

Effective Team Working and Communication

BMSW4002

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Effective Team Working and Communication

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Alina Cocirlea	(2123047)	Stages of team development
Andrea Simion	(2120568)	Team roles
Mihai Cozma	(2125171)	Managing conflict
Alexandra Cozma	(2125169)	Successful team development



Introduction – What is Team Work?

Team work is related to the action taken by two or a group of individuals to work upon a common goal

Team work is done when individuals realize that working in a team while aiming to the same goal is more effective than accomplishing something alone

Achieving a common goal is easier when a group of people work in team as it allows people to delegate tasks and divide them

(Maxwell, 2009)



History of Team Work

- The team work aspect is dating since the start of the 20th century
- Team Work came while companies have been feeling the sense of competitiveness
- The need of innovation had led to collaborative work which emerged into team work
- (Katzenbach, Smith, 2003)

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Cezar Stroescu (2123047)

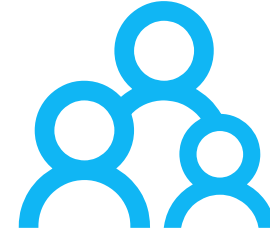
Benefits of team working

The background of the slide features a group of blue, 3D-rendered human-like figures standing in a circle, facing each other. They are wearing black neckties. The figures are semi-transparent, allowing the text box and background lines to be visible through them. The overall theme is teamwork and collaboration.

Benefits of Team Working

- Builds trust by helping team members relying on each other and overcome any kind of disputes
- (Dawson, 2021)

Benefits of Team Working



- Helps in reducing stress in the workplace by gaining insight from others as there are often generated discussions about shared interests. An environment which encourages people to rely on each other when issues are occurring, will generate a stress-free ambience.
- (Coryell, 2019)

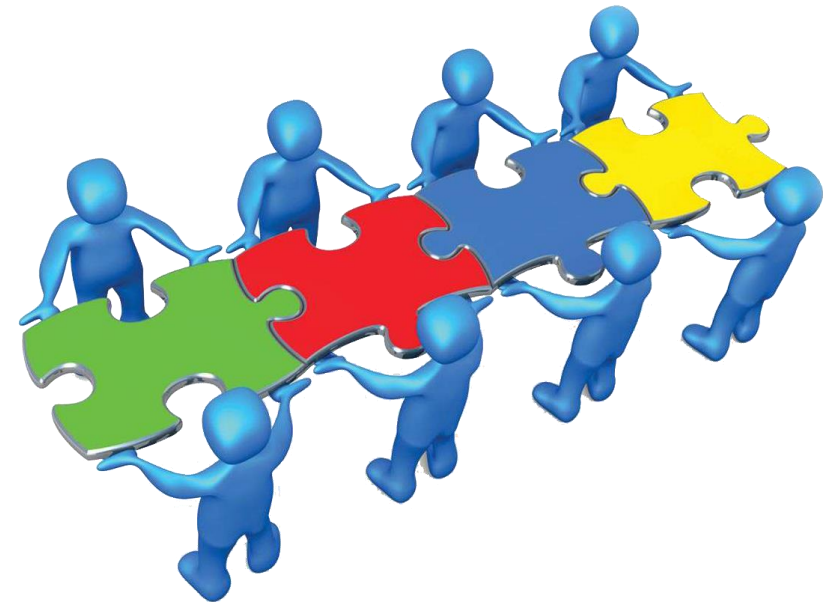
Benefits of Team Working

- Helps increasing the company's productivity by meeting easier the deadlines as the workloads are easier to manage. This relates to the advantage of problem solving as teams consist often by people with different experiences and knowledge that find easier solutions.
- (Skelton, Pais, 2019)

Benefits of Team Working

Encourages creativity by brainstorming and blending each team member's ideas in order to generate smarter solutions. Team work is usually giving people opportunities to design a plan that usually helps in achieving a goal.

(Dawson, 2021)



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Alina Cocirlea (2123036)

Stages of team development

Stages of Team Development

Forming

Forming team members are usually excited about working with each other and eager to get started on the project.

Anxiety about how well they will fit in and how well they will perform is common among new members of the team.

This stage focuses on establishing a solid foundation for the team's future success by establishing a defined vision, mission, goals, and responsibilities.

(Egolf, 2013)





Stages of Team Development

Storming

Members of the group freely discuss ideas during the storming phase in an effort to stand out from the crowd and win the approval of their comrades.

Having a plan to control team competitiveness, ease communication, and guarantee tasks are completed on time helps team leaders support their teams during this time.

(Scully, 2020)

Stages of Team Development



Norming

- At this time, teams have become experts in the practice of working together.
- Competition within the company has been eradicated, and everyone now understands their specific jobs and responsibilities.
- Because everyone is better able to communicate their thoughts to others and listen to what others have to say while they are working toward a common goal, everyone's productivity levels have increased.
- (Llewellyn, 2017)

Stages of Team Development

Performing

- The members of the team have a strong sense of both togetherness with one another and trust in one another.
- It is no longer necessary for team leaders to monitor the work of their subordinates in this way.
- Even while issues continue to surface, teams now have access to problem-solving strategies that do not put schedules or advancement at risk.
- (Clutterbuck, 2020)

Stages of Team Development

Ending Stage

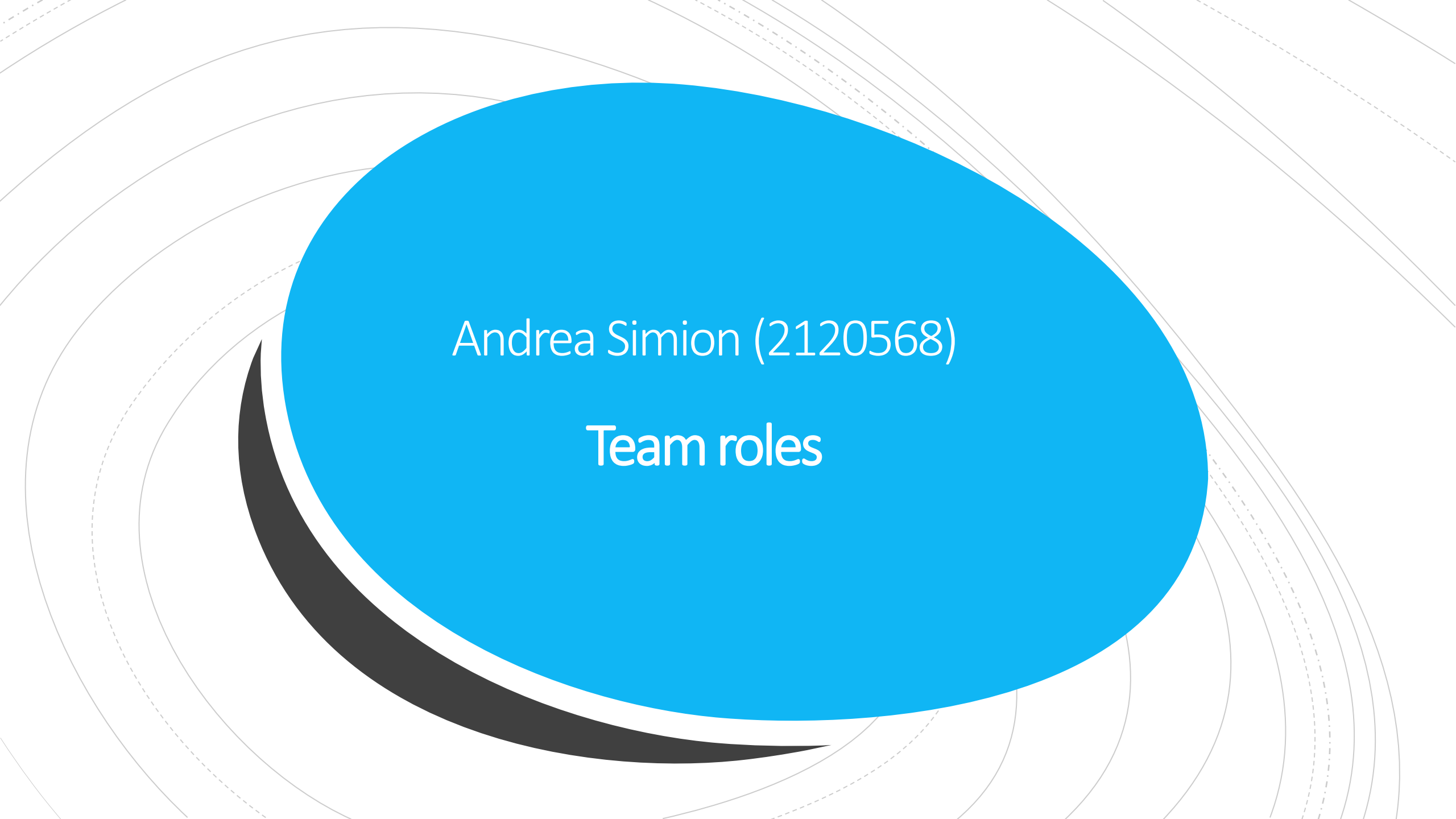
During the Ending Stage, certain team members may lose concentration on the group's tasks and their productivity may suffer.

To cope with their grief or loss, some members of the team may prefer to keep their minds on the job at hand.

Some members of the team may be unhappy or experience a loss as a result of the upcoming changes to their team dynamics.

(Lencioni, 2020)



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Andrea Simion (2120568)

Team roles

The Monitor Evaluators are most effective when confronted with problems that necessitate deep analytical thinking and quick problem solving. Because of their capacity to constantly come up with sound judgment calls.

The Specialist is a member of the team who specializes in a certain area. Because they are experts in a specific field, they are more likely to help out when the activity needs their expertise.

Plants are free-thinkers and creative thinkers who come up with new methods of doing things and come up with novel ideas. It's not uncommon for plants to prefer to work alone, like the other two thought-oriented occupations.

(Indeed, 2019)

Team Roles

Team Roles

- Shapers who have a tendency to push both themselves and others to attain results are referred to as shapers. They are passionate people who can motivate and inspire others in the team to feel the same way about their work.
- Implementers are organizers who enjoy maintaining order in their workplaces and putting structure into the spaces they work in. Implementers are typically people who are very practical, and as a result, they enjoy turning abstract concepts into actual plans.
- (Isaac, 2016)

Team Roles



- Completers, also known as Finishers, are those who are more reserved and who are responsible for doing quality assurance at crucial stages of a project. They tend to be perfectionists who are able to pick up on even the tiniest of details, which gives them the ability to examine final work or items for flaws.
- Coordinators: Responsible persons with strong interpersonal and communication skills are the best candidates to serve as coordinators . They typically hold management roles, although their approaches to leadership are quite dissimilar to those of the Shapers.
- (Belbin, 2010)

Team Roles

- Team Workers are typically extroverted individuals that have pleasant and sociable demeanors. They have the ability to effectively encourage a group to work well together as a unit and are typically superb listeners as well.
- Resource Investigators with a knack for networking are ideal candidates for the role of resource investigator. They have a sunny and upbeat disposition, and they are the type of people who enjoy discovering new possibilities and looking into emerging trends.
- (Belbin, 2010)

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Mihai Cozma (2125171)

Managing conflict

Managing Conflict

Clarify the Source of the problem

Finding the source of the conflict is the first step in understanding where it comes from and it is usually done by discussing and revealing openly the situation. Make sure you get as much information as possible from both sides and keep asking questions.

(Afegbua, 2012)



Managing Conflict

- **Listening effectively**

- Allow each side an equal amount of time to share their opinions and concerns, and do not favor one side over the other. Maintain an upbeat and confident attitude for the duration of the meeting. If it is required, establish certain ground rules.

- (Liddle, 2017)

Managing Conflict

- **Investigate and agree on the best solution**

- After doing an investigation into the matter and determining the many means by which the issue may be resolved, both parties need to come to a conclusion regarding the most effective solution for the issue. And in order to come to an agreement on what is best, you will need to determine the options that both parties can accept in order to get at a middle ground.
- (Greig, Owsiak, Diehl, 2019)



Managing Conflict

- **Get precautions and develop strategies**

- Never make the assumption that the matter has been resolved. The firm should prioritize clear and efficient communication above everything else. Because of this, you should keep an eye on the problem and evaluate whether or not the solution is working well.

- (Noble, 2012)

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Alexandra-Maria Cozma (2125169)

Successful team development

Successful Team Development

- Define the roles
- When every member of a team is accountable for making a particular contribution, the team is most likely to achieve its goals.
- When team members have clear and well-defined duties, they can focus on finishing their specific assignments and following specified procedures instead of wasting time trying to find out where they belong in the bigger picture.
- (Young, 2020)

Successful Team Development

The most successful teams have a shared culture, whether it is that of the firm they work for or that of the group they belong to.

When developing a framework for cultural values, the leader should solicit input from the members of the group.

(Owen, 2020)

Successful Team Development

Effective Communication

To achieve their goals, a team's members need to be able to communicate effectively with one another in order to have a shared purpose.

The effectiveness of team communication can be improved by setting communication goals.

Setting goals will improve communication and cooperation among your team members.

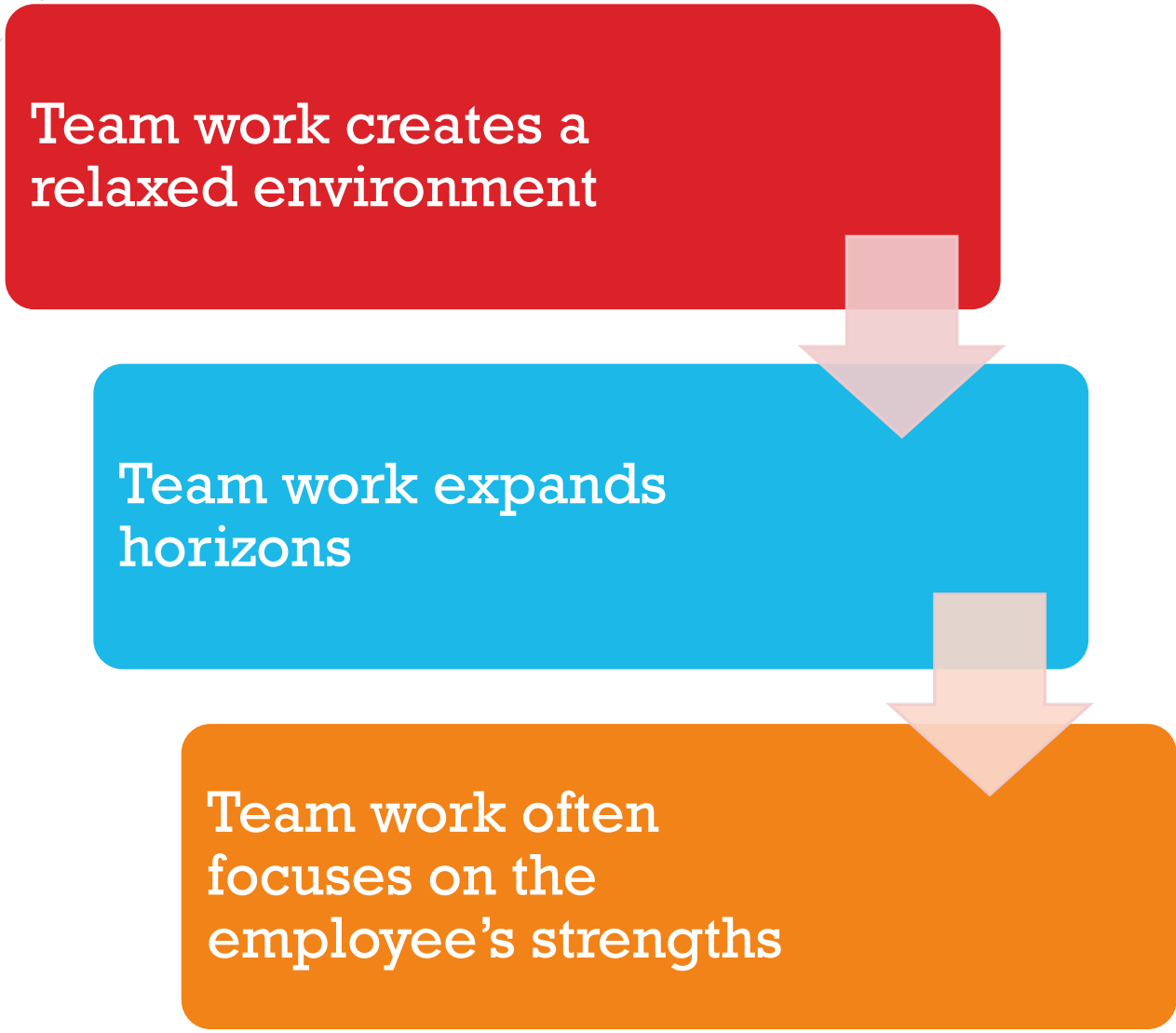
(Stowell, 2021)



Successful Team Development

- String Leadership
- The leader of the team sets the direction for the group and then implements rules and policies to help the group achieve its objectives
- A leader must help his team grasp the nature of the team's objectives, devise a strategy for achieving them, and then work with the team members to execute their duties.
- (Stowell, Mead, 2016)

Team work creates a
relaxed environment



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graph TD; A[Team work creates a relaxed environment] --> B[Team work expands horizons]; B --> C[Team work often focuses on the employee's strengths];
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Team work expands
horizons

Team work often
focuses on the
employee's strengths

Conclusion

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THANK
YOU!