

Effective teamworking and communication

Presentation



University of Wales
Trinity Saint David

- **Course:** effective teamworking and communication
- **Lecturer :** Lloyd Beharry
- **Topics :** Stages of team development
The nine Belbin team roles
Benefits of working in a team

Students: Daniel Ungureanu
Razvan Mucenic
Abraham Sanyaolu

Stages of team development

What are Tuckman's stages of group development?

- ⑩ Established by psychologist Bruce Tuckman in his 1965 paper "Developmental Sequence in Small Groups," Tuckman's stages of group development are the common steps most teams take during their development and establishment. The original paper identified four stages, with the fifth stage added later

- ⑩ Forming
- ⑩ Storming
- ⑩ Norming
- ⑩ Performing
- ⑩ Adjourning or mourning





1.forming

In this stage , the group is only getting to know each other, the group members will be very polite and positive during the period of this stage , it's very easy to tell when you are in this stage because is the first step of progression. Some characteristics of this stage are :

- Introduction of team members and their hobbies, interests and skills
- Polite, quiet team members
- Reliance on the group leader
- Focus on establishing roles, responsibilities and goals
- Development of a project timeline

For some groups, the forming stage lasts for just the first meeting, while for others the forming stage may linger for a couple of meetings.



2. Storming

- The storming stage of group development is often contentious. In this phase, group members become comfortable enough to tell their concerns , which might lead to conflict and in group. Group members might attempt to establish powerful positions and unseat the group leader. Signs your group has moved from forming to storming include:
 - Conflicts arise during meetings or work sessions
 - The team questions the authority of the leader or supervisor
 - Team members work to establish what their roles and responsibilities are within the project

It's important to remember that conflict within a team is both healthy and normal. Most teams can move past the storming stage and become a well-functioning and productive team.



3. Norming

In the norming stage, the team has effectively resolved most, if not all conflicts and can productively work on end goal. The team members know each other well at this stage and feel comfortable working together or seeking advice from one another. Signs your team has reached the norming stage are:

- Conflicts are much less frequent, and if they do arise, it's easy to solve them
- All team members understand their specific roles and responsibilities
- The team leader helps delegate work and answers any questions from the team
- The team might socialize together outside of a professional setting

The norming phase can last for a long period of time, or the team can pass through it quickly and go to the next stage: performing.



4. Performing

- The performing stage is where you should usually try to spend most of your time. In the performing stage, productivity and efficiency are extremely high. Group members are not only comfortable with one another, but they're also comfortable with their work and expectations. You'll know you're in the performing stage of group development when:
 - The leader rarely intervenes but instead helps facilitate only when needed
 - Team members work autonomously on tasks
 - Any conflict is usually constructive and related directly to the project rather than personal disagreements
- Often, teams complete their projects during the performing stage of group development. In an ideal scenario, the team spends most of their time in the performing stage as it's thought to be the most productive and leads to goal achievement.



5. Adjourning or mourning

- In Tuckman's original paper, the performing stage was the final step in the group development process. However, in 1977 he, along with his colleague Mary Ann Jensen, identified the fifth stage of development called either adjourning or mourning. In this stage, the team separates after the conclusion of their work together. Signs you've reached this stage include:
 - Sadness at the project's ending
 - Uncertainty about the future
 - A sense of loss over the separation of the team
- Adjourning or mourning is momentary and usually only lasts a short time. Once you're able to focus on a new work project or begin work with a new team, the adjourning or mourning should pass quickly.



The nine Belbin team roles

The Plant

The Monitor
Evaluator

The
Specialist

The
Resource
Investigator

The Team
Worker

The Co-
ordinator

The Shaper

The
Implementer

The
Completer-
Finisher



The plant

- Tends to be highly creative and good at solving problems in unconventional ways.
- **Strengths:** Creative, imaginative, free-thinking, generates ideas and solves difficult problems.
- **Allowable weaknesses:** Might ignore incidentals and may be too preoccupied to communicate effectively.
- **Don't be surprised to find that:** They could be absent-minded or forgetful.



Monitor Evaluator

- Provides a logical eye, making impartial judgements where required and weighs up the team's options in a dispassionate way.
- **Strengths:** Sober, strategic and discerning. Sees all options and judges accurately.
- **Allowable weaknesses:** Sometimes lacks the drive and ability to inspire others and can be overly critical.
- **Don't be surprised to find that:** They could be slow to come to decisions.



specialist

- Brings in-depth knowledge of a key area to the team.
- **Strengths:** Single-minded, self-starting and dedicated. They provide specialist knowledge and skills.
- **Allowable weaknesses:** Tends to contribute on a narrow front and can dwell on the technicalities.
- **Don't be surprised to find that:** They overload you with information.



Resource investigator

- Uses their inquisitive nature to find ideas to bring back to the team.
- **Strengths:** Outgoing, enthusiastic. Explores opportunities and develops contacts.
- **Allowable weaknesses:** Might be over-optimistic, and can lose interest once the initial enthusiasm has passed.
- **Don't be surprised to find that:** They might forget to follow up on a lead.



The team worker

- Helps the team to gel, using their versatility to identify the work required and complete it on behalf of the team.
- **Strengths:** Co-operative, perceptive and diplomatic. Listens and averts friction.
- **Allowable weaknesses:** Can be indecisive in crunch situations and tends to avoid confrontation.
- **Don't be surprised to find that:** They might be hesitant to make unpopular decisions.



Co-ordinator

- Needed to focus on the team's objectives, draw out team members and delegate work appropriately.
- **Strengths:** Mature, confident, identifies talent. Clarifies goals.
- **Allowable weaknesses:** Can be seen as manipulative and might offload their own share of the work.
- **Don't be surprised to find that:** They might over-delegate, leaving themselves little work to do.



Shaper

- Provides the necessary drive to ensure that the team keeps moving and does not lose focus or momentum.
- **Strengths:** Challenging, dynamic, thrives on pressure. Has the drive and courage to overcome obstacles.
- **Allowable weaknesses:** Can be prone to provocation, and may sometimes offend people's feelings.
- **Don't be surprised to find that:** They could risk becoming aggressive and bad-humoured in their attempts to get things done.



implementer

- Needed to plan a workable strategy and carry it out as efficiently as possible.
- **Strengths:** Practical, reliable, efficient. Turns ideas into actions and organises work that needs to be done.
- **Allowable weaknesses:** Can be a bit inflexible and slow to respond to new possibilities.
- **Don't be surprised to find that:** They might be slow to relinquish their plans in favour of positive changes.



Completer finisher

- Most effectively used at the end of tasks to polish and scrutinise the work for errors, subjecting it to the highest standards of quality control.
- **Strengths:** Painstaking, conscientious, anxious. Searches out errors. Polishes and perfects.
- **Allowable weaknesses:** Can be inclined to worry unduly, and reluctant to delegate.
- **Don't be surprised to find that:** They could be accused of taking their perfectionism to extremes.

Benefits of working in a team

Teamwork is a very important component of a team of a company. There are many advantages of teamworking that range from greater productivity to improving the work environment.

Here are some reason why teamworking make a positive effect in a company



There are many advantages or working in a team here are some reasons why

- There are multiple reasons why teamworking can be great factor to a company. Working in a team involves bringing different skills and abilities together and allow people to exchange brief and value involving a business project . Some benefits of working include ;
- . It builds trust
- ·It encourages risk taking
- ·It improves understanding
- ·It allows people to become more creative
- ·It fun and enjoyable
- ·It improves motivation



Building trust

- This is one of the most beneficial reasons employees build teams. Since wins and losses may affect the entire team, members are more reliant on each other to achieve a common goal. The trust that comes from relying on other team members can create a healthy and also a professional environment for the team to complete given tasks



Encourages risk taking

- Having a business and entrepreneurship involves a big amount of risk taking and teamwork encourages this. Teams feel more confident in presenting new ideas, as responsibility is equal amongst them rather than falling to one person. Also as teams share more successes, they're more likely to want to build on their achievements with new and revolutionary ideas



Improving understanding

- Team members can more more confidently ask someone else who is aware of project of what needs doing and to help them understand it if confusion occurs. Since each member is goal orientated towards a common purpose, there is less chance a project not going to plan. In most occasions each team member handles a different stage of project development ,which leads to more cohesive understanding and what everyone expects of them.



Creativity

- Teamworking is only effective when other members collaborate their ideas and draw upon their unique skills. This means that they're able to combine perspectives and create more compelling solutions. Where team members are able to communicate openly, they're more likely to cultivate trust among each other and feel comfortable sharing new and creative ideas. This prevents stale viewpoint which can be a by product of working alone



Fun and enjoyable

- Teamworking allows individuals to have fun with a project and avoids burnouts- both of which are most likely when an individual works alone. Teams often in corporate breaks and talking sessions in between workloads. Having a healthy amount of conversation and rest can lead to better quality of work



It improves motivation

- Team working can inspire people to get on with tasks, as they want to assist the team and contribution to their success. This can lead to a more efficient work environment. Peer to peer recognition is therefore highly important and you may choose to promote it through chat platforms where employees complement each others work or an achievement board in the office

THANK YOU !





references

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