

Effective Team Working Strategies

Group 3

Module BMSW4002

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BENEFITS OF TEAMWORK



Team - definition

- ▶ A team - a group of people with a common goal. Sharing knowledge and skills to achieve a goal in the shortest possible time.
- ▶ It requires joint efforts, cooperation, helping each other to perform various functions. People working in a team usually bear collective responsibility for the results of their work.
- ▶ Now let's look at some of the most important benefits of teamwork...



BENEFITS OF TEAM WORKING

Promotes creativity and learning

creativity increases when people work together as a team - brainstorming views and ideas. Connecting different points of views of team members helps to create more effective solutions to problems. working in a team, it is often easier to come up with a good solution to a problem. Each person can bring an interesting perspective and fresh ideas and learn from each other



Reduces Stress

- ▶ Individual work increases workload and responsibilities, which can lead to increased stress. Teamwork allows you to share both tasks and responsibilities, therefore the stress decreases.



Productivity Increase



- ▶ Because teamwork allows individuals to concentrate on what they do best, they don't have to worry about work or tasks they haven't mastered. This helps in creating a better quality of work because it increases productivity.
- ▶ Teamwork allows talents of each person in the team to complement each other to create a final product that could not be achieved individually.

Integration



- ▶ A common goal unites people. Working in a group will help co-workers get to know each other better and spend more time together.
- ▶ in a team you can motivate each other. Many employees will want to perform well in front of their colleagues, so they will try their best to accomplish their tasks.
- ▶ Work efficiency can be determined by the quality of relations between team members. Kindness, sincerity and willingness to help – this is an attitude that is worth adopting in the work environment.

Stages of Team Development



Forming



Storming



Norming



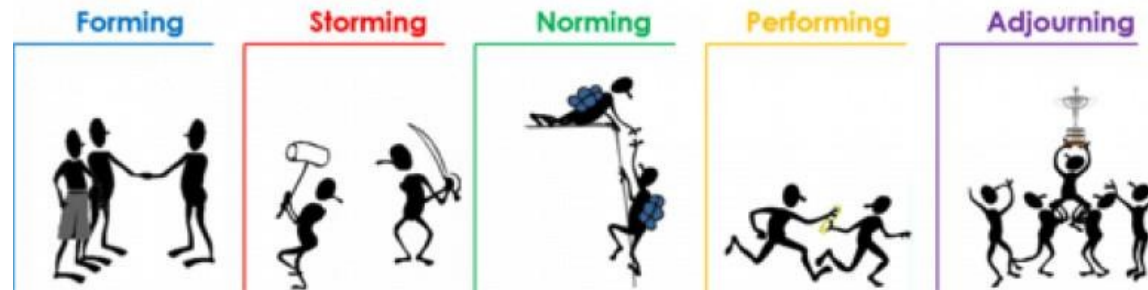
Performing



Ending

Stages of Team Development

- Forming-storming-norming-performing are very important stages of team development. These four stages first proposed by (Bruce Tuckman in 1965), who said that these stages are necessary for team growth. Finding solutions of the problems easy to plan work and to deliver better results.



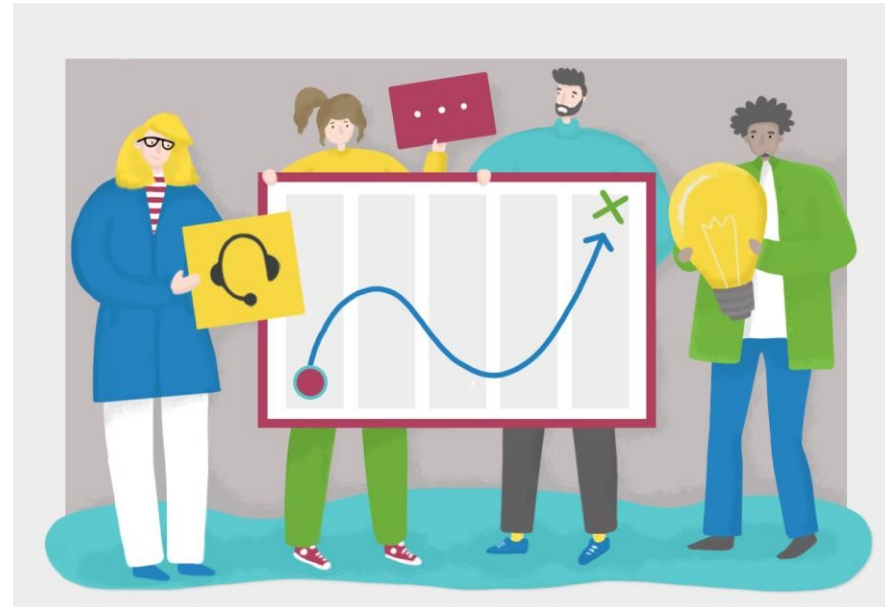
Forming

► What is forming. Forming is where Team members get together. It's very important for team leaders to facilitate the introductions and highlight each person's skills. Team members also given project details and opportunity to organize their responsibilities.



Storming

- Storming is where team members share their ideas and use as an opportunity to stand out and accepted by their peers. Team leaders helps teams to manage competition among team members, make communication easier and make sure projects are on track.



Norming

Norming is when the team resolving their differences, appreciate one another strengths, and respects as a leader. Now they know each other better, Team members feel more comfortable asking for help and feedback. They will share stronger commitment and should make good progress towards it.



Performing

“Performing is when the team is in flow to its full potential. With hard working team is likely to achieve its goals efficiently. Difference among members are used to enhance the team performance.” (Judith Stein)



Ending

- This stage is final stage of group development. When group finish their work and get recognition for what they accomplished together. (Bruce Tuckman 1977).



Team Roles

“T.E.A.M. = Together Everyone Achieves More” (Unknown)

Definition:

Everybody has their own strength what could add to the team and create a powerful unity together with each person abilities. Mixing different behaviours could cause a high performing and effective teamwork.

Dr Meredith Belbin observed and identified people's behaviours and made the nine different team roles which are the base of effective teamworking.

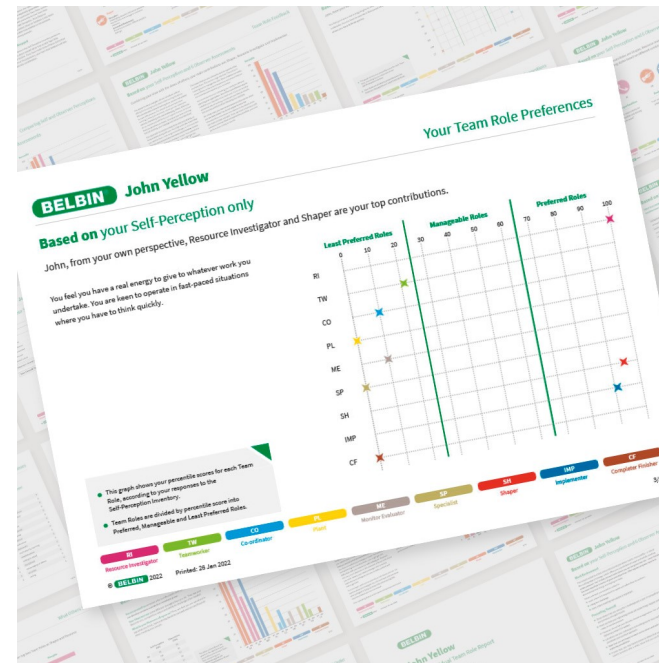


The Nine Different Team Roles

- ▶ **Resource Investigator:** always looking new possibilities, positive, sociable
- ▶ **Implementer:** practical organiser, always trying to find the best and easiest ways, systematic
- ▶ **Plant:** the 'Ideas' and 'brain' person, imaginative, clever
- ▶ **Coordinator:** team-leader, effectively leading group
- ▶ **Monitor evaluator:** analytical person, criticism everything, maximalist
- ▶ **Team worker:** always active, popular, holds group together
- ▶ **Shaper:** could lead the team if there is no coordinator
- ▶ **Completer finisher:** worrying a lot, checks every detail
- ▶ **Specialist:** bring in-depth knowledge in team

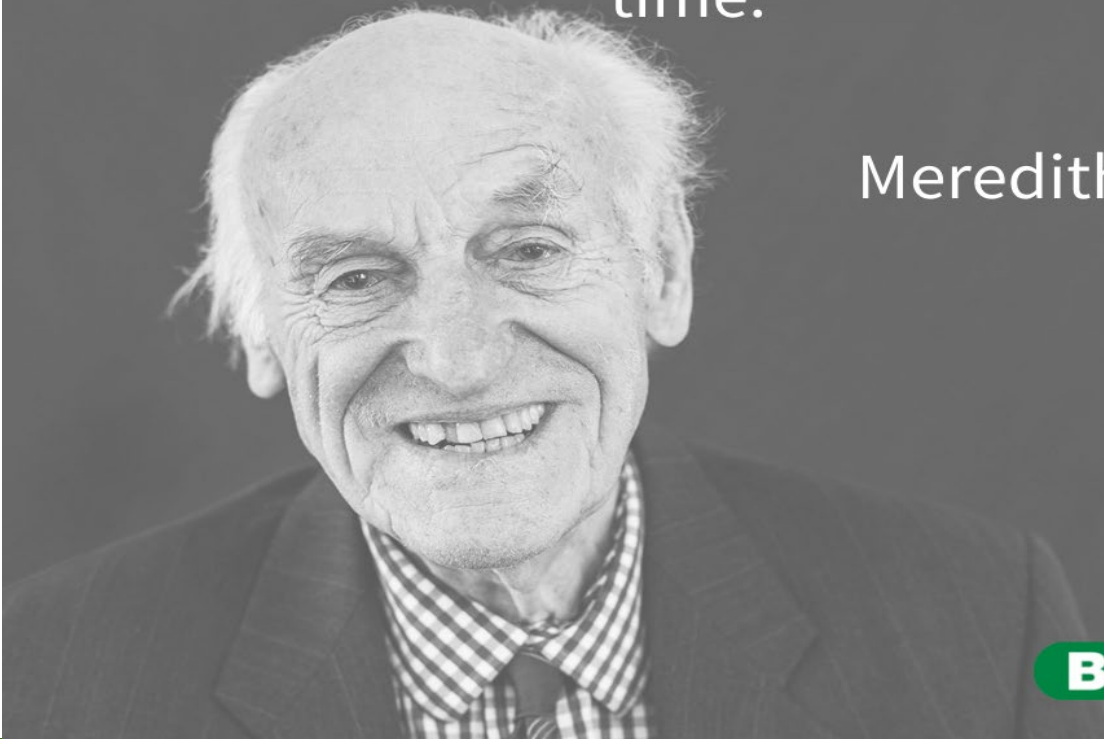
Importance of Belbin's Team Roles

- ▶ Helping to identify the skill need for effective solving different problems
- ▶ With the help of making Belbin's report, we could easily identify our strengths and weakness
- ▶ Understanding different roles and applying on ourself could help choosing between different workplaces
- ▶ It could give an insight where we could improve ourself



" A good team leader treats members of a team like actors on a stage. There need to be exits and entrances. Not everyone is required to be on the stage at the same time."

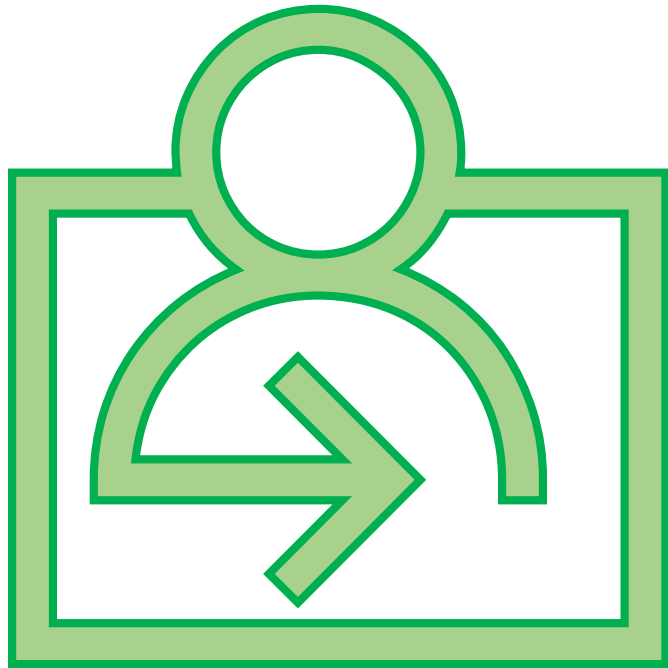
Meredith Belbin



BELBIN®

Shelby-Ann Yeboah 2114878

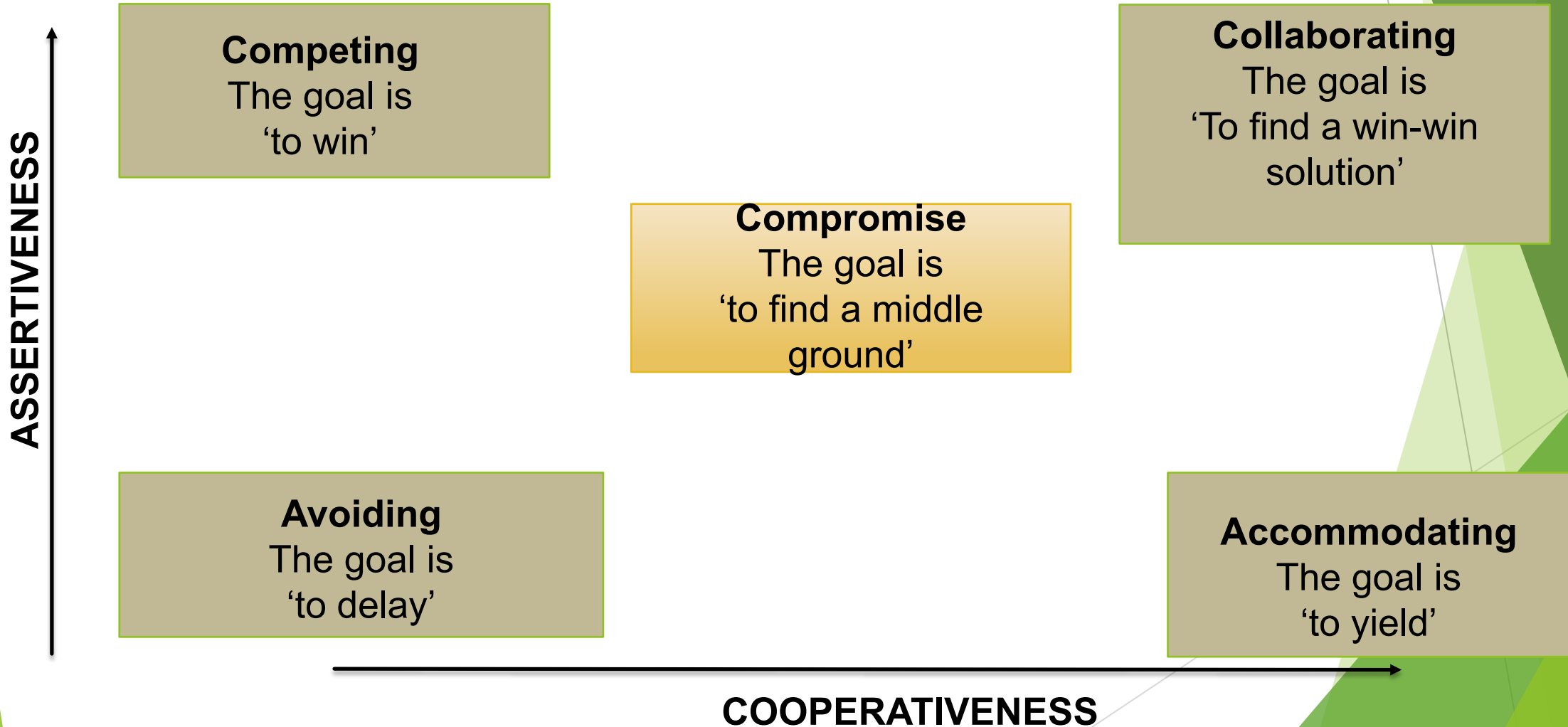
Managing Conflict



The definition of conflict:

Conflict in the workplace can be defined as a strong difference of opinion that occurs in the workplace. It may start out as a simple complaint or just a difference of opinion.

The Five strategies when managing conflict



Collaborative & Compromising Mode:

Competing

- Assertive and Uncooperative
- Power Driven Mode
- An individual pursues his or her own concerns at the other person's expense

Compromise

- The goal is to find middle ground
- Moderate in both assertiveness and cooperativeness
- Mutually acceptable from both parties



Accommodating & Avoiding Mode

Avoiding

- Unassertive and uncooperative
- Permits Conflict to increase
- Withdrawing from a perilous situation
- The goal is to delay

Accommodating

- Unassertive and cooperative
- Neglecting your own concerns to satisfy the concerns of the other person
- There is an element of self-sacrifice in this mode
- Surrends to the needs of others



Collaborative Mode

- The aim is to find mutual benefit
- Assertive and cooperative
- Every party side is heard and considered
- Involves finding a solution that fully satisfies the concerns of both parties
- Meets both concerns



Resolution

"The following 10 techniques can help managers and employees prepare to reach a resolution.

1. Sleep on it, especially if you're angry
2. If you share the issue, make sure you're not ragging on someone
3. Before you share it, think about who you're talking to(and about).
4. Talk with a friend/spouse to get a read on your feelings.
5. Write a pros and cons list.
6. Forget about it.
7. If you think a conversation is going to be painful, remember you'll probably feel better after after it's over.
8. Go to the person and deal with it now.
9. Be kind.
10. Feel good about yourself and how you handled it."

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Successful Team Development Stages



To establish an effective team there are six essential elements.

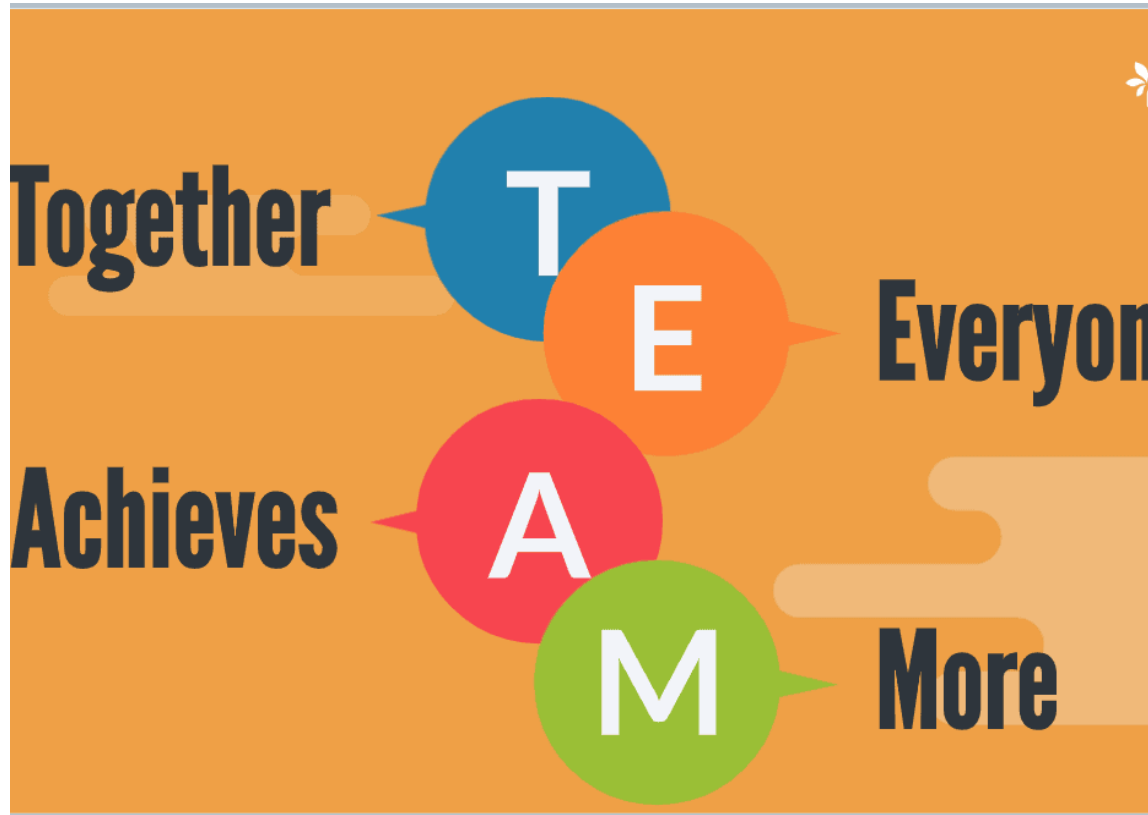
- Be Aware of How you Work
- Get to know the rest of the team
- Roles and Responsibilities
- Proactive with Feedback
- Acknowledge and Reward
- Celebrate Success

Be Aware Of Your Work

As a leader you should be aware of your leadership style and techniques. You need to know about your techniques are they as effective as you think. As a leader you should always evaluate yourself.



Get TO Know The Rest Of The Team



As a leader you need to hold yourself accountable for your actions. You should know everything about your teams ideas their strengths and weaknesses. Encourage them listen to them. Communication is the key for a great leadership. As a leader you need to communicate well with your team and find solutions for their problems.

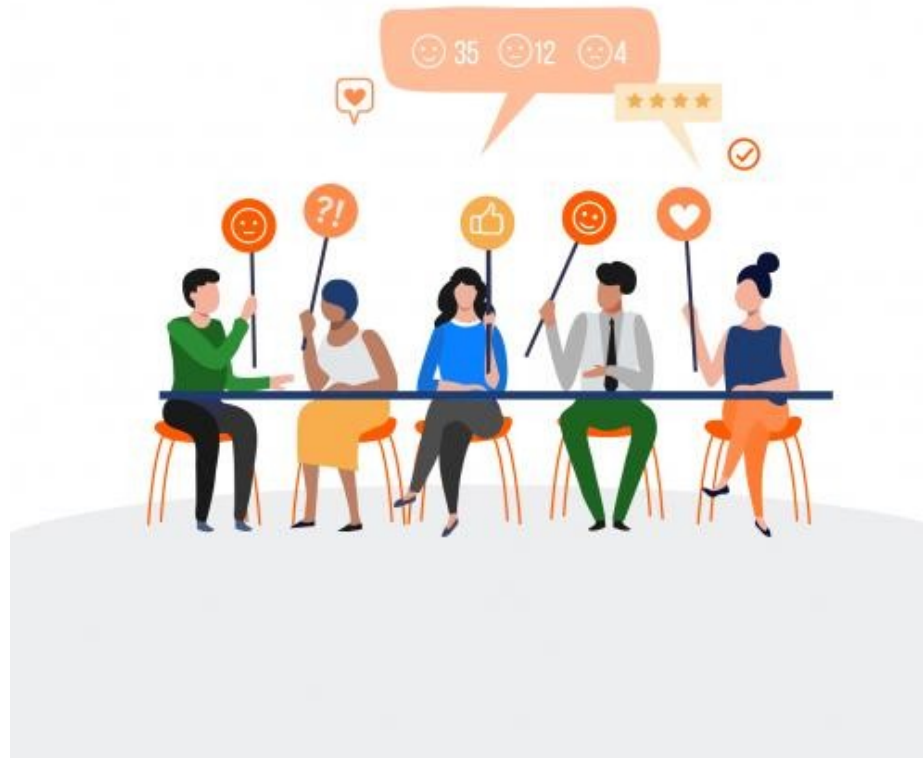
Roles And Responsibilities

As a leader you need to clearly define the roles and responsibilities of your team. The Team needs to know their responsibilities must be interconnected and dependent upon each other.



Proactive With Feedback

Feedback from team is very important. Feedback should be taken constant. Feedback is like a communication. Feedback can be formal or nonformal.



Acknowledgment And Reward

People love if somebody recognize their work and give them respect. As a leader it's your responsibility to acknowledge your team hard work and reward them for doing great job.

Always Celebrate Success

As a leader you must celebrate your success with team and make them feel proud of themselves for how far they came at the end.



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