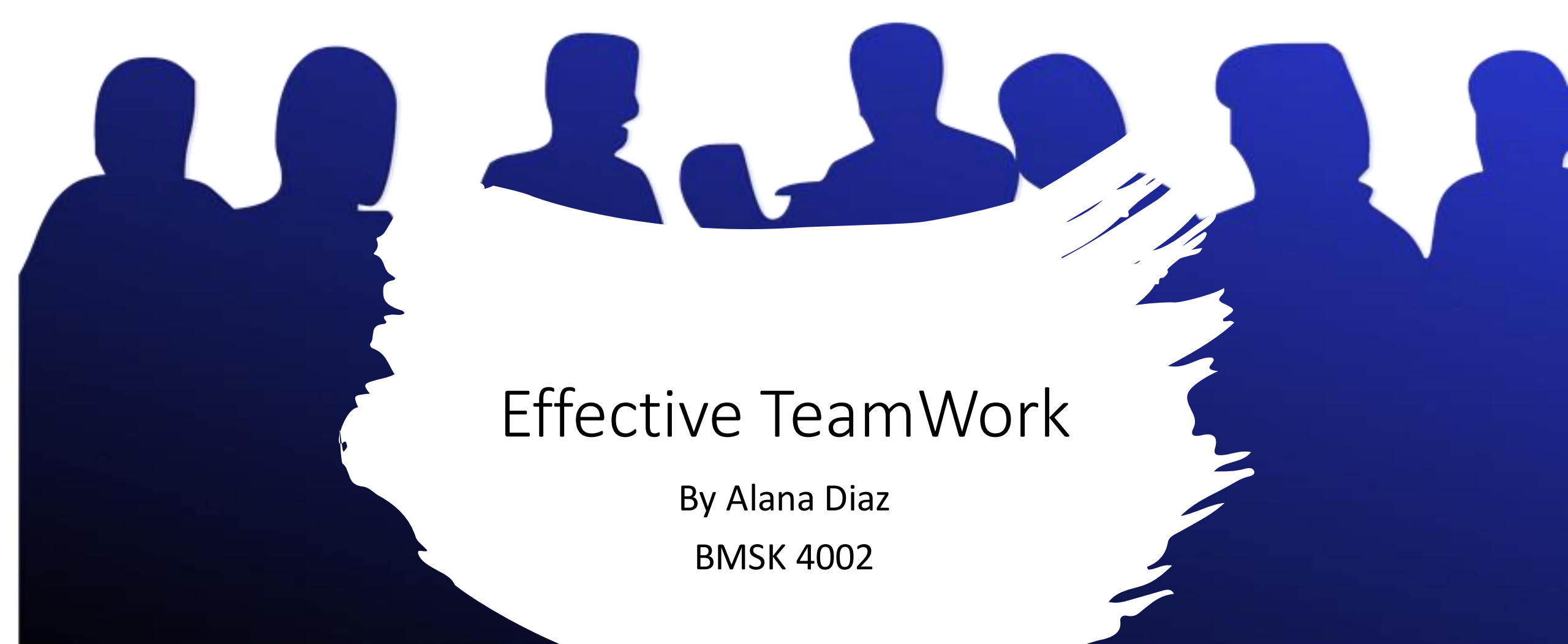


A graphic featuring dark blue silhouettes of several people in a meeting. On the left, two people are shown in profile, facing each other. On the right, a group of four people is depicted, with one person appearing to be speaking or gesturing towards the others. The silhouettes are arranged to frame the central text.

Effective TeamWork

By Alana Diaz

BMSK 4002

TEAMWORK

Presentation Feedback

Presentation Evaluation Sheet				
Module: BMSK4002 Part 1: Effective Team Working				
Date	Name of Presenter:			
	Feedback			
	Weak	Fair	Good	Excellent
Prepared for Presentation				
Presented in an interesting way				
Objectives of the presentation are clear				
Used visual aids effectively				
Organised the presentation logically				
Spoke loudly enough				
Spoke slowly and clearly				
Presented within appropriate time				
Responded to questions accurately				
<u>What can I do better next time?</u>	<u>What went well?</u>			



Introduction

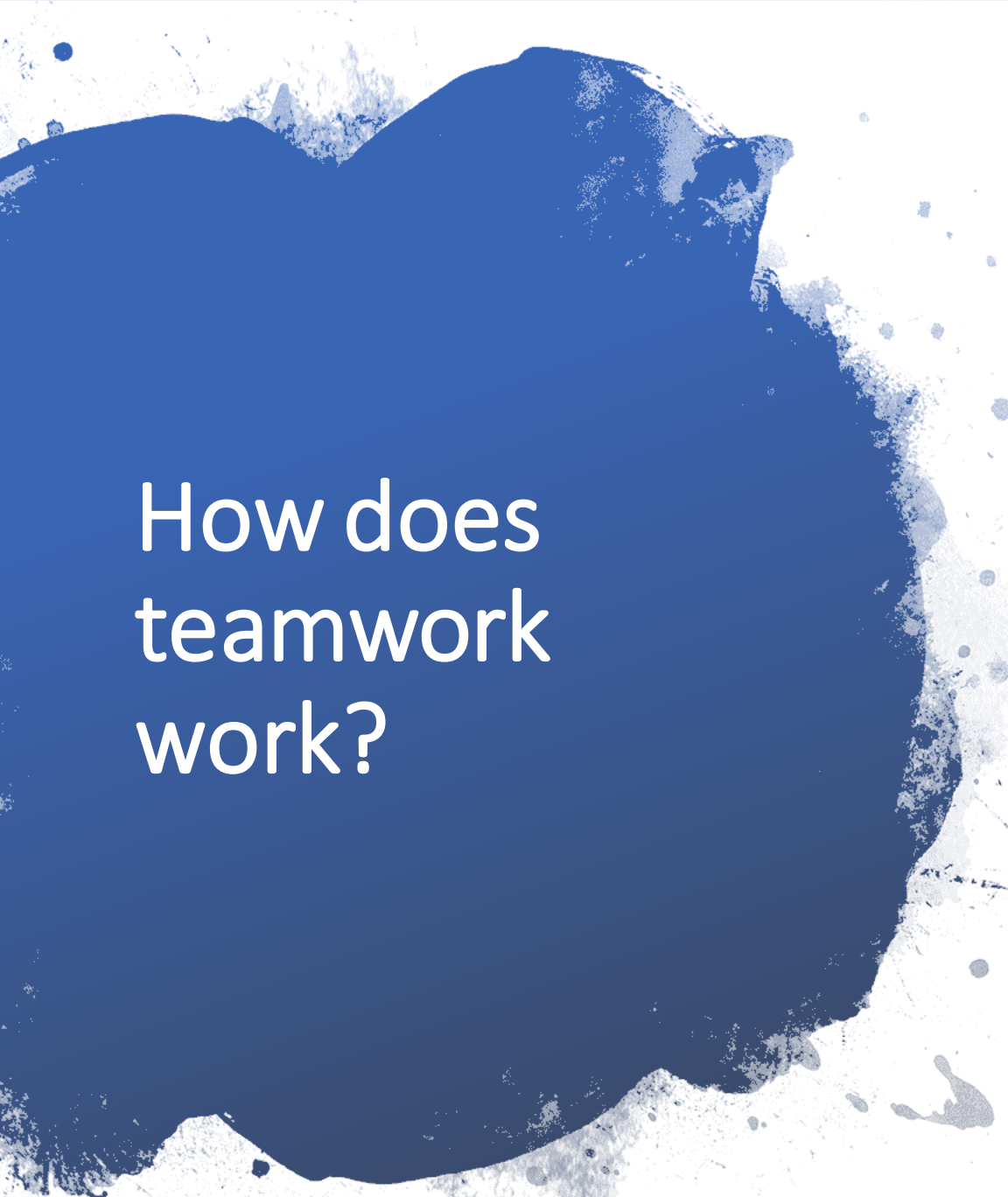
In this presentation I will explain what is an effective teamwork. And I will be speaking about Tuckman team stages, Belbin roles description and their key behaviours.

I will talk about my experience of working in teams.



What create an effective team

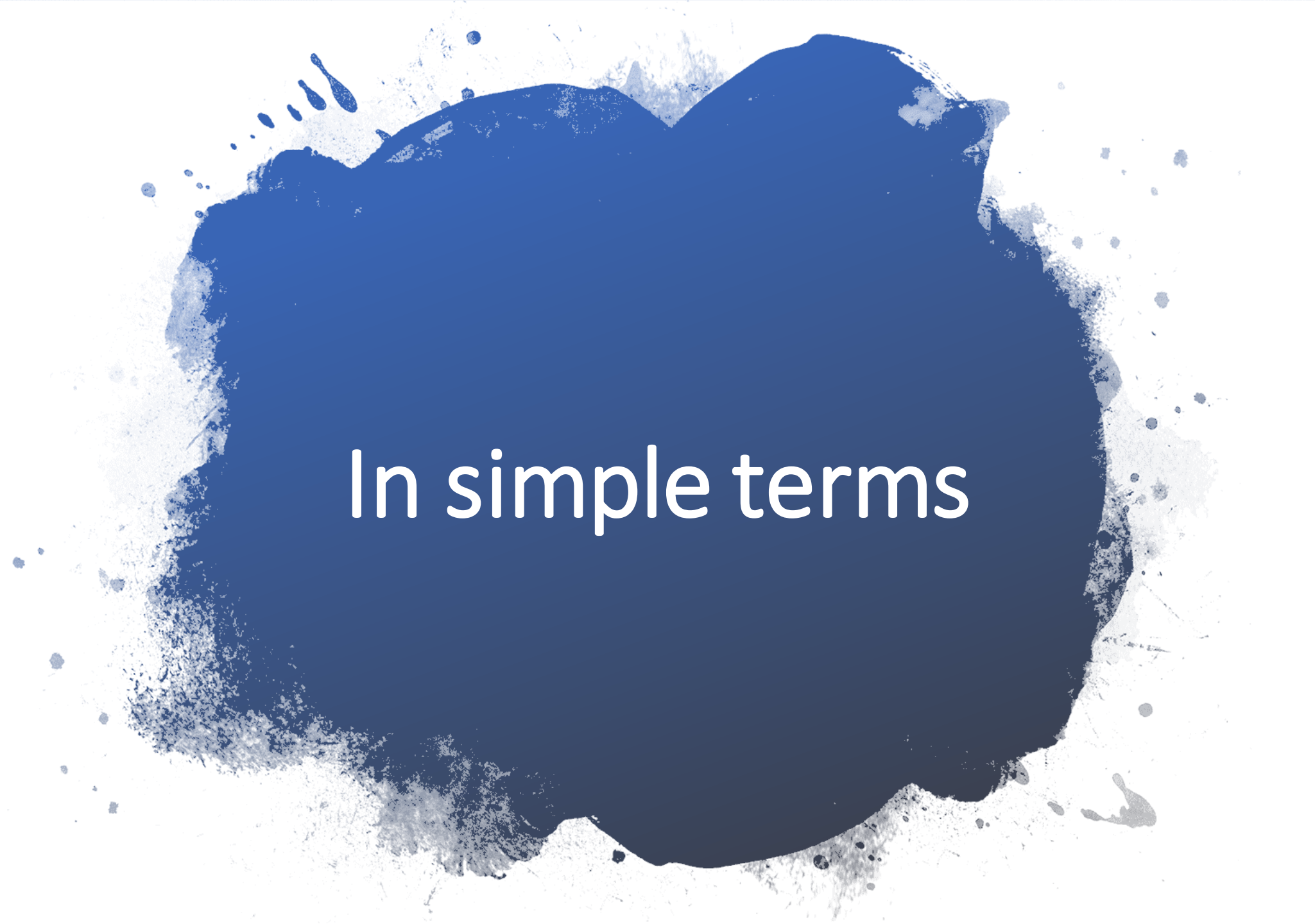
- "For a **team** to be truly **effective**, its members must unite with the same vision and be motivated to bring that vision to life. They must share clear, measurable goals and be committed to each who plays their part in the overall success of the **group**" (Paige, M).



How does teamwork work?

Furthermore, that is just another way to say teamwork. Employee teamwork allows a workforce to split complex tasks into simple ones, then work together to complete them faster. It also develops specialised skills, so that the best person for each task can do it better and faster.

(Lane, 2021)



In simple terms

- Teamwork is simply just a team collaborating with each other to reach a common goal





What are the benefits of teamwork?

For employees

Task are completed more quickly

Job satisfaction

Happier in workplace

For employer

Improved production /staff morale

Reduce staff turnover

Increased profits and product quality



Belbin theory and personality types in a team

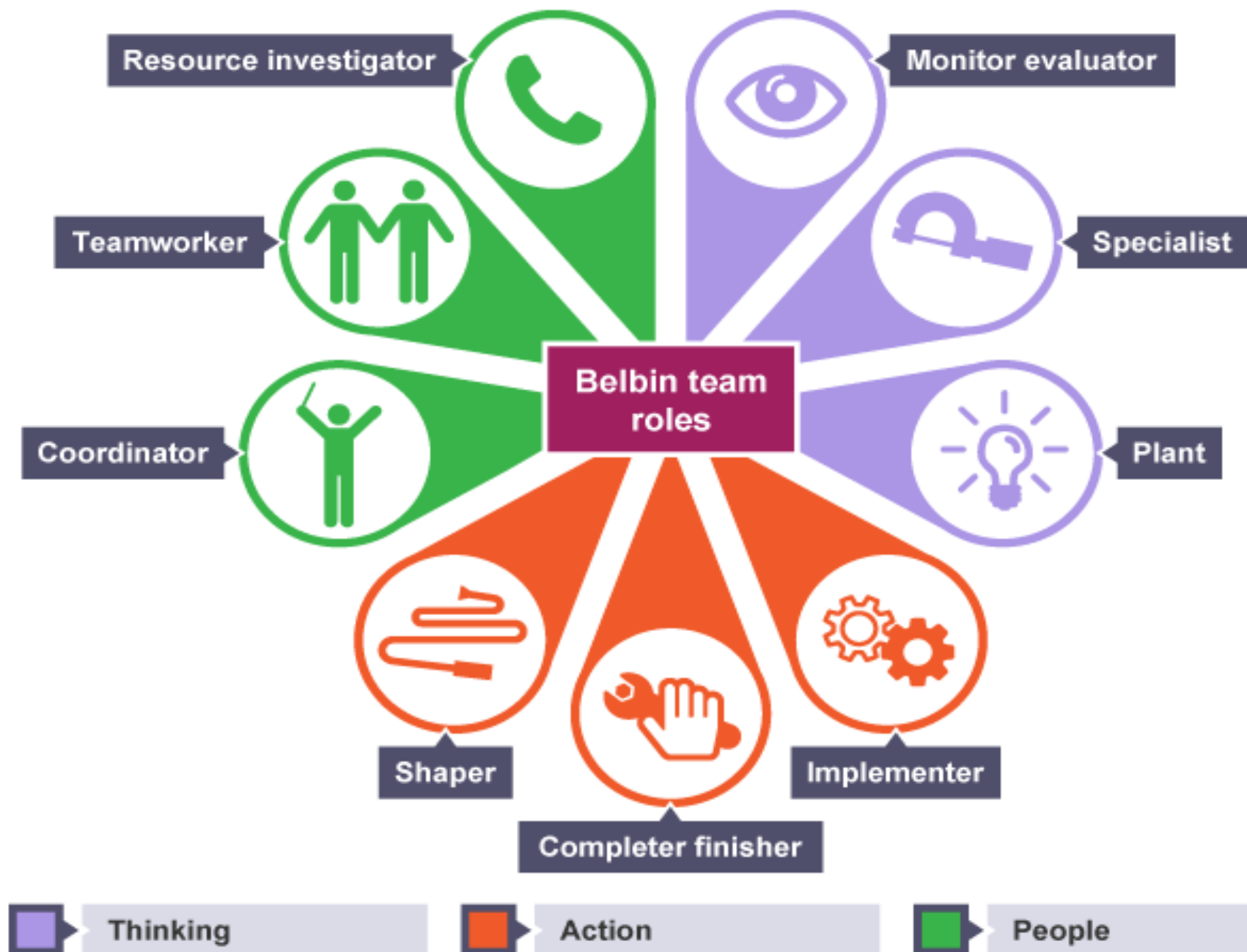
- The research shows that the most successful teams were made up of a diverse mix of behaviours.
- Dr Meredith Belbin and his team discovered nine clusters of behaviour - these were called ' Belbin Team Roles'
- Every team needs access to each of the nine Belbin Team Role behaviours to become a high achieving team. Nevertheless, this doesn't mean that all groups need to have nine people! Most employees will have two or three Belbin Team Roles that they are most happy with, which can change over time. Each Belbin Team Role has its strengths and weaknesses, and each Team Role has equal importance.

THEORY

A hand with light pink manicured nails is holding a blue marker. A horizontal blue line is drawn from the left side of the image, passing through the text boxes, and ending at the marker held by the hand on the right.

However, not all are always needed at the same time - it is essential to first look at the team goals and work out which tasks need to be undertaken. Once this has been done, discussions can occur regarding which and when each Belbin Team Role behaviour should be utilised.

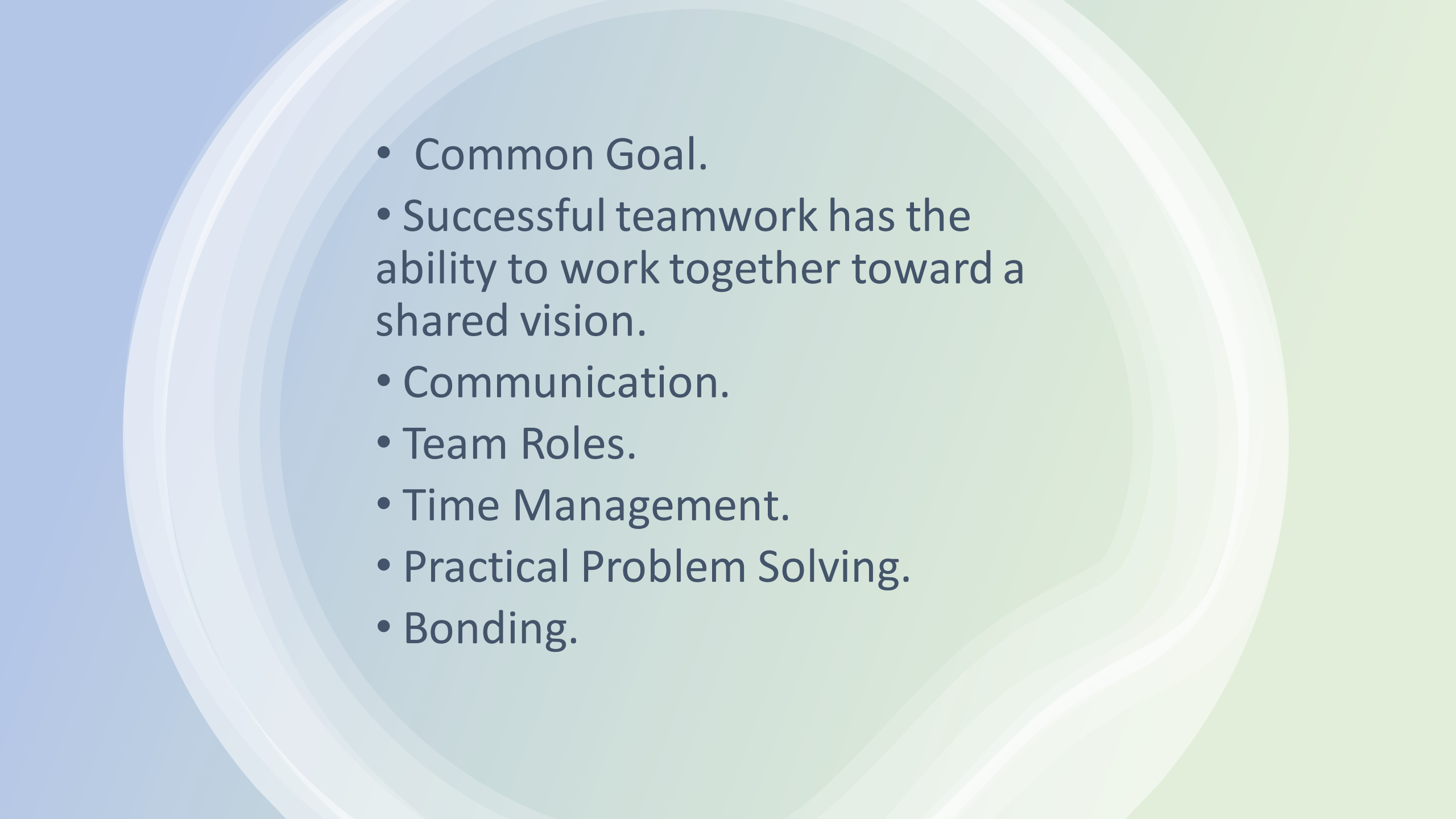
When using Belbin methods, individuals have a greater self-understanding of their strengths, leading to more effective communication between colleagues and managers. Good teams can be put together, and existing teams can be understood and improved, and every team member can feel that they are making a difference in the workplace. (Belbin, 1981)



Team Role	Contribution	Allowable Weaknesses
Plant 	Creative, imaginative, free-thinking. Generates ideas and solves difficult problems.	Ignores incidentals. Too preoccupied to communicate effectively.
Resource Investigator 	Outgoing, enthusiastic, communicative. Explores opportunities and develops contacts.	Over-optimistic. Loses interest once initial enthusiasm has passed.
Co-ordinator 	Mature, confident, identifies talent. Clarifies goals. Delegates effectively.	Can be seen as manipulative. Offloads own share of the work.
Shaper 	Challenging, dynamic, thrives on pressure. Has the drive and courage to overcome obstacles.	Prone to provocation. Offends peoples feelings.
Monitor Evaluator 	Sober, strategic and discerning. Sees all options and judges accurately.	Lacks drive and ability to inspire others. Can be overly critical.
Teamworker 	Co-operative, perceptive and diplomatic. Listens and averts friction.	Indecisive in crunch situations. Avoids confrontation.
Implementer 	Practical, reliable, efficient. Turns ideas into actions and organises work that needs to be done.	Somewhat inflexible. Slow to respond to new possibilities.
Completer Finisher 	Painstaking, conscientious, anxious. Searches out errors. Polishes and perfects.	Inclined to worry unduly. Reluctant to delegate.
Specialist 	Single-minded, self-starting, dedicated. Provides knowledge and skills in rare supply.	Contributes only on a narrow front. Dwells on technicalities.

What are
the characteristics of
an effective team



- 
- Common Goal.
 - Successful teamwork has the ability to work together toward a shared vision.
 - Communication.
 - Team Roles.
 - Time Management.
 - Practical Problem Solving.
 - Bonding.

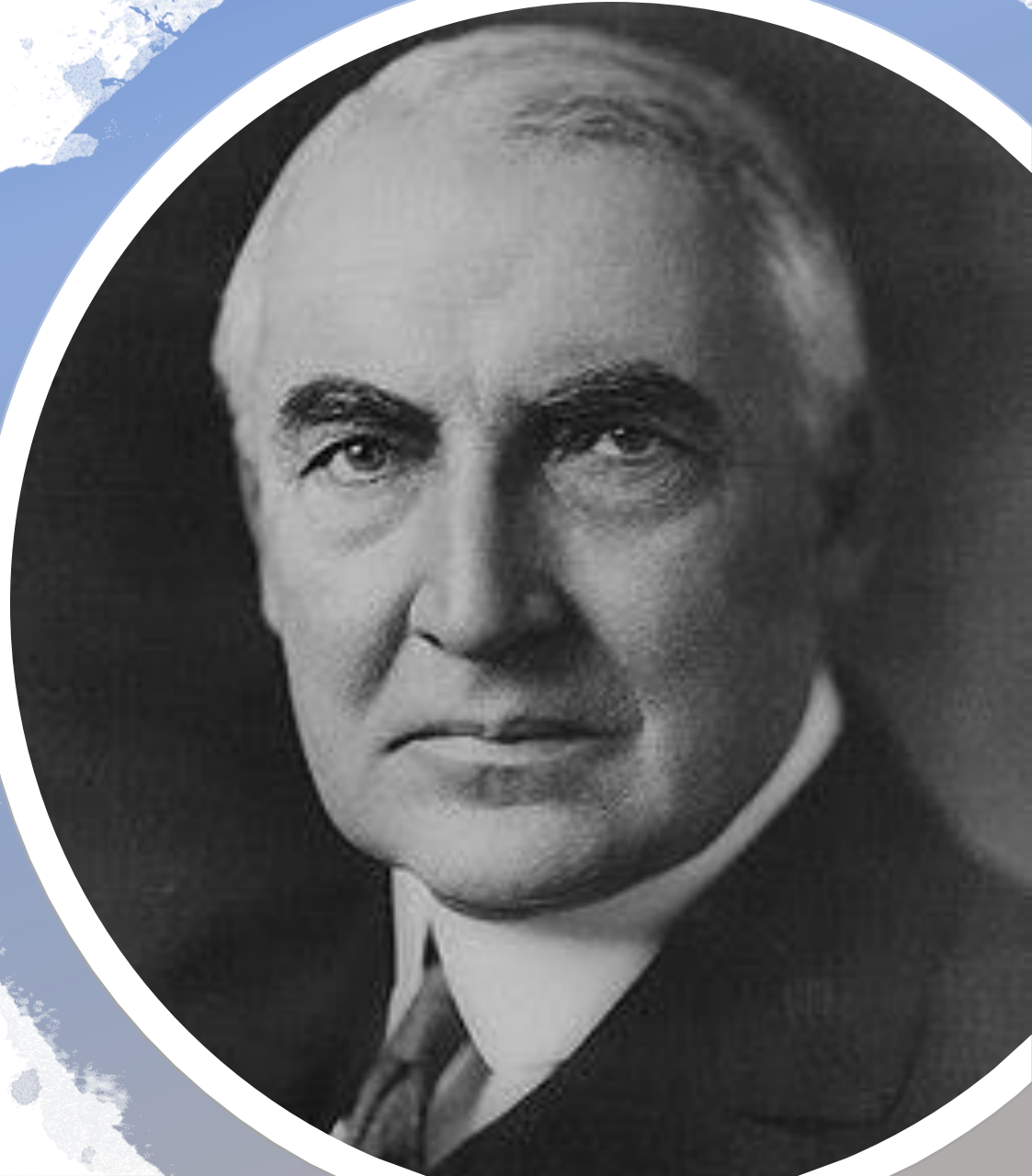
Why Build an Effective Team

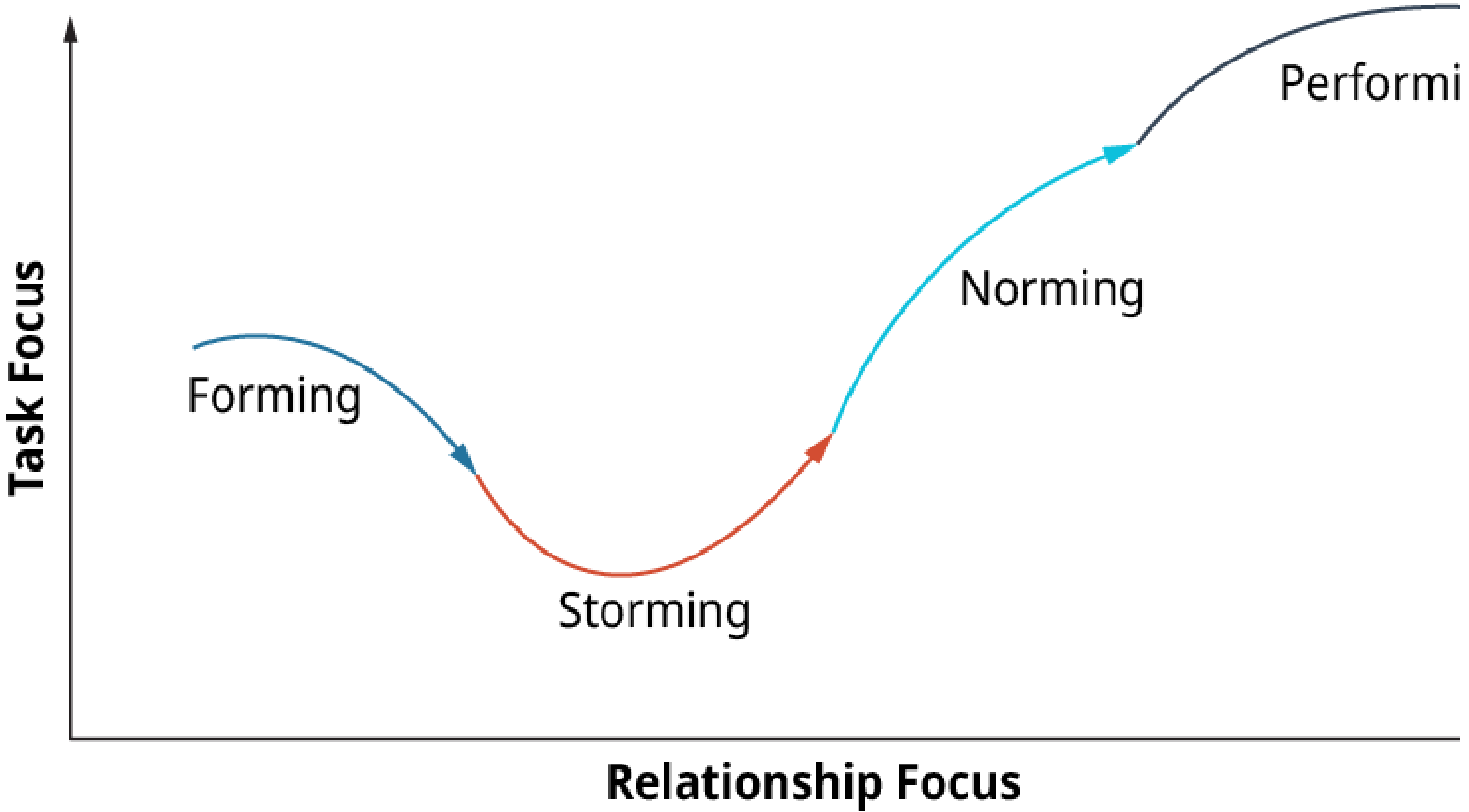
Team building is essential. It allows employees to learn from others and develop new skills. Working in a team encourages employees to take on leadership roles and see their team members fulfil their responsibilities. For teams to perform and reach their goal, they need to agree before making any decisions.



Tuckman

- 1965, Bruce Tuckman, an educational psychologist, formed one of the most well-known models for group formation. It is based on his observations of group behaviour in various settings and on a literature study. He developed a model describing the different phases groups need to grow as a team.
- The model initially consisted of four separate stages of group formation: forming, storming, norming and performing. A fifth stage was added, called 'adjourning'. It represents the necessary and inevitable stages from facing challenges, problems, finding solutions.





Forming

A team is formed, and everyone shows their best behaviour. There is a positive and polite atmosphere. The manager (facilitator) needs clear guidance as group responsibilities aren't identified yet



Storming

Developing boundaries become challenged, and conflicts start to occur. Also, frustration with the lack of progress is expected. The manager (facilitator) needs guidance





Norming

Team members start to settle their differences, acknowledge colleagues' strengths, and respect the leader's authority. Behaviour from the storming and norming phases can overlap for some time when new tasks come up.



Performing

Good performance goes hand in hand with satisfaction with the team's progress. Team morale makes team roles more fluid, and the manager (facilitator) can delegate more tasks. Problems are prevented or solved as they arise.

Adjourning

When all tasks are completed, it is essential to celebrate the team's positive achievements. Letting go of the group structure after long periods of intensive teamwork can also generate uncertainty for individual team members



Well of the Seas
Start-up 2004

My experience working on a Cruise ship

Effective teamworking



Teamwork onboard

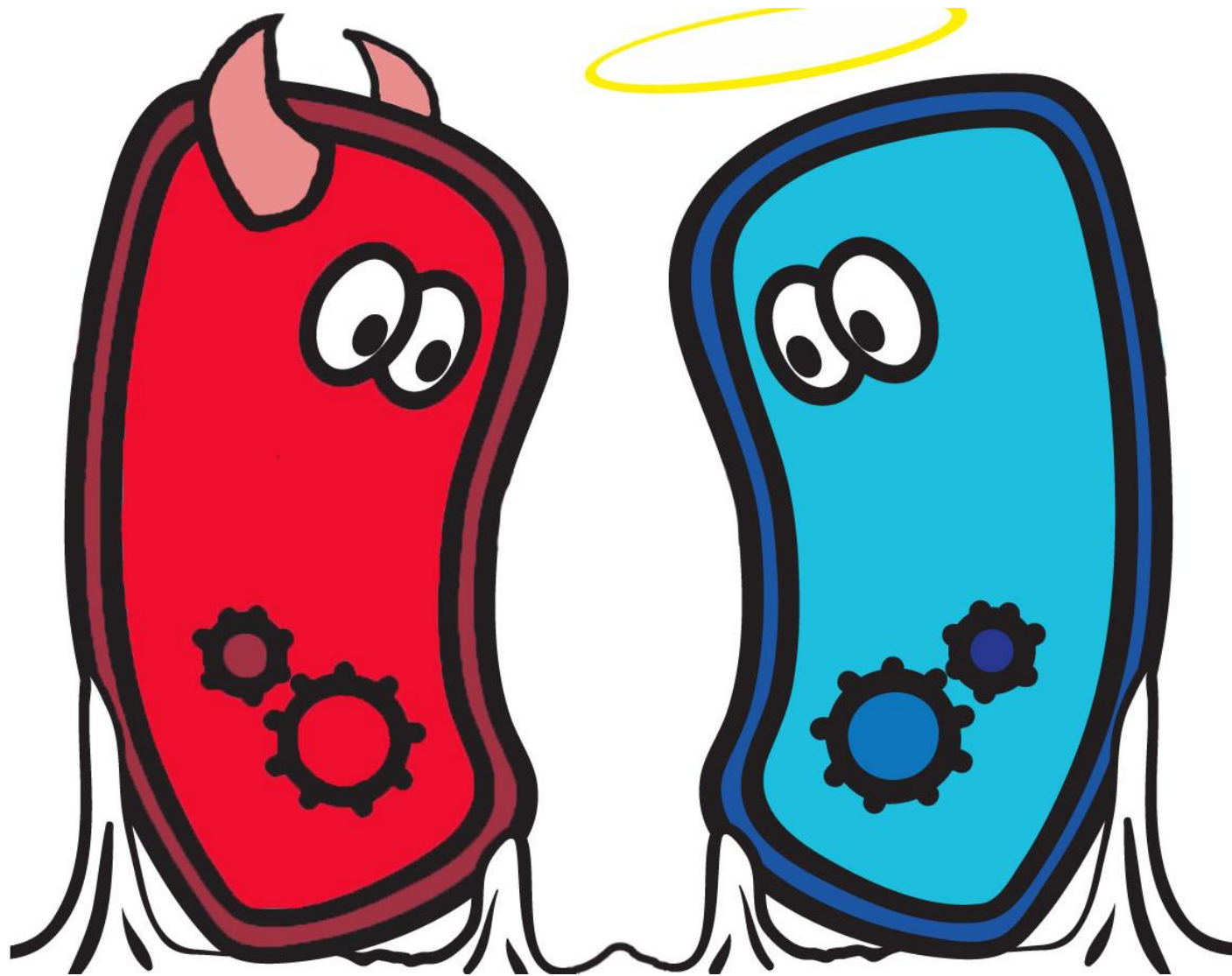
- The challenge of establishing an efficient team on a cruise ship depends on the ship size and the number of crew. The teams are divided into departments, and every department plays an important role onboard. Everyone focuses on their department's responsibilities with one common goal, having a successful business.
- Working on a ship is a very demanding job, from the captain to the crew; each team member is an individual who needs to add value to the organisation. This idea comes from the spirit "one for all and all for one". It leads to the unity of the crew and the principle of the team working. Working together means teamwork, and the successful application of this principle depends on respecting the rules.



Teamwork Onboard

- I was on board for over five years, and it felt obvious to me that our work is almost entirely based on teamwork because each activity requires a minimum of two people for completion. In a working environment like cruises, teamwork is essential. We must trust our colleagues, and we rely on them for the completion of our tasks.
- Without teamwork, we would not be able to achieve common goals.





Personal examples Good/Bad
teamwork

Good Teamwork

The night before embarkation, all spa team member will do a deep clean ready before the new guest arrives.

One may get finished before the other. Those who finished first will move in to help where others are still working, or they start to move the salon equipment to a new section to carry on with the deep clean. All team members are working together to reach the common goal, which would be to finish early.





Team failure

On my previous ship, one of my teams struggled with communication. Several targets were not met. Target deadlines passed, and monthly targets ultimately failed. I had tried different methods of communication throughout that month.

What did I learn?

Through that experience, I learned how communication is essential from start to finish, by doing this, everyone stays in contact and understands what they need to do to achieve their targets.

Closing thought

The senior vice president of Steiner used to have a plaque on her desk where it was written the following idea:

There are three types of people in the world.

- "People who make it happen.
- People who watch it happen.
- And people who have no idea what is happening.

Which one are you?"

After seeing that, I have always work to make sure I am the first one.

My manager used the power of words and always knew exactly what to say.

Wishing you all a make it happen life !!!

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