

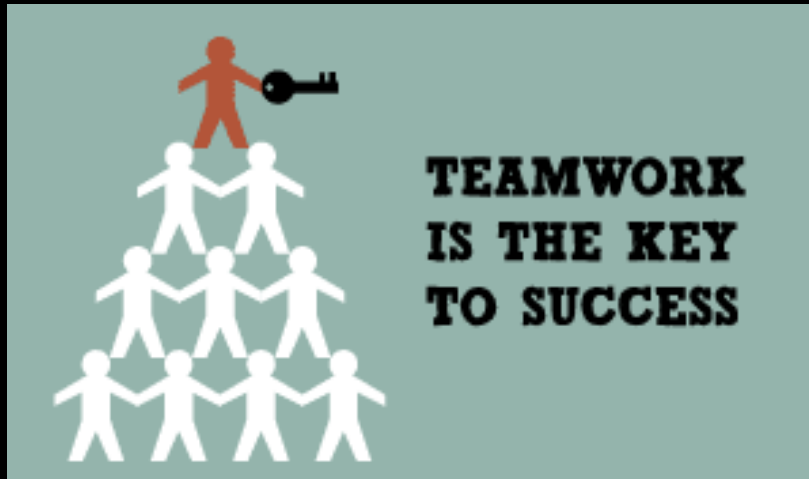
Presentation

- Authors :
- Claudiu Gaftone
- Andreea Ionescu

Effective teamwork: the key to success

- Effective teamwork is an important aspect of any organisation's success. There are many [benefits of teamwork](#), most notably, an increase in motivation from your employees. A recent study [by Stanford University](#) showed that when people are treated as partners or team members – even when physically apart – their motivation increases. Motivation from your employees means more success for your company.
- Developing an effective team in your organisation can seem like a simple and straightforward task, however it can be difficult to execute and put into practice. Members of your organisation want to be able to believe in the process and realise the wonderful outcomes that come from working together as opposed to individually; so it is up to the manager to ensure that enthusiasm is garnered and nourished.
- The most important building block to develop an effective team is communication, so it is imperative to develop the necessary skills to [communicate effectively](#) with each other.
- You want your employees to feel like they can put forth their ideas and express their feelings in an open environment, but you also need them to be keen listeners who are prepared to listen to the views of others. It can be easy for a team to fall apart quickly if its members favour their own personal goals over that of the team.
- To keep the teamwork fire going, you need to establish regular and open lines of communication and monitor how the group interacts. Learning to communicate effectively is not a simple one step process and requires work from all sides. It is a great idea to have weekly meetings in which the manager is present in order to see how the team interacts with each other and offer feedback on their achievements, as well as how the team meetings are running.

Effective teamworking



- An **effective** team is one that has cohesion, to do this your team members need to exhibit the following skills:
- Openness – Team members need to be willing to get to know each other and open up about themselves, so they realised that they all have diverse backgrounds and interests. This helps them to be more open to new ideas and differing viewpoints.
- Trust – Team members need to trust each other enough to be comfortable with sharing ideas and feelings. As this trust builds, team members learn to be honest and respectful in their approach to each other.
- Respect – It is important for the team not to focus on who to blame when something goes wrong, instead they need to work out how to fix it and how to learn from the mistake. Constructive feedback and mutual respect rather than blame will help a team achieve results much faster.

Effective teamworking

I think that first of all it is important to understand what effective teamworking means. In my knowledge all the team members work together towards the same goals, they trust and encourage each other and they have a very good communication.

As long as the team members are effectively working together, they are more motivated and this will lead to the success of the entire team in terms of productivity, results and meeting the targets.

Another positive effect of a good team work can be that the team members trust each other and they can even become friends, which will lead to a long term commitment to their job.

Barriers to effective team work

- But what about barriers to effective teamwork? There can be a lot of things in this category but the first that I am thinking of is the language barrier. If the team members come from different countries, it might be more difficult for them to develop a good communication especially if their english vocabulary is limited. This will prevent them from being involved in the team activities, from making jokes and they might even prefer individual assignments instead.

Barriers to effective teamwork

- § **Lack of discussions is again a barrier to effective team building.** Team members must not sit quietly in team meetings, instead should speak their heart out. One must participate willingly. Debates are important and strategies or policies should not be implemented without evaluating the pros and cons. Every team member must have a say in the team's decisions. Don't attend meetings just for fun, come prepared.
- § **Poor communication is also one of the barriers to effective team building.** Too much of a complicated hierarchy also result in poor and ineffective communication. Unorganized thoughts and abstract ideas create misunderstandings and confusions among the team members and in turn decrease the productivity of the team. Individuals should be very careful about what they speak. One should never use derogatory statements or lewd remarks in the office. It is better to communicate through mails as it is more reliable.
- § **Lack of discipline and punctuality also create problems in team.** Never be late for work. It is unprofessional to keep others waiting. Always reach before time for team meetings and discussions. One should also maintain the decorum of the workplace. Do not indulge yourselves in unproductive things. Don't loiter around unnecessarily.

Channels of communication

- **The above communication channels further can be categorized as:**
- 1. Formal channels
- It is an official way of communicating. A formal communication channel transmits information such as the goals, policies and procedures of an organization. Messages in this type of communication channel follow a chain of command. This means information flows from a manager to his subordinates and they in turn pass on the information to the next level of staff. Some examples include company newsletters, business plans, instructions, annual reports, agreements, company-wide communications, board presentations etc.

Channels of communication

- 2. Informal channels
- It is also an official way of communicating, with somewhat relaxed norms. There may not be a need for a chain of command or hierarchy in this kind of communication. There will be immense official communication where such hierarchy or command is not needed, but they happen within the official framework. Some examples will include conversations on the work floor addressing queries of team members, lunch time conversations, many of the emails where formal command is not needed such as someone is seeking some quick information etc.
- Under the official environment, both formal and informal channels are used as needed.

Channels of communication

- 3. Unofficial channels
- There exists an unofficial mode of communication as well. The employees communicate outside work environment on topics not related to work. General social, sports, political and personal communication are unofficial channels. But a manager needs to be aware about the existence of such a channel and information flowing in them. Many times rumours and gossips also provide very important information which otherwise will not be available.

Conclusion

- We need to be aware of existence of number of available channels in a team or project. It is important to choose the right communication medium or channel for effectively communicating.