

Effective Team Work and Communication

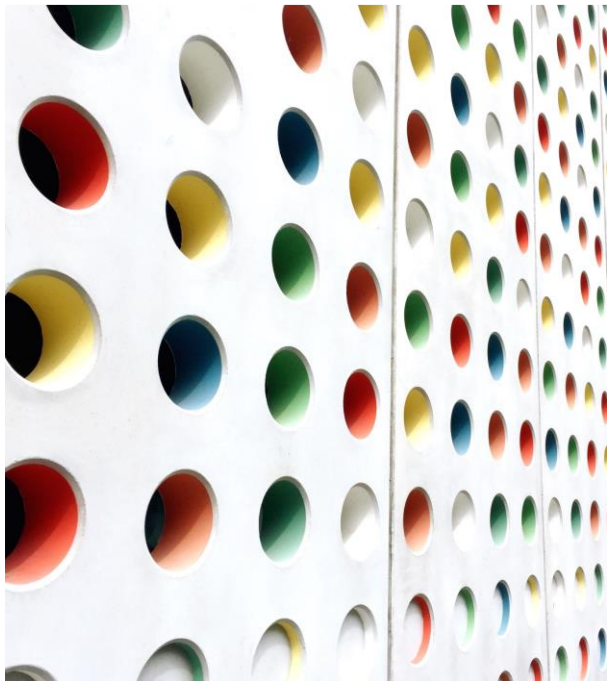
BMSW4002

Lecturer : Lloyd Beharry

Anita Nan

Chirea Cistina Elena

2026624



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LECTURE: Lloyd Beharry
Anita Nan

STUDENT NAME- CHIREA CRISTINA ELENA

STUDENT ID-2026624

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Introduction

- This presentation will discuss the benefits of working in a team.
- It will discuss the different stages of team development.
- Team roles will be included.
- The ways conflict should be managed will be discussed.
- It will also include various steps for building a successful team.



Team Working Benefits

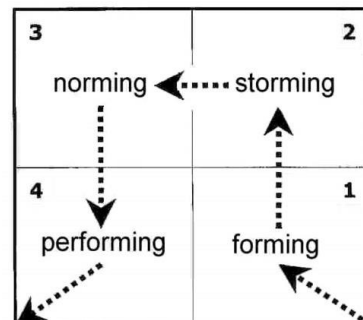
- It boosts efficiency.
- It offers a network of support.
- It Promotes Innovation
- It raises spirits and morale
- It Brings in Talent (Maund et al., 2017).
- It creates enduring connections
- It enables adaptability
- It furthers the person's career
- It Encourages Synergy



Team Development Stages

There are four stages involve in team development as per Bruce Tuckman- Team Development Model-

- Step 1- Forming
- Step 2- Storming
- Step 3- Norming (Tuckman, 1965)
- Step 4- Performing



Team Roles

According to R. Meredith Belbin- (Team Role Theory) there are nine team roles-

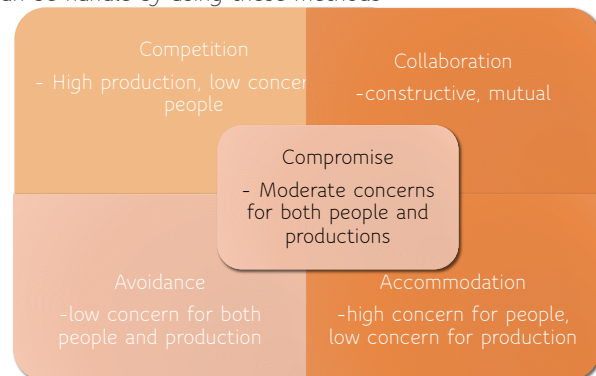
1. Coordinator
2. Plant
3. Resource Investigator
4. Implementer
5. Monitor (Mindtools. 2022)
6. Team Worker
7. Shaper
8. Specialist
9. Finisher



Managing Conflict

Within a team, there may be conflict which can be handle by using these methods-

- Competition
- Collaboration
- Compromise
- Avoidance (Kilmann Diagnostics, 2022)
- Accommodation



Successful Team Development

Steps for building successful team development-

- Considering every employee ideas
- Being transparent and clear while communicating
- Encouraging cooperation and trust
- Delegating teams problem solving tasks
- Establishing team goals and values
- Encouraging brainstorming and listening (Hr.berkeley. 2022)



Conclusion

- This presentation concluded the benefits of working in a team.
- It had discuss the different stages of team development by using Bruce Tuckman- Team Development Model.
- Belbin Team roles had been discussed as well.
- The ways conflict arises and should be managed are included.
- It had also concluded steps an organization can use for building successful team.



References

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● A spoken presentation

The advantages of working in a team will be covered in this presentation. It will go over the various phases of team formation. There will be team roles incorporated. It will also talk about how to handle conflicts and the Additional measures for creating a successful team will be included

Many people have experience working together to solve issues and accomplish group objectives. Productivity rises when more individuals are involved because activities are finished more quickly and effectively. Teams are best prepared to come up with more original, creative, and useful solutions to issues. When workers like what they do, they feel more satisfied with their jobs, are less stressed, and organizations see

significantly lower turnover. The creation and growth of enduring connections among colleagues is what is referred to as teamwork

Teams have been through development stages. In the middle of the 1960s, the author Bruce W. Tuckman created the framework that is most frequently used to describe stages of growth of team. The definitions of Forming, Storming, Norming, as well as Performing offer a helpful framework for examining the growth of solid working connections within one's own team. Knowing why certain things are taking place on the team in specific ways may be a key step in the personality process. Each level of team growth entails its own distinct identifiable sensations and behaviors. The four phases provide an effective framework for identifying team's behavioral traits; they function best as a starting point for team discussions.

In action-oriented roles, the Shaper usually challenges the group members to do better, the Implementer brings and puts the ideas into practice, and the Finisher makes sure that everything is finished well and on time. The Coordinator serves as the chairman in people-oriented roles; Team Workers primarily promote collaboration; and Resource Investigators look into potential outside sources. In thought-oriented roles, the Plant primarily presents novel concepts and methods, Monitor-Evaluator weighs the pros and cons, and Specialist offers specific knowledge. Conflict can arise when people work in teams because of their differences. The majority of conflict resolution techniques place a strong emphasis on the value of handling conflicts swiftly and transparently in order to prevent the bad outcomes that might arise from disagreements. In team environment, conflict can come from a variety of causes and often falls into one of three categories: Factors related to communication,

structure, and personality. Without respect for one another and a desire to debate and work through differences, no conflict management strategy will be effective. Each team member must be prepared to: -Listen - Acknowledge -Respond - Resolve differences. The first principle of building teams should come as no surprise: in order to effectively manage a team, one should first demonstrate their authority among each member of the team. Always keep in mind that the best successful team leaders develop their relationships on mutual respect and commitment rather than on intimidation or the authority of their positions. Steps to effective team growth include: Aware of all employee suggestions, being open-minded and concise when speaking, fostering collaboration and confidence, assigning teams to solve problems, defining the values and goals of the team, encouraging listening and brainstorming. The advantages of working in a team were summarized in this presentation. Using the Team Development Model developed by Bruce Tuckman, it discussed the many stages of team development. Roles within the Belbin Team have also been addressed. It also Included the ways conflict develops and how it ought to be handled. The actions a company may take to form a successful team were also concluded.