of assumptions

Handle Conflict in the Workplace

- ◆ Concentrate on actions and events rather than people.
- ◆ Determine where there is agreement and where there is conflict.
- ◆ Make the areas of contention a top priority.
- ◆ Make a strategy for resolving each conflict.
- ◆ Stick to your game plan.

Conflict Resolution

- ◆ Types of conflict - personal, economical, political, or emotional in nature
- ◆ Negotiate a solution
- ◆ Open communication is crucial
- ◆ Listen attentively

◆ They communicate well with each other

◆ They focus on goals and results

◆ Everyone contributes

◆ Offer each other support

◆ Team members are diverse

◆ Good leadership

◆ They have fun

Successful team development

- ◆ Understand responsibilities
- ◆ Cover and use Belvin's roles
- ◆ Deal with change
- ◆ Share information
- ◆ Share ideas
- ◆ Adapt

Steps in building a strong team

Conclusion

- ◆ Each individual gifts, talents and skills
- ◆ More knowledge, smarter and creative
- ◆ Unleash energy, boosts efficiency
- ◆ Enables flexibility
- ◆ Diverse backgrounds is better performance
- ◆ Develops strong leadership skills
- ◆ Less sickness/absence
- ◆ Support Network
- ◆ Establish strong relationships, (CIF Training, 2018)

References

- ◇ Beauchamp, M. R., McEwan, D., & Waldhauser, K. J. (2017). Team building: Conceptual, methodological, and applied considerations. *Current opinion in psychology*, 16, 114-117.
- ◇ CIF Training, (9th March 2018), The Benefits of Teamwork in the Workplace
- ◇ James G, (n.d), 10 Surprising scientific Facts about Teams, Inc.
- ◇ Keith, M. J., Anderson, G., Gaskin, J., & Dean, D. L. (2018). Team video gaming for team building: Effects on team performance. *AIS Transactions on Human-Computer Interaction*, 10(4), 205-231.
- ◇ Kuklev, S. E., & Zakharov, A. A. (2020). AI as a Subject of Staff: Management and Team-Building. *Artificial Intelligence: Anthropogenic Nature vs. Social Origin*, 1100, 345.
- ◇ Marasi, S. (2019). Team-building: Developing teamwork skills in college students using experiential activities in a classroom setting. *Organization Management Journal*, 16(4), 324-337.
- ◇ Middleton T, (25th September 2021), The importance of teamwork (proven by science)
- ◇ Stepanova, E., Rozhkova, A. V., & Grishina, I. I. (2020, June). Team Building as a Method of Teaching Students and Group Cohesion. In *ECRM 2020 20th European Conference on Research Methodology for Business and Management Studies: ECRM 2020* (p. 276). Academic Conferences and publishing limited.
- ◇ University of Berkeley California, (n.d), Steps to Building an Effective Team, Guide to Managing Human Resources, <https://hr.berkeley.edu/hr-network/central-guide-managing-hr/managing-hr/interaction/team-building/steps>.