



Effective Teamwork

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STUDENT'S TOPIC :

1. BENEFITS OF TEAMWORK SEVZHIHAN

2. STAGES OF TEAM DEVELOPMENT YOANA

3. TEAM ROLE / LEADERSHIP ROLE NOT ENOUGH PEOPLE

4. MANAGING CONFLICT YOANA

5. SUCCESSFUL TEAM DEVELOPING SANDRA

DATE OF START : 02/08/2021

DATE OF PRESENTATION : 16/08.2021



1. Benefits of teamwork **Sevzhihan**

Why use teamwork – what does it give us?

Introduction

1. What is a team
2. Benefit of team working.
3. Reference .



What is a team?

1. Team working-history
2. Definition of "team"
3. Introduction to a team



TEAMWORK

Benefits of team working

1. **Productivity**
2. **Support Network**
3. **Innovation**
4. **Improves Morally**
5. **Attracts talent**
6. **Strong relationship**
7. **Flexibility**
8. **Advances the Individual Career**
9. **Promotes Synergy**



2. Stages of team development **Yoana**

Teamwork and its different stages and why are they all important?

- Introduction to stages of teamwork and why is it important.
- The stages and their meaning



Stages of team development

- How do stages affect teams?
- Are they important?
- Do those different stages always work?
- If they do why/ If they don't why?



Stages of team development

- **Forming**- Finding the members and establishing the ground rules of your company. Formal actions are preserved and everyone is treated equally.
- **Storming**- that is when the team members start to give their ideas but still see themselves as individuals and not as a team. They might still resist the leaders and show hostile behaviour.
- **Norming**- when the team starts working together and realises they can achieve more as a team rather than individuals.
- **Performing**- the team works in a trusting environment where flexibility is the most important thing.
- **Adjourning**- that is when the team prepares a report or assessment of the whole year and plan transition in or out of the team and recognise the best team members among them.



4. Managing Conflict Yoana

- Introducing Managing Conflict PowerPoint.
- Definition of conflict
- How can a conflict affect a team
- How do we manage a conflict.



Conflict definition

Conflict- A conflict is a clash of interest. The basis of conflict may vary but it is always a part of society. Basis of conflict may be personal, racial, class, caste, political and international. Conflict in groups often follows a specific course. Routine group interaction is first disrupted by an initial conflict, often caused by differences of opinion, disagreements between members, or scarcity of resources. At this point, the group is no longer united, and may split into coalitions. This period of conflict escalation in some cases gives way to a conflict resolution stage, after which the group can eventually return to routine group interaction.



How we Manage Conflicts

- In a Team its normal for conflicts to arise as there is different points of view and ideas, that might not sit right with everyone.
- You can manage a conflict in a few different ways: Accommodating, Avoiding, Compromising.
- The benefits of managing a conflict is that as a team you can work through it and make sure you produce much more efficient work.
- The disadvantages of not being able to manage conflicts is that, if a team fights too much that might lead to the reduce of work quality and efficiency.
- A person can manage conflict by actively listening, acknowledging the problem, resolving the problem in a group and finding solution that will sit right with the whole team



5. Succesfull team development

Sandra

It takes great leaders to build teams and to manage them to bring out their full potential.

It requires a lot of work from each to achieve the goal.

To be a good leader it requires many skills, both educationally and psychologically. The skill to know what quality each individual posses so they can be utilized to tasks to their fullest.

Most good leaders build their trust with each team member they do not use their power to generate fear, they build their relationship first.



- How can a leader make sure the team is correctly developing ?
 1. To understand the target and the responsibilities of everyone.
 2. Be always prepared for any change of plan of action as you get closer to the target.



- *3. Share all the ideas to the entire team which will ensure sure success.*
- *4. Socialization at the workplace is very important, as the environment will be more comfortable to work in when it comes to groups of people.*
- *5. Develop Trust with all the team members as you all share one single goal.*
- *6. Have a well laid out plan if any issues or conflict rise within the members.*



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7. Follow the Belbin rule as suggested in the slides before.

8. Always celebrate success.

9. Provide Feedback to all members

Clearly define the roles and responsibilities of everyone.



10. Consider the value and ideas of each employee which shows equality and fairness.

11. Set ground rules for the team

YOANA Reference List:

1. [Conflict \(process\) – Wikipedia](#) – FOR CONFLICT MANAGEMENT
2. *Lesson resources – FOR STAGES OF TEAM DEVELOPMENT*

SEVZHIHAN Reference List:

1. Maund, A., Schriek, M., & Tinkler, P. K. (2017) (Eds.). Certificate in Higher Education: Skills for the Workplace Student Yearbook. London: Sage.
2. Tuckman, B. W. (1965) 'Developmental sequence in small groups', *Psychological Bulletin*, 63, 384-399.
3. CHs 1&2 Griffith, B.A & Dunham, E.B (2015) *Working in Teams*