

Component 2 – Group Written Report

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Introduction AFSHEEN ASGHAR 2315938

The ability to work effectively with others is becoming more important in both academic and professional lives. Working in collaboration is just one part of being a team. Other important parts include effective communication, being responsible to one another, trusting each other, solving problems together, and having common goals. Group projects, discussions, and presentations are often used in academic institutions to help students build important social skills needed for today's jobs. This report aims to look at the advantages of working in a team and how it helps people grow in their jobs and studies.

It's widely accepted that teamwork is an important skill for getting employment. To fix problems, encourage new ideas, and boost production, different organisations need employees who perform better in teams (Robbins and Coulter, 2020). Working as a team in the classroom helps students see different ideas, share tasks, and improve their leadership and communication skills. According to Belbin (2010), successful teams find a good mix of different tasks and jobs. This allows each team member to help out in areas where they excel.

Clear definition of Team working Afsheen Asghar 2315938

Importance of Teamwork

To be successful in the competitive market, organisations need teamwork to reach common goals, encourage the workforce to come together, share their ideas, and work in collaboration. Being able to perform successfully with a team has become very important in all kinds of businesses today. Nowadays, organisations believe in healthy competition and support their employees who work as a team to compete with each other as well for the shared goals, because it comes as a win-win situation for their employers.

One of the major benefits of collaborative working is that when people team up, they can achieve more than if they worked alone. High-functioning teams can look at problems from different angles, allowing them to find better solutions to difficult issues (Robbins and Coulter, 2020). People from different departments bring unique viewpoints that help make better decisions and lead to more creative outcomes in teams that work on projects together.

Also, collaborative working helps an organisation to be more adaptable and flexible. Teams can make decisions faster, share tasks easily, and adjust to changes better. According to Goleman et al. (2002), teams that are emotionally smart and show understanding, listen actively, and respect each other can better deal with problems and adapt to new situations. This strong bond between people creates a friendly work environment and helps them stay strong during difficult situations.

Teamwork has a big impact on employee satisfaction and engagement. People are more likely to feel valued and motivated when they work in a friendly and supportive environment. Creating trust and giving employees a feeling of ownership through shared responsibilities and mutual accountability increases satisfaction and reduces employee turnover (Katzenbach and Smith, 2015). Also, since team members step up and change roles depending on the situation, well-organised teams often provide opportunities for people to develop their leadership skills naturally.

Globally, collaborative one working has become more common as businesses are becoming more digital. Teams can now work together from different time zones and countries because tools like Microsoft Teams, Zoom, and Slack make it easier and faster to communicate. In addition, it has also made clear communication, shared goals, and teamwork more important (Wheelan, 2014).

In simple terms, teamwork is a smart advantage, rather than just a soft skill. Strong team cultures help businesses come up with new ideas, compete better, and grow in a way that meets the working environment of current times.

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A discussion on a key theory related to team working (theory of Tuckman's Stages of Group Development) (2330971, Grace Cedeno)

Tuckman's Stages is a team working help development in team working stages, the stages are showing all the process of team working are necessary teams pass to be successful.

Tuckman's Stages are five:

1. **Forming:** The team is starting to know each other, trying figure out what is the goal, as well must to be confusion or happiness about belong to the group.
2. **Forming:** The team is starting to have communication skills and setting up the roles and goals.
3. **Norming:** The team is feeling comfortable to work, speak, give opinions, knows their roles in the group.
4. **Performing:** The team is performing the goals and everybody in the group is performing.
5. **Adjourning:** The team target the goal and is successfully finish and is time to set up new goals and create new teams.

Tuckman's model explains the process impact have a team when is concern in Tuckman's Stages and the develop have together growing as team, providing team stablish and with objectives, as Belbin's Theories notice to a team be successful must start with empathy everybody is starting to know each other and to ask, why I'm at this team?, this stage is name **Forming** and is the beginning of shaping a team and some of them are happy, unhappy, uncomfortable but all of the individuals knows they below to the team, the second stage is about to come after all the team knows each other and decide a leader which provides order and goals inspiring others to act, so everybody starts to communicate and speak about their opinions and what is better for the team and goals ahead making discussions about what is the best for the team, this stage name **Storming** is totally normal and necessary for all the individuals in the group have a chance to speak and provide opinions, those opinions are creating the third stage **Norming** which involves set up roles and making the team comfortable with their roles, having a better understanding of communication making them feel like a team and be able to share date and Leaders feedback or feedback to each other, when norming is stablish is coming the fourth stage Performing the creativity and goals are solve, the team is ready to have productivity, knowing their roles and what to do the team is collaborating and working individually, providing everybody in the team a role is important to them part of the team and inspire hard work, maintaining team flexibility, the team has finally reach the goal and there is a new stage **Adjourning** and the last one, the five stage is the slip of the team this stage don't means nothing bad, every induvial have experience and knows what are they future goals, they get confidence and knows their skills, and is ready to start all again with the same group or a new group with another role or the role they had before, in the end adjuring is the conclusion of a new door which makes skills experience, knowledge and how to work in a team environment.

Tuckman's Stage have some studies collaborations making professional probe or universities practices this model, as (Joseph P. Adelson, 1975) explaining the fifth stage in small group and the importance of the feedback, at this study experiential created some theories about the communication, if there is not communication there is no way to start and

(Blumberg, 1970) realize every person have the right to be communicate effectively meaning be clear with the objectives leaders wants to give, the behaviour and intentions must to be clear to get successful.

A Discussion on The Importance of Teamwork

Teamwork is a fundamental component of success in modern organisations, promoting efficiency, innovation, and employee satisfaction. It is widely recognised that collaboration among team members leads to enhanced problem-solving and improved performance, especially in complex and dynamic environments.

One of the most significant benefits of teamwork is the synergy it creates. When individuals collaborate effectively, they can pool their diverse skills and perspectives to produce outcomes that would be difficult to achieve individually (Robbins & Judge, 2019). This diversity fosters creativity and innovation, as team members challenge each other's ideas and build upon them constructively (West, 2012).

Moreover, effective teamwork enhances productivity. Working in teams allows for task specialisation and workload distribution, which improves efficiency and reduces burnout (Salas et al., 2008). A well-coordinated team can complete tasks more quickly and with fewer errors than individuals working in isolation. This has been particularly evident in high-stakes industries like healthcare, where teamwork among professionals significantly improves patient outcomes (O'Daniel & Rosenstein, 2008).

Teamwork also plays a crucial role in employee engagement and satisfaction. Being part of a supportive team fosters a sense of belonging and psychological safety, encouraging open communication and risk-taking (Edmondson, 1999). When employees feel valued and supported by their peers, they are more likely to be motivated, committed, and productive (Katzenbach & Smith, 2005).

However, teamwork is not without its challenges. Conflicts, poor communication, and unclear roles can hinder team performance. Therefore, it is essential that organisations invest in team development and leadership training to ensure that team's function effectively (Tuckman, 1965; Salas et al., 2008).

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A Discussion on the Key Characteristics of Effective Teamworking

Effective teamwork is essential for achieving organisational goals, enhancing employee satisfaction, and promoting innovation. Teams that work well together are characterised by several key attributes that support cohesion, productivity, and mutual trust.

Clear Communication is one of the most critical features of effective teamwork. Open, honest, and respectful communication ensures that all team members understand their roles, responsibilities, and the objectives of the group. According to Salas et al. (2005), communication is a core competency of team effectiveness, facilitating coordination and minimising misunderstandings. Regular feedback and information sharing also help to prevent conflicts and ensure alignment toward common goals (Robbins & Judge, 2019).

Defined Roles and Responsibilities are equally important. When team members know what is expected of them, it reduces ambiguity and ensures accountability. Belbin (2010) highlights the importance of role clarity, noting that individuals contribute most effectively when their roles align with their strengths. Clearly defined roles also help to balance workloads and prevent duplication of effort.

Trust and Mutual Respect underpin every successful team. Trust fosters psychological safety, where members feel comfortable expressing ideas and admitting mistakes without fear of ridicule (Edmondson, 1999). Mutual respect encourages collaboration and values diverse perspectives, which enhances creativity and problem-solving (West, 2012).

Shared Goals and Commitment provide direction and motivation. When team members are committed to a shared purpose, they are more likely to cooperate, take initiative, and support one another. Katzenbach and Smith (2005) argue that a shared commitment to team goals is a defining characteristic of high-performing teams.

Strong Leadership is another crucial element. Effective team leaders provide vision, set expectations, and support team development. They also help resolve conflicts and ensure that all voices are heard (Hackman, 2002). Leadership that fosters inclusivity and encourages participation leads to more engaged and productive teams.

Finally, **collaborative problem-solving and adaptability** are vital. Teams must be able to address challenges, learn from failures, and adapt to changing circumstances. Tuckman's (1965) model of team development—forming, storming, norming, and performing—illustrates how teams evolve and improve over time through shared learning and collaboration.

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Conclusion

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