

Team Working Presentation

Effective Team Working &
Communication

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Module Code: BMSW4002





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Henri William Rabeh	2115861	Benefits of Team Working
CRISTIAN-DANIEL ISOFACHE	2115348	Stages of Team Development (<i>Tuckman</i>)
Leonard Hondor	2115347	Team Roles (Belbin)
Catalin Borosu	2115218	Leadership Roles (<i>Hersey & Blanchard</i>)
Ashfak Miah	2114741	Managing Conflict (Thomas and Kilmann)
Deubla Ribeiro Silva	2115264	Successful Team Development

Benefit of Teamwork

- Colleagues form deep ties as a result of teamwork.
- Team members get to know one another.
- To have a greater grasp of one's own particular strengths, shortcomings, and characteristics.
- Working in teamwork is very important as it encourages personal growth.
- Increases Job satisfaction and reduces stress.
- Teamwork also helps to easily detect errors working as a team gives us the ability to share ideas with the group



Advantage of Teamwork

- improved problem-solving
- Increased possibilities for innovation
- Personal development is enhanced.
- Enhanced productivity
- Less chance of mistake



Disadvantage of Teamwork

- Some people have a tendency to dominate a discussion.
- In some cases, teams may divide labour unequally.
- Conflicts in schedules might arise when working in a group.
- Some individuals may believe that their contributions are unwelcome.
- It increases workplace rivalry.



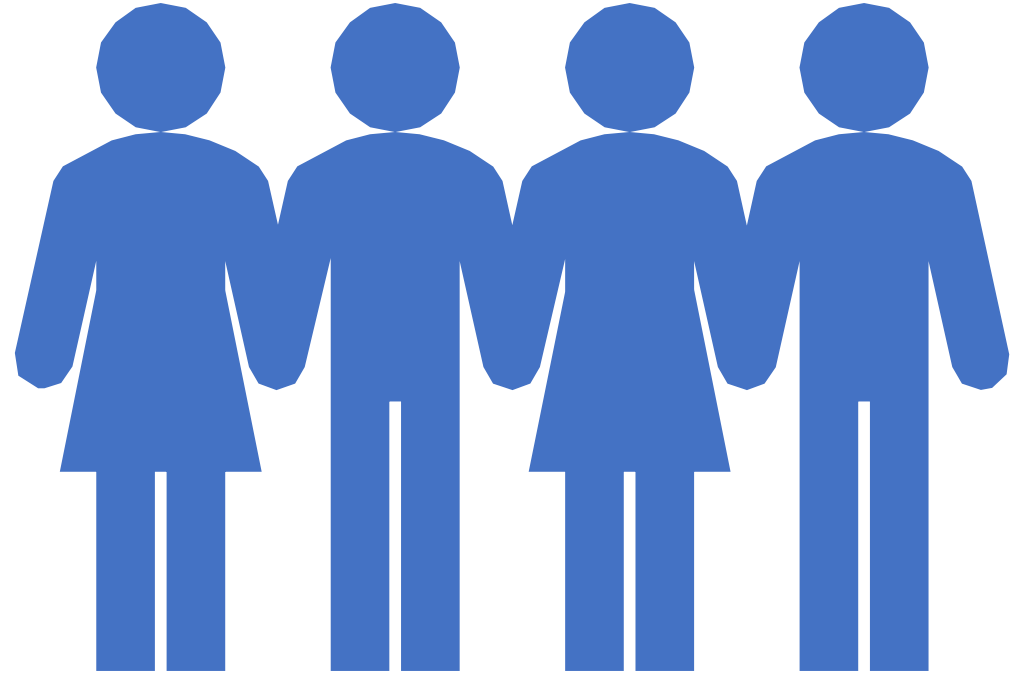
Stages of Team Development

- These stages are known as Forming, Storming, Norming, Performing, and Adjourning. According to Tuckman's model, as the team matures and abilities expand, linkages grow and the leadership style shifts to more collaborative or shared leadership.



5 Stages of Team Development

- Forming
- Storming
- Norming
- Performing
- Adjourning



Team Role

- Team roles explain how team members interact with one another. The IT industry has a wide range of job titles that might be perplexing; it can be difficult to figure out what each one represents. Every project requires defining team roles and responsibilities. Not all of them are required at all times, in all projects, and for all occupations. Every team is unique and assigning the appropriate duties may make your life a lot easier.

(Prokop S., 2021)

WORK

Stages of Team Development



- Teams, like people, go through phases of growth as well as peaks and valleys.
- Team development is a multi-step process, just like personal growth.
- Understanding your team's developmental stages may be useful to you as a manager.
- Each level has its own set of sensations and behaviours that may be utilised to track the players' progress.

(Bruce T., 1965)

Team Role

- The effectiveness of a team is determined
- People's responsibilities in the team
- The "natural group" is given the opportunity to evolve.
- The initial set of jobs specified theoretically at the project team level
- The moderator's role
- Liaison / spokesperson
- Manager/Organizer
- Social leader / person in charge of group cohesiveness
- Theorist/technical leader
- Entrepreneurial and planning skills



What do we need to put up a winning team?

1. Mission
2. Goals
3. Roles and responsibilities
4. Ground rules
5. Decision-making
6. Effective Group Process





Leadership



What it is leadership?

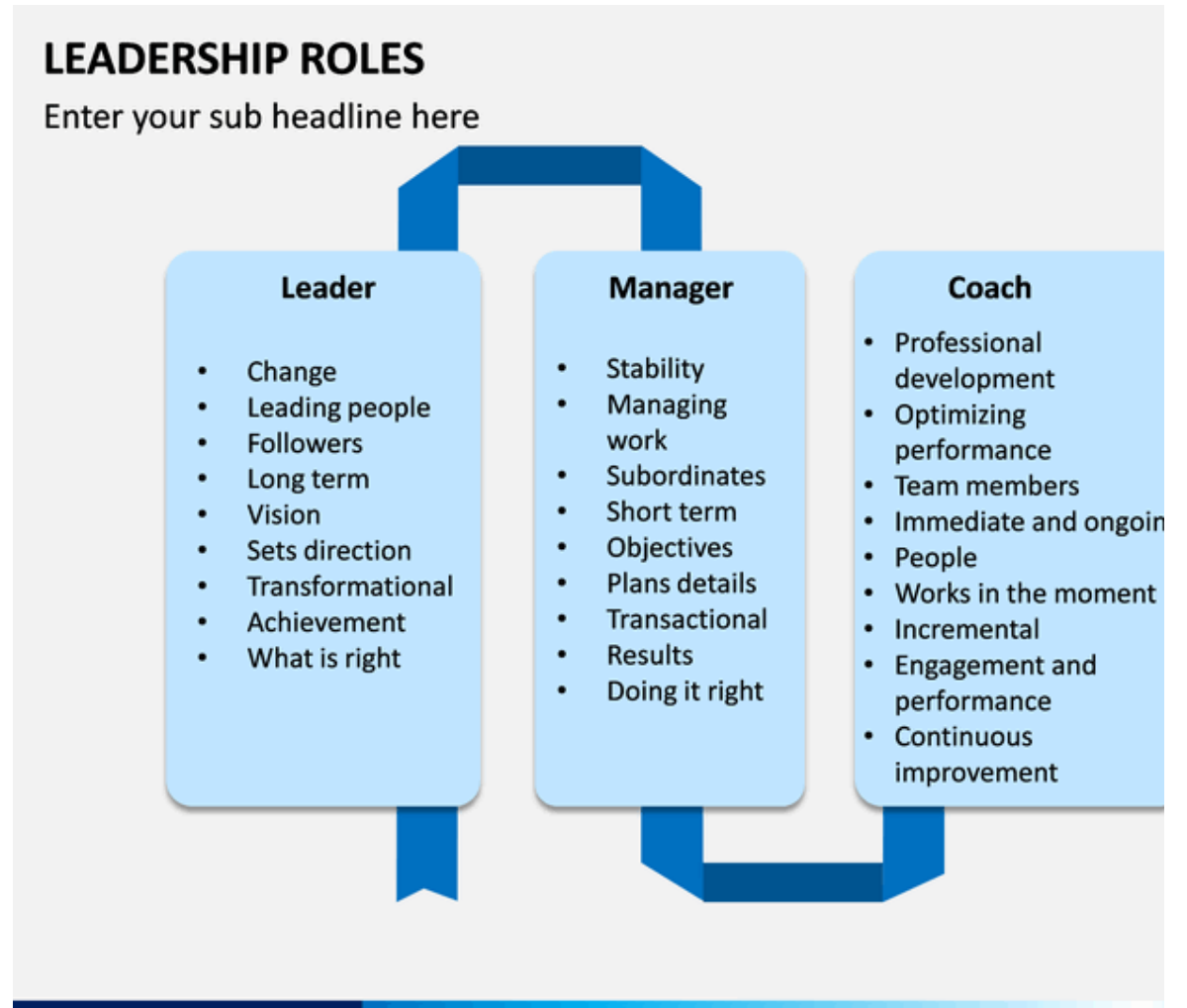
- Leadership is defined as a person's or a group's capacity to influence, motivate, and guide others in a business.
- It entails the capacity to inspire change, creativity, making sound, creating a clear vision, and convincing others to follow that leader.

(Bass 1985)

Leadership roles: Leadership style:

- A leadership role is where a person has the duty to manage a specific situation, a team or an entire company ethically and effectively. Leaders have a range of skills and are able to guide the team in an effective strategy. They have the duty to create and keep worker morale, supporting workers reach their full potential while inspiring people. (Fisk 2002)
- A leadership style is presenting a leader's characteristic attitude when directing, guiding, organizing and motivating groups of individuals. Great leaders can lead to change, inspiration and innovation. They can also make others perform, build and innovate.

LEADERSHIP ROLES:



Managing Conflict

- Conflict management is a strategy for reducing negative aspects of conflict while emphasizing good aspects of conflict. The goal of conflict resolution is to improve learning and group outcomes such as organizational effectiveness or performance. When handled correctly, conflict may boost collective outcomes.



Two Approaches

According to the Thomas and Kilman Conflict Model, there are two "dimensions" or orientations to conflict behaviour. These techniques are essentially methods of coping with a conflict scenario. Individuals might choose to be assertive or cooperative in their approach.

Assertiveness

People may become forceful in circumstances where their interests are threatened.

Cooperativeness

When people try to solve the problems of others, they may become more cooperative.

Thomas and Kilmann's Conflict Management Styles

The Five Modes for Conflict Management

Individuals pursue their own objectives at the expense of others. Authoritarian.

Competing

Individuals try to develop ways to help themselves and others attain their objectives.

Collaborating

Individuals strive to achieve a portion of their own and others' goals.

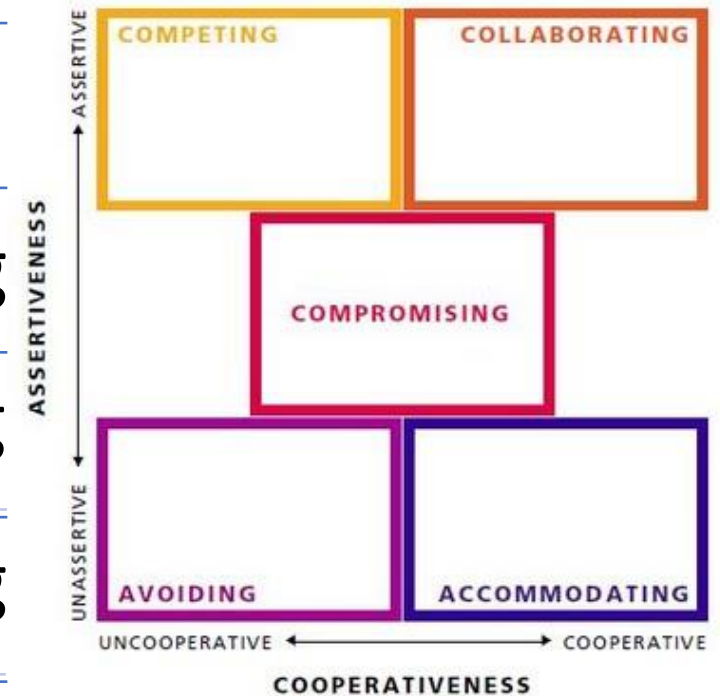
Compromising

Individuals fail to prioritise their own and others' objectives. Circumventive.

Avoiding

Individuals assist others in achieving their goals. Sympathetic.

Accommodating



Tips for Managing Conflict

1. Communicate

Communication is crucial during a disagreement. Expressing your feelings about the situation and sticking to the truth will demonstrate to the other person that your actions are genuine. By focusing on the matter at hand rather than what the other person did, you can prevent needless dispute.

2. Actively Listen

Without interrupting, pay attention to what the other person is saying. Be as objective as possible. Then, ask open-ended questions to ensure that each participant understands what the other is thinking and feeling.

3. Review Options

Discuss your options, trying to find solutions that would benefit everyone. Do not feel pressured to respond to every question straight immediately. Bring in an objective third party for advice if necessary.

4. End with a Win-Win Solution

The ultimate aim is to establish an agreement on a solution that benefits both sides in some way. Someone loses when one side wins by force or when one party just surrenders. As a result, the outcomes fail to address the underlying causes of the conflict.

Conflict
Management
S.W.O.T
ANALYSES

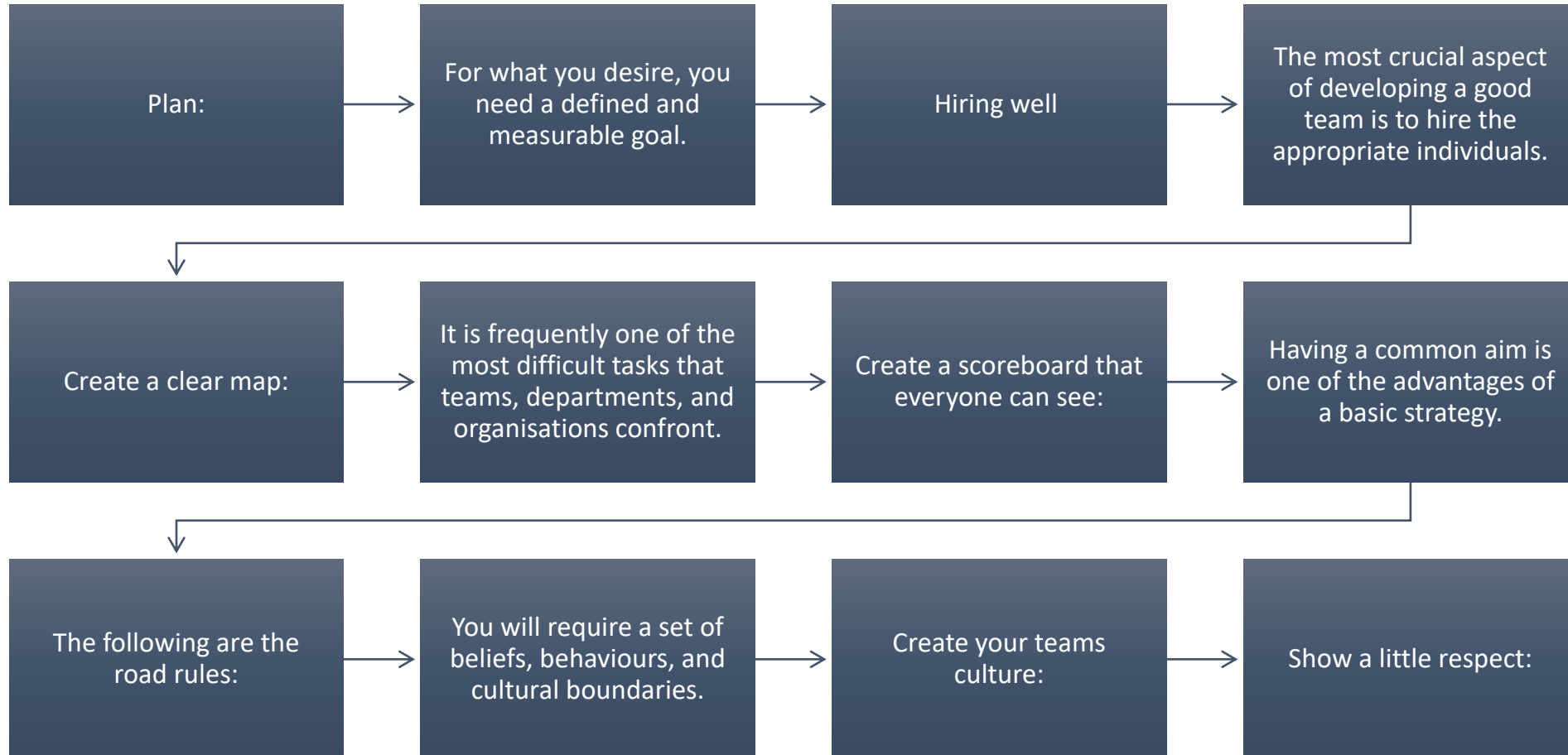
<u>STRENGTH:</u> • Accept conflict • Be a calming agent • Listen actively • Analyse the conflict • Work together • Agree to disagree • Maintain confident	<u>WEAKNESSES:</u> • Incompetent
<u>OPPORTUNITIES:</u> • Work together • Focus on the future • Move past position • Share your interests • Be creative • Be specific	<u>THREAT:</u> • Complain about your decision you made. • Team going against you • You lose the trust of the team

Successful Team Development

Putting up a successful team entails more than just assembling a group of people with a diverse set of professional talents.



Strategies:



Leaders Role

- Set the tone:

It is critical to set the tone and model the behaviour that everyone will follow.

- It's all about the team:

A team is stronger when everyone fulfils their individual responsibilities.

- If you say it, do it:

You need individuals who will follow through on their promises. We appreciate folks who follow through on their promises.

- Have conversations:

Difficult conversations are required for a successful team to function.

- Set expectations for feedback



Conclusion

- It is not simple to lead a group. Leaders must be more hands-on to ensure that the group works well together and remains focused on the right goals.
- Delegating authority to individuals is a fantastic motivator.
- Once you have a clear plan in place, you must consistently remind your workers of the priorities, even if it appears boring.
- The most important duty of a team leader is to establish priorities and how they will be evaluated.

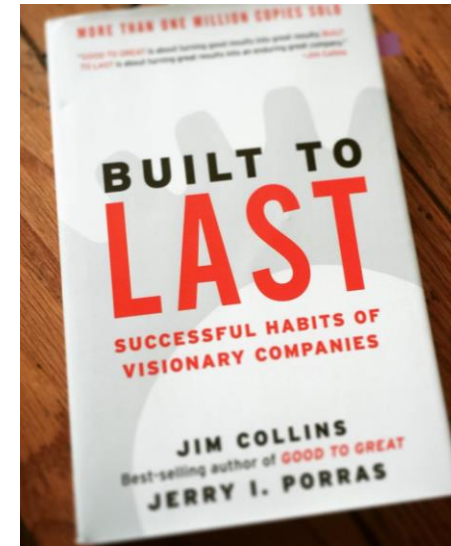


1 The Leader

- **Determines** meeting location, time, and attendees
- **Develops** an agenda
- **Guides** the group through the agenda
- **Ensures** equal speaking opportunities
- **Maintains** a positive, safe atmosphere
- **Assigns** other meeting roles
- **Communicates** conclusions and next steps
- **Assigns** responsibilities and action items
- **Sets** the next meeting date

References: New York times and Google

- "You don't have any priorities if you have more than three." Jim Collins is the best-selling author of the management books "good to great" and "made to stay."



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THANK YOU!