

Effective Teamwork and Communication



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Definition of teams

- Teams are different from groups
- Synergy is sought during teamwork
- Teams share common goals, skills and accountability rules
- Teams can be functional, project-related and problem-solving

Key Dimension	Groups	Teams
Goals	Share information	Collective performance
Synergy	Neutral (sometimes negative)	Positive
Accountability	Accountable to leader	Accountable to members
Skill levels	Random and varied	Complementary



Importance of teamwork in an organisational context

- Eliminates toxic work culture
- Reduces cases of higher labour turnover
- Help employees to better understand and focus on corporate goals



Advantages of teamwork



- Increases collaboration and synergy
- Encourage group productivity
- Better for problem-solving
- Contributes to enjoyable working environment
- Increases efficiency
- Provides learning opportunities
- Leads to increased accountability

Disadvantages of teamwork

- Doesn't focus on individual growth and skills
- Some personalities dominate
- Workload is often divided unfairly
- Risk of conflicts
- Competition within the team

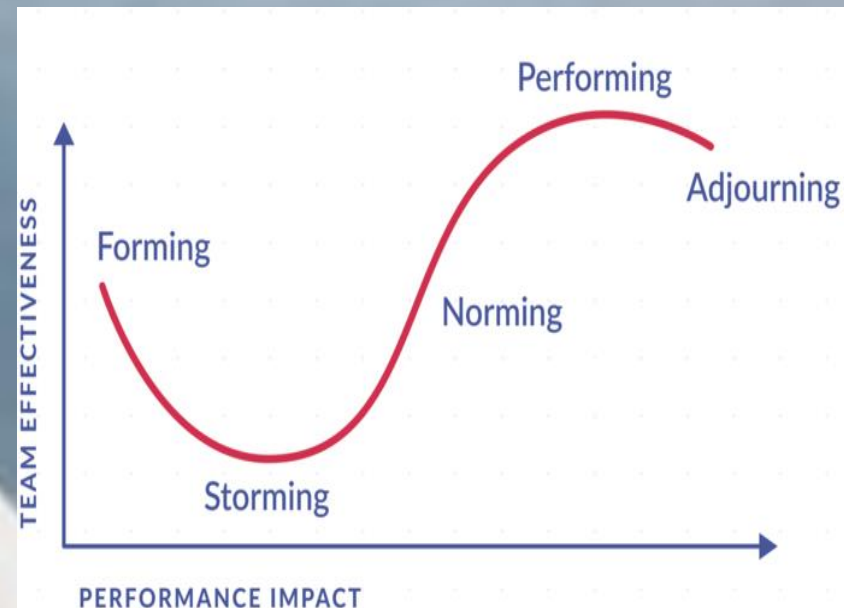
Importance of communication in teams



- Increases efficiency of work
- Improves collaboration
- Decreases risks of errors
- Mitigates conflicts
- Avoids disruptions

Stages of team development

- New teams tend to follow a 5-step model of development.
- Team effectiveness varies depending of the stage.
- Many teams disintegrate during the storming stage.

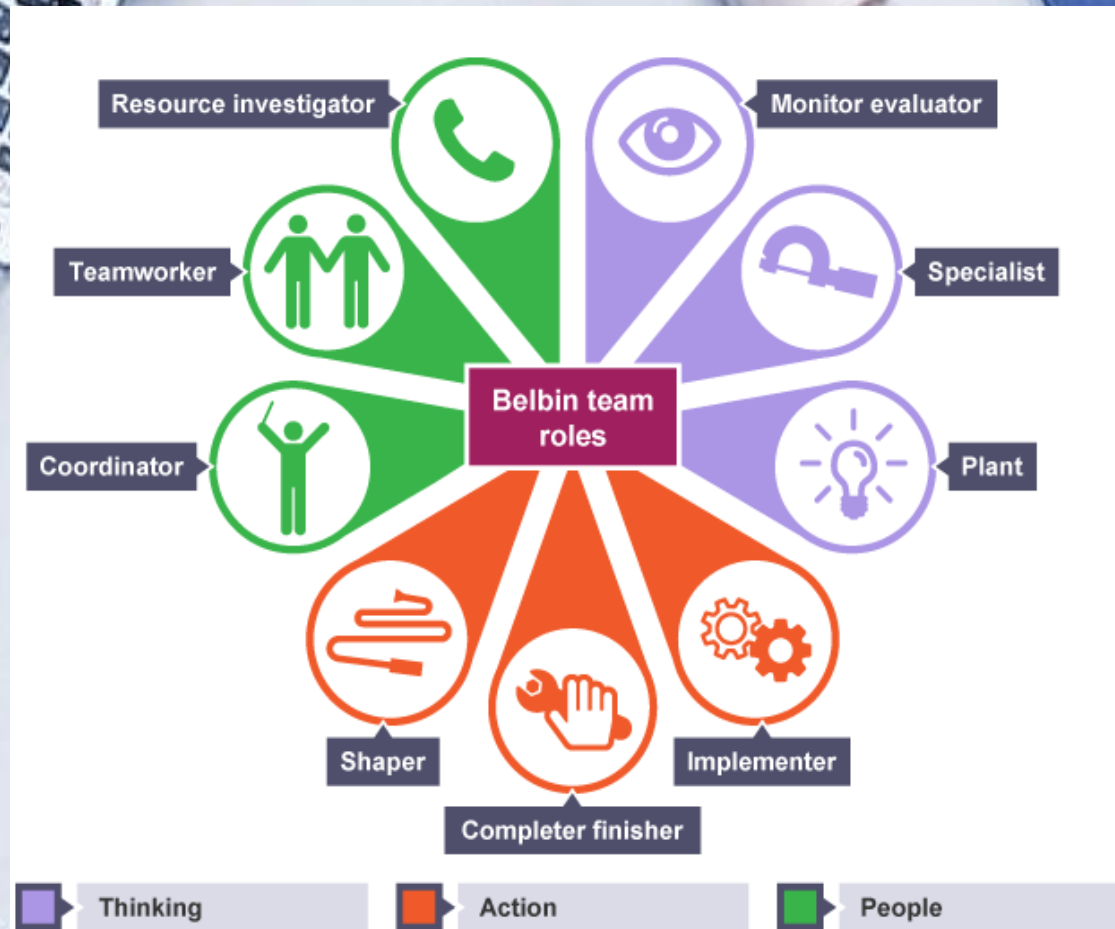


Stages

- **Forming** – the initial phase of selecting team members.
- **Storming** – a conflict period fueled by power struggle and lack of clarity regarding team's goals.
- **Norming** – performance stabilisation due to the introduction of specific roles and responsibilities.
- **Performing** – a period of best productivity and harmony.
- **Adjourning** – the final stage after the completion of the task/project/goal.



Team roles



Benefits of diverse teams

- What is a diverse team?
- Benefits:
 - Creativity and innovation
 - Enhanced problem-solving
 - Better decision-making
 - Strengthened skill set
 - Boosted performance
 - Higher engagement
 - Improved reputation

Conflict management

- Open communication
- Developing a solution
- Exploring options
- Compromising



Conflict avoidance

- Open communication and transparency
- Setting clear expectations and goals
- Encouraging active collaboration
- Establishing ethical standards
- Encouraging members to avoid negative attitude and rather resolve disagreements together

Characteristics of successful team

- Goal-oriented mindset
- Commitment to roles
- Open to learning
- Diverse perspectives and experiences
- Shared culture
- Responsibility and accountability
- Clear communication
- Effective leader

Successful team development

- Set SMART goals
- Assign well-defined roles
- Embrace diversity
- Share a common culture
- Communicate effectively
- Encourage strong leadership



Conclusion

- Teamwork is crucial for business organisations
- It provides numerous benefits
- Challenges of teamwork
- Relevant models

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