

EFFECTIVE TEAM WORKING AND COMMUNICATION

UWTSD

- LECTURER: JOY BOTU
- MODULE CODE: BMSW4002_LON

1. TEODORA	ID: 2114277
2. OSAZZE	ID:2113734
3. MUHITH	ID:2115152
4. PATRICIA	ID: 2113585

- BENEFIT OF TEAM WORKING
- STAGES OT TEAM WORKING AND TEAM ROLES
- TEAM ROLES AND MANAGING CONFLICTS
- SUCCESSFUL TEAM DEVELOPMENT

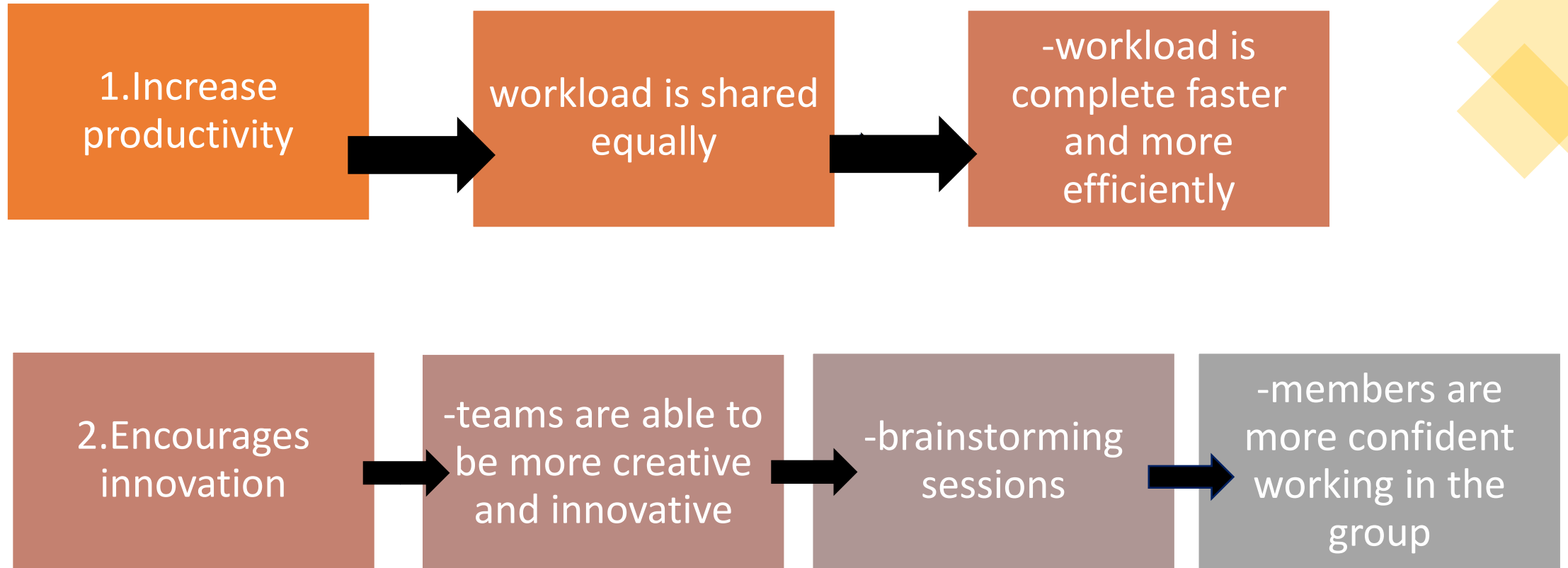
BENEFITS OF TEAM WORKING

“Coming together is a beginning, staying together is progress, and working together is success.” – Henry Ford. (Bit Blog, 2020)

WHAT IS TEAM?

Group of people who exist to carry out organizationally important activities, have one or more shared goals, engage socially, demonstrate task interdependencies, and maintain and manage boundaries. (Kozlowski and Bell, 2017)

Benefits of team working



Benefits of team working

3.Strong relationships

- members develop strong relationships
- build trust
- comfortable with each other

4.Support network

- team members can help and rely on each other
- members are more focused
- less risk for bad decisions



Benefits of team working

5. Attract talent

- companies are able to employ creative and talent people

6. improves moral

- sense of belonging
- appreciation
- job satisfaction

7. allows flexibility

- flexible work schedule



TEAM DEVELOPMENT:

- Definition of Team development.
 - Are special provocation to a group of people to work together successfully to achieve a common task by using each development stage.
 - How to build a team ? What are teams and what are the types of teams? How do they emerge and develop? Building a team is not an easy task, but the task involve requires more than one person. Therefore, it could be said that team building involves combining and integrating the talents, skills and energy of individual employees to form them into a team. Then, they will need to work on solving problems and accomplishing the goals and objectives of an organisation, If teams are to live up to their promise. they must be able to achieve more than individuals working on their own. So team achievement s might be difficult or impossible to achieve by the boss alone or other individual efforts alone.
- 

STAGES OF TEAM DEVELOPMENT



Forming



Storming



Norming



Performing



Adjourning



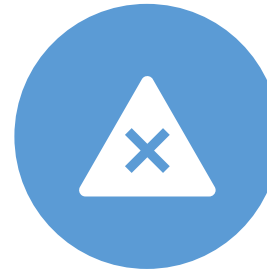
Forming Stage:



Teams are usually happy as part of the team having positive expectation, building trust, create goals and also feeling anxious about their performance level or place in the team. A good attitude help the team to be productive .



Storming Stage:



The team is set up to accomplish is task but along the line they encounter difficulty and the team also tried to resolve individual differences and handling conflict. Frustration is expressed for the slow progress decision goals of refocus is address.



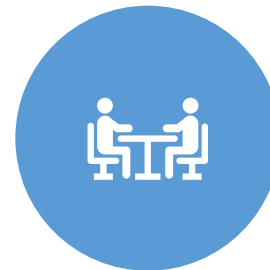
Norming Stage:



This stage the team resolves all self barrier between themselves and begin to involve in the actual expectations feeling the acceptance of other team members developing nicknames. This moment encourages the team to be determine towards the team goals and there is evidence in performance.



Performing Stage:



In this stage the team is satisfied of their progress of task, I can do attitude is visible to assist one another, they share insight of strength and weakness and deepen their knowledge and skills to improve team development. Members feels confident in their individual abilities and those of their teammates.

TEAM ROLES:

Coordinator:

They are generally referred to as the chairman, excellent listeners, calm and good natured, assigns the organization objectives, able to recognize the skills and talents of each team member. Their potential weakness is not a clever member of the team.

Plant:

very intelligent team member and desire to work apart from the team always looking for new approach to solve a problem, they might lack in communication skills also ignore given boundary. Their possible weakness is when their ideas are rejected he is unable to achieve the tasks.

Resources:

They are eager team members who sort with external stakeholders to help team perform its task. They develop contacts and reach agreement on behalf of the team and their weakness is usually over cheerful.

Shaper:

This are individuals who likes to stimulate others in the team to improve, they shake things up to ensure that all possibilities are considered, when others are reluctant the shaper tends to push on to achieve the desire tasks. Their weakness is they seem contrary to other views and offends tends persons feelings.

SUCCESSFUL TEAM DEVELOPMENT

- The development and organization of a company is created at the top, generally teams work better if they see that the manager is committed. (Woodcock, M. 1989).
- For that reason, it is important that the team is in constant development, to keep teamwork on going, to create new ideas, and a good environment at the workplace. (Acosta, JM. 2011)
- There are examples of this in nature, where a large part of the animals work as a team.



Pictures from: pinterest.com



WHAT AN IMPORTANT SUCCESSFUL TEAM DEVELOPMENT IS:



Better ideas; When a team is constantly growing, better ideas flow and help to improve the company.



Mutual support; A team where there is mutual support works in harmony.



Increased efficiency; The four-day working week is an example of this.



Better outcomes; All companies demand better results.



Increased competency; A team must be competitive to the maximum.

HOW TO DEVELOP A SUCCESSFUL TEAM

CREATING COMMON GOALS	BE PREPARED FOR CHANGE	MANAGING CONFLICTS	SHARING INFORMATION	CREATING AND SHARING IDEAS
DEVELOPING TRUST	COVERING THE BELBIN ROLES	SOCIALIZING	ADAPTABILITY	DIVIDING AND UNDERSTANDING RESPONSABILITIES

CONCLUSION

ADVANTAGES OF TEAM WORKING:

- Increased productivity.
- Equitable distribution of work.
- Better results for the company.
- Greater competitiveness.

DISADVANTAGES OF TEAM WORKING:

- Conflicts between co-workers.
- Risk of failing or not getting the job done on time.



REFERENCES:

- 1. Bit Blog. (2020). *Top 10 Benefits of Teamwork You Must Know!* [online] Available at: <https://blog.bit.ai/benefits-of-teamwork/> [Accessed 11 Apr. 2022].
- 2. Kozlowski, S.W.J. and Bell, B.S. (2017). *Work Teams*. [online] ecommons.cornell.edu. Available at: <https://ecommons.cornell.edu/handle/1813/75232> [Accessed 11 Apr. 2022].
- Jones, Stephanie.(mar2012) Teambuilding and stages of team development. *Effective Executive*, Hyderabad vol.15 Iss1 pp52-57.[online] available from: <https://www.proquest.com/docview/1437188235?pq-origsite=gscholar&fromopenview=true> (accessed: 15 April).
- Acosta, JM.(2011). *Teamwork*. [Online] Available from: https://www.google.co.uk/books/edition/Trabajo_en_equipo/PN3o6Y3NTA0C?hl=en&gbpv=0 (Accessed: 21 April).
- Woodcock, M.(1989). *Team Development Manual* .2nd ed. Routledge. [online] Available from: <https://doi.org/10.4324/9781315241715> (Accessed: 11 April).