

EFFECTIVE TEAM WORKING AND COMMUNICATION

STUDENT NAME	ID	TOPIC
Corina -Adina Toma	1909117	Stages of team development
Elvira Balagoeva	1917901	Benefit of team working
I Alexandru Dinu	1909113	Team roles
Iulian Sargu	1909061	Managing conflict
Gheorghita Tataru		Successful team development

Group Nr 4/University Group Nr 6

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Subject EFFECTIVE TEAM WORKING

Module Cod BMSW4002

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This presentation is made for highlight the stages of introduction effective team working in a organization.

Team working involves a group of people working together and have o common goal,also each person has specific tasks

depending on their skills.It is necessary for the group leader to know the ability of eacch person in the group,and at the same time to help them to improuve their persormances.

For the proper functioning of the group,communication has an important role,that is why it is necessary for them to develop the necessary skills to have an effective communication,and,also monitoring the team members and the way they interact with each others.

Next five steps are neded for a good effective team working:

- **The benefits of team working**
- **Stages of theam working**
- **Team roles**
- **Managing conflict**
- **Successful team development.**

The benefits of team working

Have you heard the phrase “two heads are better than one” or the phrase “the more, the merrier”? We can all agree that the sense of inclusivity and being part of something is rewarding. Well, team working is a highly appreciated and valuable skill amongst employers. It is a complex skill which is built from a variety of other interpersonal and soft skills. A good working team can contribute to a better working environment and more successful outcomes. However, true teamwork can take time in order to work smoothly since there are different people with different personalities. On the next slides, I will show you one of the most important of the many benefits of team working.

While working in a team, you can become more creative and learn new things from your team members (Cohen, P., & Levesque, H.,1991). It is a good opportunity to share and exchange ideas, and maybe the thoughts of someone might provoke you further. This leads to generating new ideas which probably wouldn't have come to mind if you didn't work with more people. Team working is also good for distributing the workload and making sure that each of the members contributes to the same effort and time towards the goal.

Working in a team is where each person feels more comfortable and somehow safe to make mistakes. This is because if there is a problem, someone from the team will be able to step up and cover for your mistake. This leads to a heightened feeling for risk-taking. Also, people who learn by being in a team, learn in a more fun, energetic way which can also be described deep learning to the classroom (Sibley & Ostafichuk, 2014). A good team stands for a built work ethic, which means the people in the team are good listeners, they can make compromises and have all the required personal skills in order to be a good team player. This leads to a sense of reliability and proves that these people can be trusted with successfully managing their time-management and workload by themselves.

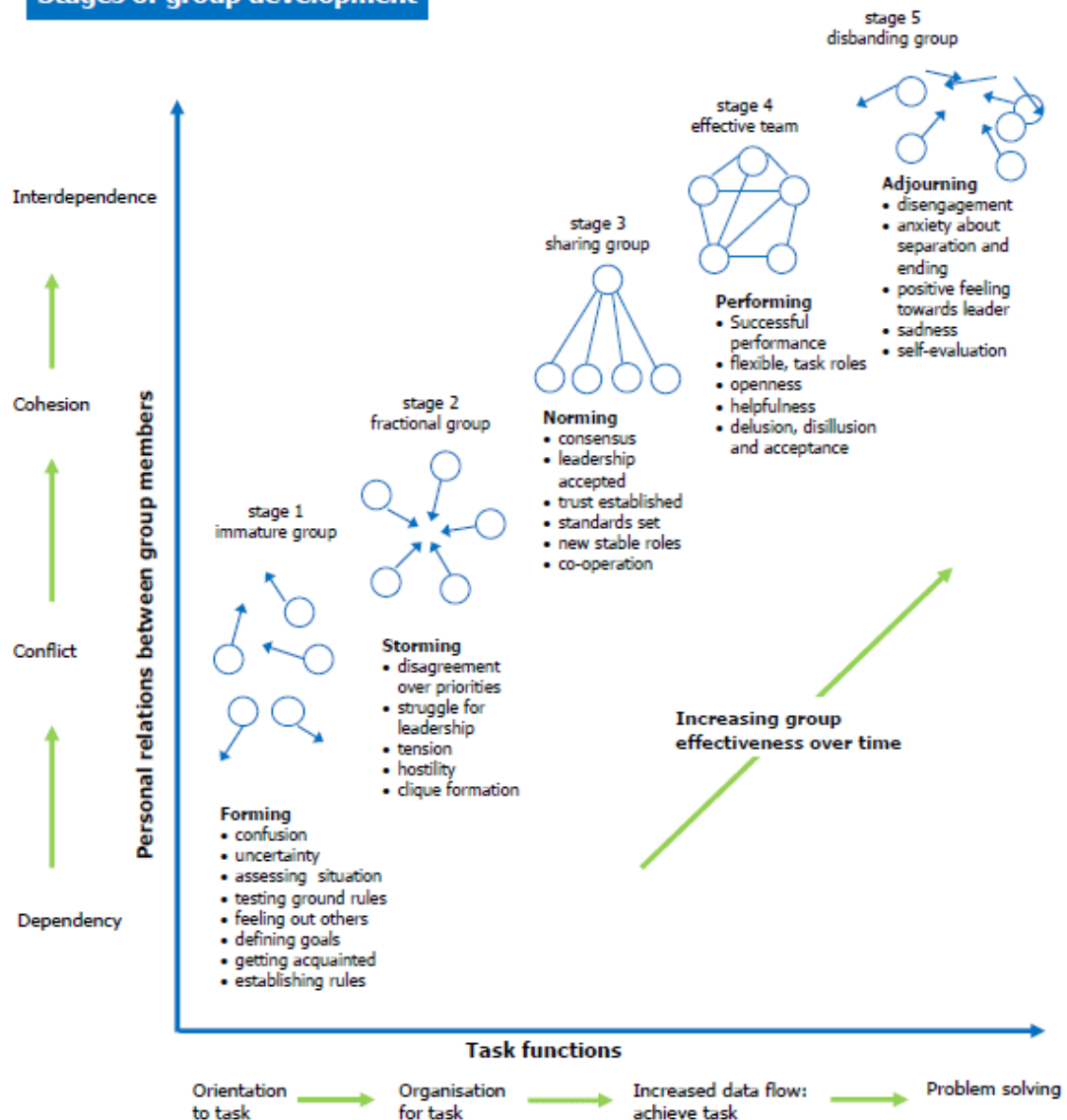
Working in a team is where each person feels more comfortable and somehow safe to make mistakes. Team members can learn a lot and, in this way, the teamwork will benefit them on a personal level. Good teamwork leads to a good working environment and one united team which builds on each other's skills. This leads to better and remarkable results in the workplace.

The stages of team development are:

- **Forming**
- **storming**
- **Norming**
- **Performing**
- **Adjourning**

Bruce Tuckman created in 1965 a model that highlighted the phases through which it is inevitable for a group to go through it in order to develop as a strong group, also, first is needed to identify what stage the group is at, this way the necessary strategies can be used to help the group members evolve to the next stage.

Stages of group development



„Each stage of team development has its own recognizable feelings and behaviors; understanding *why* things are happening in certain ways on your team can be an important part of the self-evaluation process”.

FORMING it is the social stage in which the members of the group know each other, where each one asks himself if they are suitable for the group, what are the expectations, if the team can help them with something, also, at this stage the members of the group need a leader, a person who through his knowledge is highlighted and shows authority.

STORMING it is critical, because there will be misunderstandings between team members regarding how to solve the tasks, conflicts over the team goal.

Conflicts arise at this stage because each member of the team has different personality, so, for them to get through this stage they have to work together, accept the differences that are between them and get over the conflicts of ideas to form a team with a common goal.

NORMING is the stage when misunderstandings begin to disappear, group members begin to accept each other and the leader or leaders are recognized.

At this stage the group's performance increases because each member knows what to do, but, this acceptance is also critical because conflicts can arise again that can lead the team to storming stage.

PERFORMING this is the maturity stage of the team, a team that works well, they all have the same mission and have a stable structure. For this stage conflicts can occur, but they are not critical, the team is already focused on the same goal and they know how to solve problems.

ADJOURNING it is the stage in which the team manages to reach its goal, the final tasks are done. In this stage the team dismembers, some are transferred to other teams, new members come, others remain in the team, at the same time the team goes through the initial stages again until they form a strong group.

Team Roles

What do we mean by Team roles, and what do we expect them, just by reading the name Team Roles we can figure out what that means.

Means that each one of the individuals from the team has their traits and potential. When we speak about traits we mean the following:

- **Intelligence**
- **Stability**
- **Dominance**

- **Extroversion/Introversion**

After discovering and separating all the individuals with the according to trait mention above, just then we can start to separate distinctively the team roles, starting with the most important role the.

Coordinator, he is the one controlling and making sure that everyone's doing what they've been told to do without fail.

Naturally, he is the intelligence type, he is not the one who jumps with new ideas, he is the one that distributes the roles according to their potential.

Implementer position is to turn decision defining and mage them into tasks that the team members can get on with.

He cannot be discouraged so easily, but he is not going to do so well in a fast-changing situation, he is methodical, systematic, and he can be inflexible.

Plant he is one of the most imaginative and intelligent individual, he is the one that most likely to bring a new approach to a problem if the team is stuck.

Just because he is one of the most intelligent team-member with a huge imagination which can easily

offence the other by criticizing their ideas proposing his own.

Monitor or evaluator is another role, analysis and measuring are the abilities for this role. He is a critic rather than a creator. In the situation if she or he notices a flaw in h argument.

He likes to take time to mull thing, and most likely stop the team for doing a misguided project.

Resource investigator he is the positive and enthusiastic having the sociable attitude making it easy to bring information and ideas from outside the group.

He is a good improviser, looking for new possibilities in the outside world, and preventing the team to lose reality contact.

Team worker the most active communicator inside the team, and he is the first that jumps to helps when the other team member needs him.

He is the most loyal to the team, builds on ideas rather than destroying them

Sharper is a sociable leader which replace and take the lead when the coordinator is not present, giving shape to the application of the team's effort, in the role he or

she can take ideas, and convert them in decision and actions.

Sometimes he or she became impulsive and impatient, and can look arrogant for the people outside the team.

Completer or Finisher he or she is in a permanent worrying state about what can go wrong, always checking every detail, putting deadline pressure and maintained a sense of urgency. Although it is an asset to the team he can easily lower the team morale.

MANAGING CONFLICT

In life people must involve the element of conflict, sometimes a major element. This can become significant concerns for people who is involved in any types of work. It very important for anyone to explore what is involved in the process of managing conflicts and considering what can contribute to a good practice. Often in any professional relationship people must avoid or resolve conflicts through the negotiations. Even Johnson recognize some time ago “you cannot not negotiate” (1993.p.205). The process of negotiation will tend to

occur in situations of conflicts, even if to not beginning it deliberately. Negotiation cannot be effective all the time, must be taken in consideration what happens on negotiation fails and aggressive answer ensues. Before to manage the conflict, you must manage yourself and your emotion, there is lots of strategies to deal with your emotions and take under control. Isaac argues that: “the ability to negotiate is an essential part of working in partnership” (1991, p. 201) the main thing in negotiation is for each partner to signal the needs and all wishes, so both of them can come to some common points and make an agreement. I would like to express four main negotiation technique.

- Separate the people from the problem.
- Focus on what interest the person has not on his position.
- Generate potential option to further mutual interest.
- Getting the results by agree with persons criteria.

Certainly, the actions that befall an aggressive and violent incident are likely complex, that require careful and

sensitive handling. Like most aspects of people work, there are no simple or straightforward results.

SUCCESSFUL TEAM WORKING

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To monitor the team members and the way they interact with each other.

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- Team working is a highly appreciated and valuable skill amongst employers.

- A good working team can contribute to a better working environment and more successful outcomes.
- Working in a team is where each person feels more comfortable and somehow safe to make mistakes.
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- Producing new ideas
- Enhances risk tasking
- Makes work more fun and enjoyabal
- Shows good work ethic and reliability
- Acoording to Steve Jobs, "Grate things in business are never done dy one person;they are done by a team of people."
- Bruce Tuckman created in 1965 a model that highlighted the phases through which it is

inevitable for a group to go through it in order to develop as a strong group.

- Each stage of team development has its own recognizable feelings and behaviors

The five stages of team development are:

- **FORMING**
- **STORMING**
- **NORMING**
- **PERFORMING**
- **ADJOURNING**

All the individuals that are creating the team they are going to have different position and roles which is going to lead the team in finalising all their projects.

Each individual is going to contribute with their knowledge and skills giving all of their effort to the team.

The roles are going to be distributed following the traits of each of the team member by following traits.

- Intelligence
 - Stability
 - Dominance
 - Extroversion/Introversion
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- **Resource investigator** he is the positive and enthusiastic having the sociable attitude making it easy to bring.
 - **In life people must involve the element of conflict, sometimes a major element.**
 - **MANAGING** information and ideas from outside the group.

I would like to express four main negotiation technique.

- Separate the people from the problem.
Focus on what interest the person has not on his position.
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This are the five technique of conflict management:

Avoiding

- Acommodating
- Dominating
- Collaborating
- Compromising.

Successful team development

How to have a good team development:

- Good leadership
- Offer each other support
- Focus on goals and results
- The insights can help you lay the groundwork for a highly productive team.
- Communication is important
- Cooperate and innovate in an atmosphere of mutual trust and respect.

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