

EFFECTIVE TEAM WORKING AND COMMUNICATION: TASK 1-REPORT

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Executive summary

Teamwork is an essential context of academic and workplace settings. By nurturing special talents, teamwork develops a cohesive synergy to involve the elements of flexibility, responsibility, unity and harmony. The following report has reflected upon the significance of teamwork in relation to different theories and concepts. The report has offered reflective stances of different experiences that have denoted the roles of individuals within a team. Belbin's team role theory and Tuckman's stages of group development theory have been demonstrated in relation to personal experience and future actions that can develop effective group dynamics.

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Introduction

The cooperative effort of different members of a group to work towards a common objective is considered teamwork. It focuses on the elements of communication, shared responsibility, individual efforts and mutual respect to accomplish team outcomes (Larsson and Larsson, 2020). The collaboration encourages the incorporation of diverse knowledge to introduce innovative ideas. By evaluating unique trends of individuals, roles and responsibilities are determined (Mattessich and Johnson, 2018).

My natural role within the team is aligned as a coordinator as I am capable of organising tasks and managing schedules. As a coordinator, I am capable of utilising my problem-solving abilities to maintain harmony in the group. My coordination skill is also facilitating me to develop a focus-oriented objective in order to lower conflict and promote inclusively. Based on my natural role in a team, the report will discuss different scenarios. In this report, I will discuss the influence of different teamwork concepts like Tuckman's stages of group development theory, Belbin's team role theory etc. In addition, I will also summarise my role as a participant in the team and confirm the effective strategies that I need to consider in future to manage team projects.

Findings

Discussing the models and theories of teamwork

Belbin's Team Roles model and Tuckman's group development theory are two essential concepts that I have learnt. Belbin's team role has provided me with ideas regarding nine types of responsibilities each divided into 3 categories. The model highlights the need for balancing different roles that can improve team dynamics (Martín-Hernández et al., 2022). In this regard, the model also determines individual behaviour that contributes towards the fulfilment of people-oriented, oriented and thought-oriented processes (Bednár and Ljudvigová, 2020). Tuckman's theory of group development provides valuable insights regarding the progression of team dynamics (Holubčík et al., 2024; Tuckman and Jensen, 2010.). By navigating through the challenges of each team, Tuckman's theory has guided me to

understand the importance of self-awareness to overcome conflicts and work in a collaborative setting.

Presenting specific examples

Belbin's theory

From Belbin's theory, I am capable of understanding my natural role as a coordinator in a team. During the last semester, the team project required extensive research to present graphical work and statistical data. As a coordinator, I was given the responsibility to schedule tasks and communicate with the team members regarding their contribution. Coordinators not only enhance team cohesiveness but also lead to the development of productive projects (Aranzabal et al., 2022). My skills also excelled in making actionable plans to outline different timeline steps for accomplishing the project. I have coordinated with my team members to keep them on track and motivate them to make effective contributions to the project. I have also made transparent communication regarding the research procedure and using Excel to represent statistical data.

My role as a coordinator has therefore ensured the effective progress of the research project and the accomplishment of the goal. In the future, I want to become more aware and develop skills to become sharper. As a sharper, I can develop a highly motivated team to overcome deadline pressure. By stimulating discussions, sharper is also capable of identifying skill gaps within a team (Monsalves et al., 2023). Belbin's theory has therefore helped me to understand that I need to excel in my skills and capabilities to explore innovative solutions as a sharper. This will help in achieving success by maintaining team momentum and delivering high performance and productivity (Al Salman and Hassan, 2016).

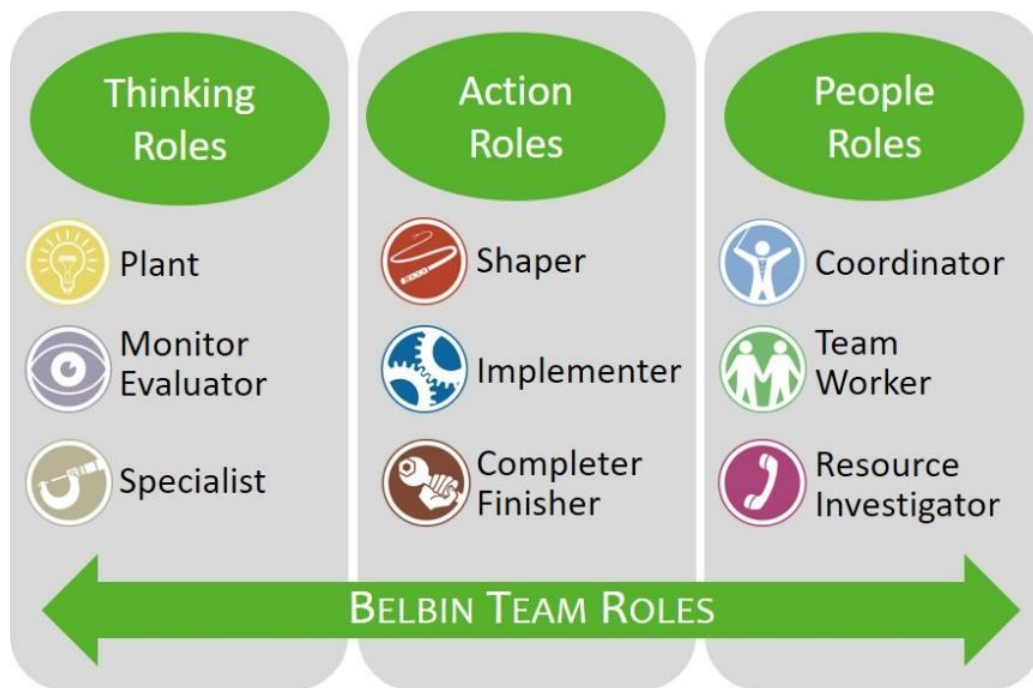


Figure 1: Nine team roles of Belbin's theory

(Source: Monsalves et al., 2023)

Tuckman's theory

This is another theory that outlines the stages of good group development, which are forming, storming, norming, performing and adjourning. The theory has made the natural progression to manage team capabilities in making conscious efforts to enhance productivity (Sein-Echaluze et al., 2021). I took part in the annual exhibition of college that required the active participation of different team members to present an outcome. The first stage of forming has helped me to conduct a meeting. I took the initiative and organised a meeting with all seven members for the exhibition. Through open communication, the members are capable of developing trust among the teams (Martín-Hernández et al., 2022). The meeting involved the introduction of different team members which eased the initial tension regarding the project exhibition.

The second stage storming has taught me to handle situations calmly. Since the team involved 7 members, conflicts and agreements are inevitable. I have recognised the need to improve active listening skills to listen to every team member and respect opinions. The third stage involved norming, which outlined the roles and responsibilities of different team members. For the exhibition, two members were allocated the role of researching information and buying materials. I was the organiser and tried to schedule the work.

While one member was responsible for giving the voice-over, the other two members were given the role of presenting the exhibition. By setting clear expectations, teams are capable of working efficiently (Van der Lippe and Lippényi, 2020). Linking with the performance stage, I am capable of aligning the final stages of the group project to maintain team coordination and streamline communication. The adjourning stage has reflected upon the value of understanding team journeys and adapting to the needs of team members (Holubčík et al., 2024). Therefore, the theory has helped me to bring success to the project and celebrate the team journey by working in a collaborative setting.

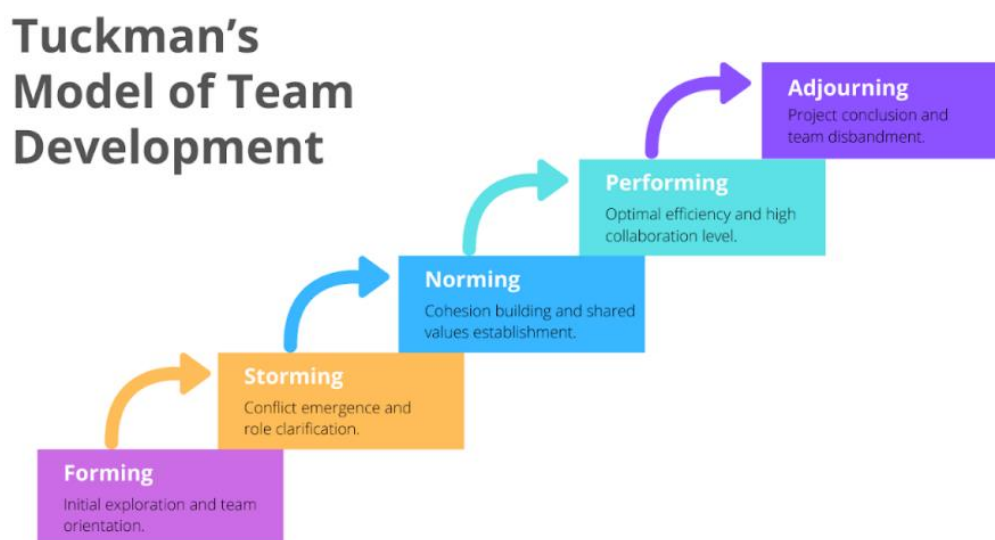


Figure 2: Tuckman's model of team development

(Source: Holubčík et al., 2024)

Conclusion

To conclude, both theories have helped me to understand my role within the team and highlight the importance of team dynamics. I am able to recognise my natural role as a coordinator in organising tasks. By following Belbin's theory, in the future, I need to become sharper to manage a diverse team. Tuckman's theory has also recognised different phases of team development along with my contribution in presenting an exhibition. In future, I need to develop conflict resolution skills in order to leverage my coordination role. This also involves the knowledge regarding conflict management theories to support team development during the norming phase. I should also explore my role as a specialist within a team. This will facilitate the development of my creativity skills in order to make individual contributions that can support team success.

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