



Effective Team Working

WHAT IS TEAM WORKING?

Teamwork is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way. This concept is seen within the greater framework of a team, which is a group of interdependent individuals who work together towards a common goal. The four key characteristics of a team include a shared goal, interdependence, boundedness and stability, the ability to manage their own work and internal process and operate in a bigger social system. Basic requirements for effective teamwork are an adequate team size.

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Benefits of team working

If you keep teamwork at the center of your work culture, you are sure to reap the benefits. Let's go over some of the incredible benefits of teamwork in the workplace:

1.Teamwork Improves Productivity

Teamwork helps everyone to communicate better and more often in real-time thus minimizing friction and delays. All this in turn leads to higher quality output. All the work is way more easier to be done when a team is working on it. You can split the task and be more efficient and fast-paced in the productivity and end-date.

2.It Increases Innovation

In a workplace where employees are open-minded, frequently share their ideas, analysis, suggestions, and concerns can make for better brainstorming. This sets a path for greater dialogue on new ideas and different perspectives – the result is continuous innovation!

Benefits of team working

3.Engages Employees

Teamwork enables employees to socialize, discuss openly, and have conversations beyond work.

Working together creates bonds, this then results in creating a sense of belonging and uplifts overall morale. If all work with enthusiasm, is ready to help others, and go beyond the normal call of duty it ensures overall success.

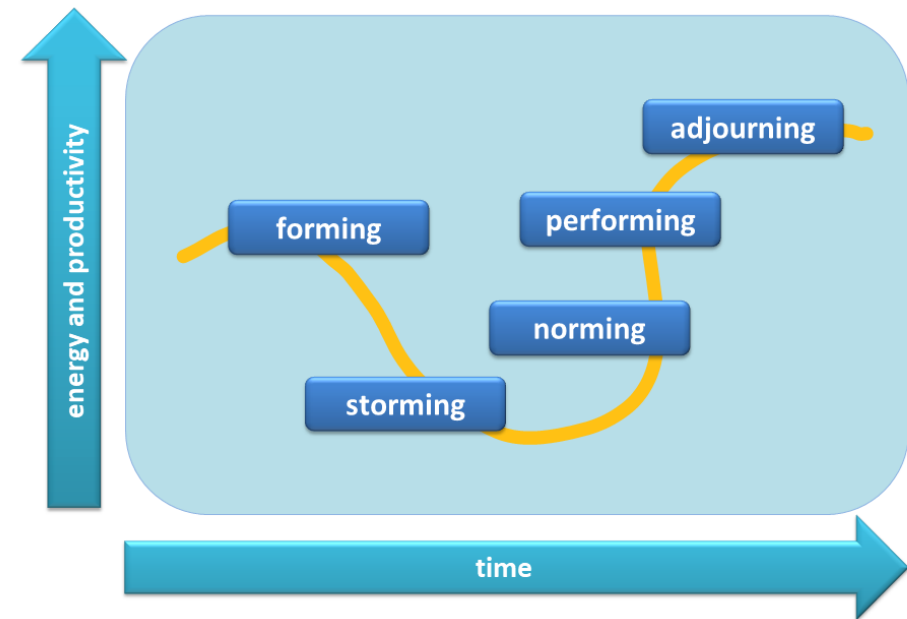
4.Overcomes Obstacles

When a team faces a challenge, they can utilize their varied learnings to come up with multiple solutions to tackle the problem. Teammates also help each other through their difficulties thus are better able to handle any hiccups along the way and could even proactively warn each other of foreseeable risks.

Stages of team development

Stages of team Development

This process of learning to work together effectively is known as team development. Research has shown that teams go through definitive stages during development. Bruce Tuckman, an educational psychologist, identified a five-stage development process that most teams follow to become high performing. He called the stages: forming, storming, norming, performing, and adjourning. Team progress through the stages is shown in the following diagram.



Stages of team development

Forming stage

The forming stage involves a period of orientation and getting acquainted. Uncertainty is high during this stage, and people are looking for leadership and authority. A member who asserts authority or is knowledgeable may be looked to take control. Team members are asking such questions as “What does the team offer me?” “What is expected of me?” “Will I fit in?” Most interactions are social as members get to know each other.

Storming

The storming stage is the most difficult and critical stage to pass through. It is a period marked by conflict and competition as individual personalities emerge. Team performance may actually decrease in this stage because energy is put into unproductive activities. Members may disagree on team goals, and subgroups and cliques may form around strong personalities or areas of agreement. To get through this stage, members must work to overcome obstacles, to accept individual differences, and to work through conflicting ideas on team tasks and goals. Teams can get bogged down in this stage. Failure to address conflicts may result in long-term problems.

Stages of team development

Norming stage

If teams get through the storming stage, conflict is resolved and some degree of unity emerges. In the norming stage, consensus develops around who the leader or leaders are, and individual member's roles. Interpersonal differences begin to be resolved, and a sense of cohesion and unity emerges. Team performance increases during this stage as members learn to cooperate and begin to focus on team goals. However, the harmony is precarious, and if disagreements re-emerge the team can slide back into storming.

Performing stage

In the performing stage, consensus and cooperation have been well-established and the team is mature, organized, and well-functioning. There is a clear and stable structure, and members are committed to the team's mission. Problems and conflicts still emerge, but they are dealt with constructively. The team is focused on problem solving and meeting team goals.

Stages of team development

Adjourning stage

In the adjourning stage, most of the team's goals have been accomplished. The emphasis is on wrapping up final tasks and documenting the effort and results. As the work load is diminished, individual members may be reassigned to other teams, and the team disbands. There may be regret as the team ends, so a ceremonial acknowledgement of the work and success of the team can be helpful. If the team is a standing committee with ongoing responsibility, members may be replaced by new people and the team can go back to a forming or storming stage and repeat the development process.

Team Roles

There are 3 categories of team roles.

Working in a team takes organization and collaboration. For teams to be most productive, everyone should have a specific role that aligns with their strengths.

Action-oriented team members are ready to put things in action and they do well with strict deadlines. Thought-oriented team members are critical thinkers who may bring new ideas to the table. People-oriented team members have strong communication skills, which can help them support the entire team.

Team Roles

Shaper

Shapers are team members who drive the team forward. They are action-oriented, motivating themselves and others despite any issues that arise. Shapers are natural leaders, so they do well in management roles. When a crisis occurs, these individuals are quick to find a solution.

Implementer

Implementers are also action-oriented team members, and they maintain order in their environments. They're practical and thrive at bringing ideas to fruition. Although implementers like to take action, they're also highly disciplined. These individuals may be the backbone of a team because they can confidently support other team members

Team Roles

Completer Finisher

The last of the action-oriented team roles are the completer finishers. True to their name, completer finishers are heads-down individuals who notice fine details and strive for perfection. These team members may be more introverted, but they're valuable in work environments because they push team members to produce high-quality work.

Plant

The plant is a thought-oriented team member who's an innovative and creative thinker. Although plants help balance out the team, they prefer to brainstorm and solidify their own ideas before sharing to the greater team. Plants may prefer to work alone, but they bring valuable input even if they aren't as outspoken as other team members.

Team Roles

Monitor evaluator

Another thought-oriented team role is the monitor evaluator. This type is a rational thinker and can put their emotions aside for problem solving. Monitor evaluators work best when their projects require advanced knowledge and strategic planning. They assess ideas to determine if they are valuable and viable, then take the steps to push those ideas forward.

Specialist

The last thought-oriented team role is the specialist. Specialists have in-depth knowledge in their field and they like to contribute to one area of expertise. Specialists follow the pattern of all the thought-oriented team roles in that they work better alone than in a group. Although this individual is more independent, they provide a lot of value to the team with their specific skill set.

Team Roles

Coordinator

Moving on to the people-oriented team roles, the coordinator is a team member with great communication skills. Coordinators are often in leadership positions because they promote collaboration and motivate the team to accomplish their goals. Other team members look up to coordinators and trust them to make a decision.

Team worker

Team workers are also people-oriented. Their extroverted personalities help them function well with others and listen to their teammates. These team members can adapt easily to changes in their environment and they know how to create harmony if conflict arises. If one team member has too much on their plate or another has a family emergency, team workers are the first to step in and offer support.

Team Roles

Resource investigator

The last of the nine team roles is the resource investigator. These people-oriented individuals enjoy exploring new opportunities like finding potential marketing opportunities for the company or chatting up stakeholders for a new product launch. Their positive attitude makes them a natural networker or facilitator of new business.

Managing conflict

Some conflict can be positive, such as a healthy amount of competition between team members to reach goals. But negative conflict, like bullying or personality clashes, can harm individuals and undermine teamworking.

As a manager, you need to be at the forefront when conflict occurs between team members. If you don't tackle this conflict head on at an early stage, it's likely to escalate.

The first step in resolving conflict is clarifying its source. Defining the cause of the conflict will enable you to understand how the issue came to grow in the first place. Additionally, you will be able to get both parties to consent to what the disagreement is. And to do so, you need to discuss the needs which are not being met on both sides of the issues. Also, you need to warranty mutual understanding. Ensure you obtain as much information as possible on each side's outlook. Continue asking questions until you are confident that all the conflicting parties understand the issue.

Managing conflict

After listening to the concerns of both parties, take time, and investigate the case. Do not prejudge or come up with a final verdict on the basis of what you have. Dig deeper and find out more about the happenings, involved parties, the issues, and how people are feeling. Have an individual and confident conversation with those involved and listen in a keen manner to ensure you comprehend their viewpoints. You can do so by summarizing their statements and replicating them back to them. Also, try finding any underlying conflict sources which may not be evident or noticeable at first.

Managing and resolving conflict leaps model of communication. Employees will find it easy to interact with another as they understand that they have one goal, which is meeting the company's objectives. So, after investigating the situation and determine ways through which you can resolve the issue, both parties need to develop a conclusion on the best solution for the problem. And to agree on the best, you need to identify the solutions which each party can live with. Find common ground. Afterward, determine the responsibilities each party has in resolving the conflict. Also, it is crucial to use this chance to identify the root cause and ensure this issue will not come about again.

Successful Team Development

Good teamwork is essential to success. Good organizations need teams that are high-performing and can communicate clearly. As a supervisor or manager, you can contribute by cultivating strong teams and encouraging teamwork.

Successful teams encourage team members to share ideas, consider solutions and solve problems together. Good teams benefit individual members by offering added support and opportunities for development. Successful teams typically have the following characteristics:

Successful Team Development

- **Goal-oriented mindset:** The most effective teams set, implement and track goals together to increase efficiency and improve productivity.
 - **Commitment to their roles:** Individuals working in roles based on their strengths and expertise are often highly motivated.
 - **Open to learning:** Some teams may adjust roles and responsibilities due to the needs of a project or task. Team members who are interested in challenging their skills and learning to complete new individual tasks encourage professional growth.
 - **Diverse perspectives and experiences:** Since diversity tends to encourage creativity and innovation, teams with the largest spectrum of experiences and opinions have the potential to perform at their best.
 - **Shared culture:** Whether it is a company culture or group culture, teams who are united by a singular mission or set of values are often more motivated.
 - **Responsibility and accountability:** When teams share a set of values and goals, each team member can be held to the same standard.
 - **Clear communication:** Good teams brainstorm solutions, provide status updates and complete tasks.
- An effective leader:** Leaders who provide clear direction and encourage team members to succeed are typically managing successful teams.