EFFECTIVE TEAMWORK AND COMMUNICATION

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Executive Sumarry of the Report

This report will investigate the teamwork communication, working as a team, model of the development and team roles. This study is to investigate and examine the many approaches to managing teamwork and the outcome that may be anticipated based on each approach used. We will evaluate the definition of a team and structure behind it. Communication in groupwork has three formats: Verbal communication, non-verbal communication, and written communication. As a part of our exploration of cooperation, we will look at the crucial role communication plays in helping organisations achieve their goals and objectives as well as some of the difficulties they have when using internet communication and face to face communication.

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Introduction to Teamwork Communication

This report aims to investigate and explore the different ways of managing teamwork and the results that can be expected according to each method applied. This report will evaluate the definition of a team and the structures behind it. It will provide a clear explanation on the contributions that are expected from different team members, to achieve the goals set at the very beginning of any collaboration or project.

On the other hands, communication is the process of sharing information or ideas with other individuals. Our idea of group communication entitles how team member engage with one another, accept social behaviours of team.

To collaborate effectively, you must master all aspects of group communication.

There are three main methods for group communication: written, nonverbal and verbal. These will vary based on the business and job. Each team has a special combination of the tree forms that are send across the channels in the most effective method for their purposes.

Verbal:

Verbal communication in a team may take many forms, including video or phone conferences, team meetings and casual water cooler discussions.

Nonverbal:

Since others can read your body language and facial emotions in these conversations, communication is essential.

Written:

Written communication includes such things as emails, group chats (like Slack) and paper-based or digital documents. Since written communication is more confusing, it is much more important to communicate clearly, pay extra attention to consider whether the reader might misunderstand what you say.

Communications and teamwork style

There are keys communication styles in cooperation, and they have a significant impact on how individuals connect with those around them. Each person possesses aspects of each style, but you might realise that one or the other resonates with them more than the others.

Passive

Those who are passive communicators may find it difficult to express themselves or may choose to keep their needs, wants or opinions to themselves. In times of disagreement, passive communicators can be very non-confrontational, behaving neutrally or deceptively nice. As a result, they frequently struggle to set limits and

say no. Because it may cause resentment and hatred to persist and escalate, this sort of communication can be hazardous

Aggressive

The difficulty of listening to others or considering how their ideas, attitude or actions might affect them is a problem for aggressive communicators.

Teamwork style

Excellent communication in productive work teams is more likely when an organisation offers employees the ability to engage with one another and organisation Encourage openness and transparency

1. Respect all opinions
2. Define each role
3. Allow two-way feedback
4. Prioritize team building
5. Develop a routine
6. Practise empathy
7. Lead by example

Overview of Working as a Team

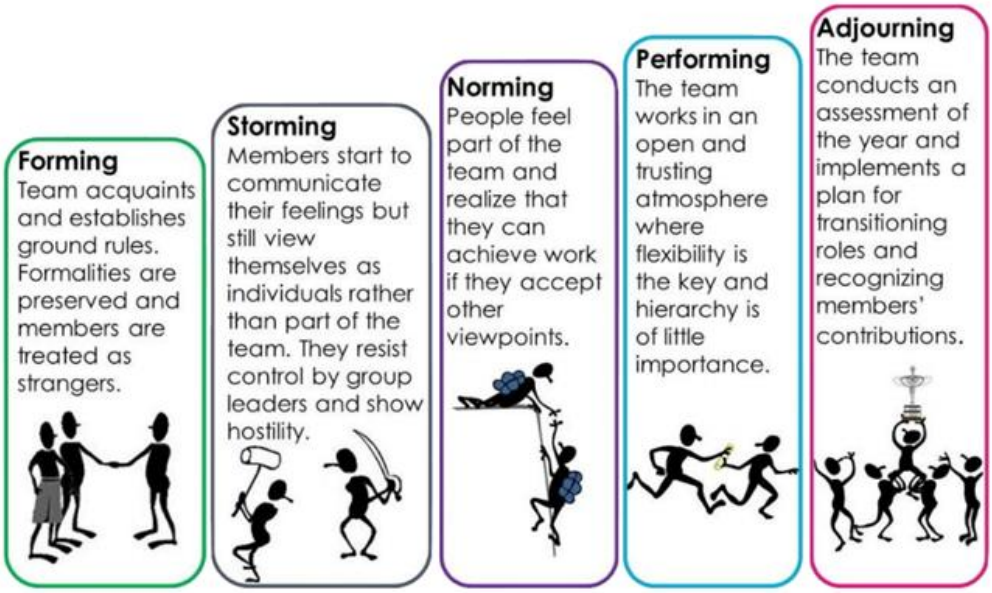
Being a part of a team is the most obvious way to improve your teamwork abilities! However, it is a little more complicated than simply being a member of the group. The ability to collaborate is what distinguishes a good team from a bad one. You have most likely worked as part of a team in the past, so consider what went well and what did not. If you do not have much experience working in a team, why not volunteer or do an extra endeavour at work?

On the other hand, you can take a quiz to decide which role you typically play on a team, and then use that information to improve your skills in other areas or strengthen your position.

It can be difficult to prove your teamwork skills in a situation such as an interview because you are usually alone, so you must rely on examples of your experience to show the employer you are good at working with other people. If you have an assessment centre or a group interview, this is a wonderful opportunity to prove your teamwork abilities, but there are many other ways to prove them.

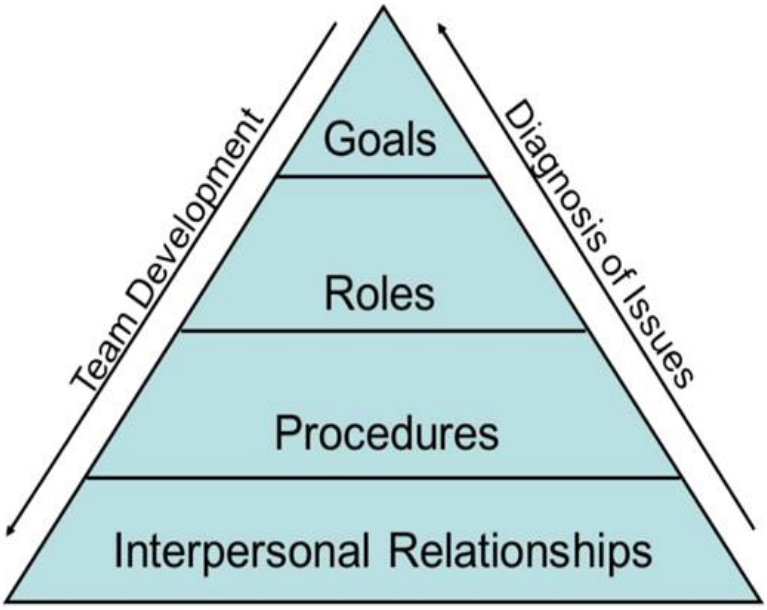
Models of Team Development

When it comes to forming a team there are several ways that can help in organizing that matter. Obviously, different individual will end up using different methods hence why we have a few examples that can help you understand the varieties out there. In 1965, Bruce Tuckman officially released the Forming-Storming-Norming-Performing model it showed the progression of groups development. The team must go through each of these phases, according to the professor, to develop and work at its highest level of effectiveness. He and Mary Jensen added the fifth step to the model in 1977, known as adjourning which takes place when the team completes the present project. Nevertheless, even though this is the model that is currently most frequently employed, some other studies highlighted its flaws and offered their own alternatives and adjustments.



Tuckman's image model

Rubin, Plovnick, and Fry initially published the team effectiveness model back in 1977. Goals, Roles processes, and International Relationship is the abbreviation for this phrase, which are important components of collaboration. Due to its simplicity, it has clear objectives, defined responsibilities, an open process, and a flexible and reliable relationship. The GRPI model is regularly employed in the process of forming teams as well as in the resolution of teamwork issues brought on by different components. The GRPI model, like Tuckman's and every other popular model, has some drawbacks.



GRPI model: Goals, Roles, Processes, Interpersonal Relationships

As you can see on this diagram clearly shows, that in the base of any teamwork we find the relationship between the people in it. A good relationship provides a platform for effective communication, which will help for the correct processes to be put into place. This will further support any goals that the team has and will help to enhance all angles and departments.

Using Tuckman's model

Under Tuckman’s method, team are allowed to go back and forth between phases, so it is not a one-way street. Keep an eye on your team’s progress as soon as you move into the performance phase in case it starts to deteriorate. For instance, a new team member could disrupt the dynamic of the group, or a change in business strategy might need you to revaluate the responsibilities and goals of your team.

Follow the steps below to ensure that you are doing the right thing at the right time:

1.Identify the stage that your team is at from the descriptions above.

2.Consider what you need to do to move on to the next stage.

3.Schedule regular reviews of where your team is at and adjust your behaviour and leadership approach accordingly.

Team Roles

When we are talking about team roles it is impossible not to mention the Belbin structure of the different team members, that any group should and might have accommodated. This is an especially important key in creating a balanced and well-maintained work environment and trustworthiness. There are 9 roles that we are going to explore according to Belbin.

The nine Belbin Team Roles are as follows: Resource Investigator, Team worker, and Co-ordinator; Plant, Monitor Evaluator, and Specialist and Shaper, Implementer, Completer Finisher. Each team role is described in further depth below.

In the team environment, there are nine jobs that may be filled according to Belbin. Here are three groupings can be made up of these roles:

- Action-oriented roles
- People-oriented roles
- Thought-oriented roles

Belbin's concept of team roles is briefly described here, along with the strengths and shortcomings that are frequently linked with each function.

1. Resource Investigator

Uses their natural curiosity to look for basic ideas to share with the team. These employees professionals like exploring new prospects, such as finding possible promotional strategies for the business or gathering supporters for the launch of a new product. They thrive in facilitating new business through networking because of their positive attitude.

Strength: Enthusiastic and extroverted, investigates possibilities and makes contacts

Weakness: May be overly optimistic and may lose interest once the initial excitement has worn off

2. Shaper

They are team players who advance their co-workers. They are action oriented, inspiring others and themselves to persevere in the face of difficulty. Shapers succeed in managerial roles and are natural leaders. These folks take prompt action to resolve problem when a crisis arises.

Strength: The ability to think creatively, imaginatively, and independently.

Weakness: Might not pay attention to little details and might be too busy to explain clearly

3. Implementer

It was necessary to develop a realistic plan and execute it as effectively as possible. Implementers are responsible individuals who want things done right. Because they are well organised and pragmatic, this explains how they can finish projects. On the opposite side, implementers might be obstinate as well as unreceptive to fresh concepts and approaches. They typically choose not to embrace change and innovation in favour of sticking with tried-and-true practises.

Strengths: Realistic, dependable, and effective. Organises the work that must be done and puts ideas into action

Weakness: Can be a little rigid and sluggish to react to new opportunities

4. Completer Finisher

The final member of the team roles that emphasise action is the completer finisher. As the name suggests, completer finishers are focused individuals who pay close attention to specifics and strive for excellence. Even though these team members are more introverted, they are important because they motivate their teammates to make massive work

Strengths: Painstaking, diligent and nervous. Looks for mistakes

Weakness: Can be too concerned and unwilling to delegate

5. Coordinator

Focused on team objectives, drew out team members, and delegated work effectively. Coordinators serve as group leaders or chairpersons by explaining aims and objectives and aiding in the allocation of roles, responsibilities, and chores.

Coordinators have excellent interpersonal skills and can interact effectively with team members via active listening, verbal, and nonverbal communication

Strengths: Experienced, self-assured, recognises talent, establish goals

Weakness: Possibility of being perceived as manipulating and offloading one's own portion of the labour

6. Monitor evaluator

Gives the team a logical perspective, renders unbiased decisions as needed, and dispassionately evaluates its possibilities. They evaluate ideas to see if they are valuable and viable, and then take the necessary steps to move those ideas forward.

Strengths: Sober, strategic, and discerning. Sees all options and judges accurately.

Weakness: Occasionally lacking motivation, unable to motivate others, and prone to being too critical

7. Specialist

The final job on the team that requires thinking is the Specialist. Specialists are subject matter experts who like to contribute to their specific sector. Like all other thought-oriented team jobs, specialists function best on their own rather than in groups. Although this person is more independent, the team benefits from their skill set.

Strengths: Dedication, initiative, and single-mindedness. They offer specialised information and abilities.

Weakness: Tends to focus on specific issues and might get caught up in the details

8. Plant

This team member is smart and has original and unique ideas. Although Plants help maintain team balance, they prefer to produce their own ideas first and then share them with the rest of the team. Although plants might prefer to work alone, they nonetheless contribute significantly even if they are not as loud as other team members

Strengths: Creative, imaginative, free-thinking, generates ideas and solves difficult problems.

Weaknesses: Might ignore incidentals and may be too preoccupied to communicate effectively.

9. Teamworker

Helps the project team come together by using their adaptability to find the necessary job and finish it on the team's behalf.

Strengths: Cooperative, astute, and diplomatic qualities. prevents conflict through listening

Weakness: Often avoids conflict and tends to be indecisive under pressure.

Collaboration project management is more feasible when varied working stye are understood and accommodate. The nine steps of team creation must be completed for optimal performance once your team has been formed.

Best Team Practices to Enhance Performance

According to all the information that we have currently discussed it is very clear that different people will take part in different roles and positions. These can be closely related to the Belbin's Roles as an example or can depend entirely on the specific needs of the business at the moment.

In this case we will be looking at the Next PLC Launch example. We can imagine what it will be like to manage teams from 189 different stores across the globe. One of the main barriers will be connectivity, due to language barriers or maybe cultural differences. A good practice in this case will be to accommodate some sort of team gatherings that occur regularly and allow team members from different countries to meet interact and build connections, relationships and trust between them. Another strategy to boost communication can be a variety of exchange vacancies and job roles across the Franchise Board, this will help the team to fully dive into the culture of their co-workers from abroad and meet their management as well.

All these assumptions are based on the GRPI model, which states that the “Interpersonal Relationships are at the base of the team success. The main driver in

this case will be that better understanding and knowledge of the team will bring trust and stronger bonds.

The other issue that most of the 1000+ employees organisations have is the lack of accurate and meaningful problem solving. This on the other hand ruins the otherwise well build work connections and makes individuals feel unimportant, and as if their voice will never be heard. One of the ways to avoiding this is via a well-maintained internal process, that allows everyone within the company to raise work-related issues and probably potential solutions, for that work, this needs to be reviewed and maintained weekly, with most up to date information, this will bring efficiency, team involvement and better transparency within all areas of the business.

Conclusion and Further Discussion

The opportunities that come with teamwork and relationships are endless due to the endless variety of individuals around us. This is a manifest of creativity, but there are some certain rules that it is always good to keep our heads up for. There you may maximise both your own and their talents by playing to your strengths. It should be gone without saying that everyone on your team must adhere to the golden rule of treat others as you would like to be treated if you want to succeed. The greatest method to ensure that you are on pace to reach your goals while also fostering a healthy work environment is to learn how to use it successfully and apply all the above among your co-workers.

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