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Table of Contents

Serial No	Topics Name	page
01	Executive Summary	03
02	Introduction	03-04
03	Model Of Team Work	04-08
04	Role For Creating Teams	08
05	Impact Of effective teamwork on Team Success	09
06	Conclusion	09
06	Reference	10
	Number of words = 2000 words	

Module Title:

Effective Team Working For Team Success.

Executive Summary:

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 play their part in the overall success of the group. Building a successful team is about more than finding a group of people with the right mix of professional skills. Over the course of interviewing over 500 leaders for Corner Office, I asked them all about the art of fostering a strong sense of teamwork. Their insights can help you lay the groundwork for a highly productive team that can communicate, cooperate and innovate in an atmosphere. The Deloitte Millennial Survey 2016 reported that, among other findings, millennials linked job satisfaction with high-levels of cross-team collaboration, open and free-flowing communication, a culture of mutual support and tolerance, the active encouragement of ideas among all employees and a strong commitment to equality and inclusiveness—in other words, millennials might stay for a strong team. Being a good communicator also means being a good listener. By listening to your colleagues you show them respect, which is an essential trust-building method. Offering encouragement also goes a long way to getting the best out of team members.

Introduction:

Team means a group of people with different skills and. different tasks, who work together on a common project, service, or goal, with a. meshing of functions and mutual support.and teamwork means Teamwork is generally understood as the willingness of a group of people to work together to achieve a common aim. For example we often use the phrase: “he or she is a good team player”. This means someone has the interests of the team at heart, working for the good of the team.

Characteristics of teamwork:

Teamwork helps a team to achieve a goal easily. There are some characteristics of teamwork.

1. Everyone is different

A good team consists of different people with different qualities who complement each other. An important condition is that you respect each other. We’re used to judging very fast, but sometimes things are different that you initially thought. Treat your colleagues the way you want to be treated. Do you like it when your colleagues are there for you when you need them? Then do the same for them.

2. Trust

You can build on trust! When you trust each other, you know what you can expect from each other. To gain trust, promises need to be kept. Are you trusted? A colleague or supervisor then knows that you'll keep the promises you make.

3. Communication

Communicating is more than only setting some rules or dividing the tasks for a project. Communicating also entails showing interest in each other. A team that trusts each other can discuss things that are going on at home for instance. You can keep that in mind if a colleague is not performing as good as you're used from them. Another benefit of trust and communication is that when a colleagues says something you don't like, you can tell them honestly about it. Honestly is important for good teamwork.

4. The right coach

Performing well as a tam requires a good division of the tasks. Especially during the busy periods everyone needs to be doing what they excel in best. Use your team's talents. Be patients with colleagues, but also be clear about whatever you're communicating. Make sure you let them know that you trust them. If you want to learn new skills, tell that to your team so you don't get stuck with the same tasks you already know.

5. Fun

When you function as a team, there is room for a little humor. Keep it fun and make sure confrontations are only concerning business and not personal matters. You'll improve the working atmosphere. When you have fun as a team, your customers will sense that and will keep want to return.

6. Share compliments

Everyone wants to be appreciated, so why not compliment each other every now and then! Giving each other compliments will make everyone feel good and will increase everyone's selfconfidence. You'll profit from this, it will lead to a great team spirit.

7. Celebrate successes

How satisfied are your customers? Did your turnover turned out to be higher than expected because of great teamwork? Don't forget to celebrate successes, no matter how big or small they are! Organize a small party, or just have a beer together after work. Why? It gives you energy, it motivates because you did something good, it improves team spirit and encourages you to do better next time. Real teams celebrate successes and even more important: allow each other success.

Model Of Teamwork:

An important aspect of effective teamwork entails understanding group dynamics in terms of both team situation and individual temperament. This section reviews a variety of models often applied in workplaces that can help a team perform optimally and manage crises effectively.

The Tuckman Team Model

“Tuckman’s Stages of Group Development,” proposed by psychologist Bruce Tuckman in 1965, is one of the most famous theories of team development. It describes four stages that teams may progress through: forming, storming, norming, and performing (a 5th stage was added later: adjourning). According to McCahan *et al.*, the stages move from organizing to producing, and although the stages appear linear, in fact teams may move backwards to previous stages, depending on events that may influence the team and the communications strategies that they use.



The **forming** stage, when everyone is getting to know each other and are trying to make a good impression, is a good time to create a set of shared expectations, guidelines, or a Team Charter. A team forming activity is also a good idea to help build trust and get to know the various strengths and weaknesses of the team members. The **storming** stage is the one most often characterized by group conflict. It is often where the preliminary expectations and boundaries are challenged as individuals learn more about each other’s motivations. This coincides with the “brainstorming” stage of the design process, in which each member contributes ideas that could potentially become the focus of the project. During the **norming** stage, if conflicts have been resolved and team mates have proved flexible, all is going well, each team member knows their role and works on their part of the project. Sometimes, people work independently in this stage, but check in with team mates frequently to make sure work flow is efficient and effective. The **performing** stage, as this happens when teams have worked together well on several projects, have established a synergy, and have developed systems that that make projects go smoothly and efficiently. Less time is needed to form, storm and learn to norm; performing teams can move quickly and interdependently to tackling the task at hand.

GRIP Model

Richard Beckhard's GRPI model,^[6] originally developed in 1972, has been widely adapted in sports contexts as the GRIP model, outlining four interrelated components of highly effective teamwork:

- **Goals:** everyone must fully understand and be committed to the goals of the team, and of the organization. Everyone's goals must be aligned in order to establish trust, make progress, and achieve desired outcome.
- **Roles:** all team members must know what part they play, what is expected, and how they are held accountable and responsible.
- **Interpersonal:** quality communication and collaboration require and foster trust among team members; sensitivity and flexibility needed to deal with conflict and make progress.
- **Processes:** defined system for how decisions are made, how the team solves problems and addresses conflict; defines work flow and procedures to be followed in completing the project.



Lencioni Model

In his 2005 book, *The Five Dysfunctions of a Team*, Lencioni^[8] outlines five common problems teams experience that impact their effectiveness:

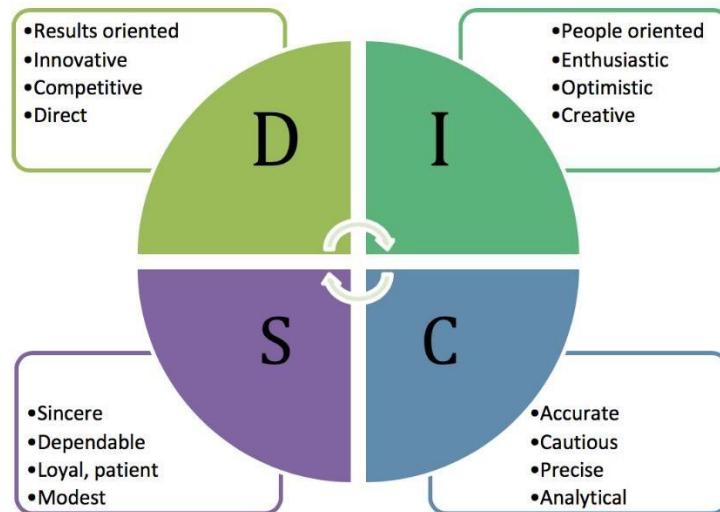
1. **Lack of trust:** if team members do not trust each other, they are unlikely to take risks or ask for help. A lack of trust means a low level of comfort that makes it difficult to communicate and perform effectively as a team
2. **Fear of conflict:** avoiding conflict can lead to an artificial “peace” at the expense of progress and innovation. Conflict is a normal part of team work and can be very productive if managed effectively.

3. **Lack of commitment:** team members do not commit to doing the work, do not follow through on decisions or tasks, do not meet deadlines, and let their teammates down, ultimately affecting the success of the whole project.
4. **Avoidance of accountability:** Team member should not avoid any types of opportunity.
5. **Inattention to results:** when team members focus on their own personal goals instead of project goals, they lose sight of the expected results that actually measure the success of the project. Not focusing on the results during the process means that no one is planning how to improve those results.



DISC Model

DISC theory, developed in 1928 by Dr. William Moulton Marston (who also, as it happens, created the *Wonder Woman* comic series!), has evolved into a useful model for conflict management as it predicts behaviours based on four key personality traits he originally described as Dominance, Inducement, Submission, and Compliance.^[5] The names of these four traits have been variously revised by others over the decades, so you might find different terms used in different contexts. The four general traits are now often described as (1) Dominance, (2) Influence/Inspiring (3) Steadiness/Supportive, and (4) Compliance/Conscientiousness.



Role Of Effective Teamwork:

Better Communication Amongst The Team:

A flexible workplace is great as it allows the team to work whenever they want, from any location they want. How great would that be to have the opportunity to work on your projects from the comfort of your home or with a stunning view in front of you? However, modern and flexible workplaces present a serious risk which is lack of communication. When people are not sitting in the same office, they might tend to forget how to communicate with each other.

Better Relationship versus manager and teamwork:

Team building activities are an opportunity for management and employees to interact in a less formal atmosphere. It often shows a different side of each of their personalities. In a modern workplace, it is very important that respect and trust go both ways between the employee and their manager and vice versa. Therefore, a team building activity gets them out of the working protocol and allows them to show their human face.

Enhance Creativity:

The team working at Trust My Paper is using team buildings to enhance the members' creativity. Why? By creating a fun and relaxed environment for your employees will help them think outside of their normal routine. There are many jobs which require high creativity skills, which puts

employers in a difficult situation as they need to continually find innovative ways to help their teams find their inspiration sources.

Impact of Effective Teamwork on Team Success

- **Increased productivity** - individuals contributing to help a team produce results will feel valued, supported and committed to each other. This can lead to happier, productive and more motivated staff.
- **Deadlines met** - individuals working on their own can only achieve so much in a certain amount of time. Bringing individuals together to work in teams can increase productivity, make heavy workloads more manageable and help meet tight deadlines sooner.
- **Problem solving** - teams bring together different people with different ways of thinking, varying levels of experience and different ideas of how to do things. A number of people coming together to consider a problem can often be more effective at finding solutions than one person working alone.
- **New ideas and opportunities** - teamwork can spark creativity among your staff, which can lead to the development of innovative new ideas, products or services as well as identifying new business opportunities.
- **Support network** - in the face of business challenges people in a team are able to support one another by helping each other out especially if an individual in the group is facing difficulties.
- **Strong relationships** - teamwork helps build strong bonds between colleagues. Team members learn about each other, developing better understanding of individual strengths, weaknesses and personal traits. Through stronger relationships trust is built and communication becomes more natural, open and free.
- **Flexibility** - working in teams can help transfer skills and knowledge between individuals. This can lead to more flexibility as individuals will be able to cover for other team members.
- **Conflict resolution skills** - there is often the potential for personality clashes between individual team members, but collaborating towards shared goals often enables employees to work out how best to resolve disagreements for the benefit of the team.
- **Boost morale** - teamwork can help increase staff morale as individuals will have a sense of belonging to the team and appreciation from others for the qualities they bring to the group.

Conclusion:

Research shows that collaborative problem solving leads to better outcomes. People are more likely to take calculated risks that lead to innovation if they have the support of a team behind them. Working in a team encourages personal growth, increases job satisfaction, and reduces stress. coordinating with others in the team to achieve something. Sometimes people praise you,

call you great and single you out for fame. But you must work with your team mate or you'll never win the game. Your work of life is never done with your selfish dream. A battle should be won or lost by the spirit of the team. You may be praised for your skill. But a greater thing to do is to set your mind and will on the goal that's in front of you. It is helping your teammate to score, when

his changes are hopeless. It is also forgetting about self and fighting for the team till the game is over.

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