

Effective Teamwork And Communication

BMSW4002

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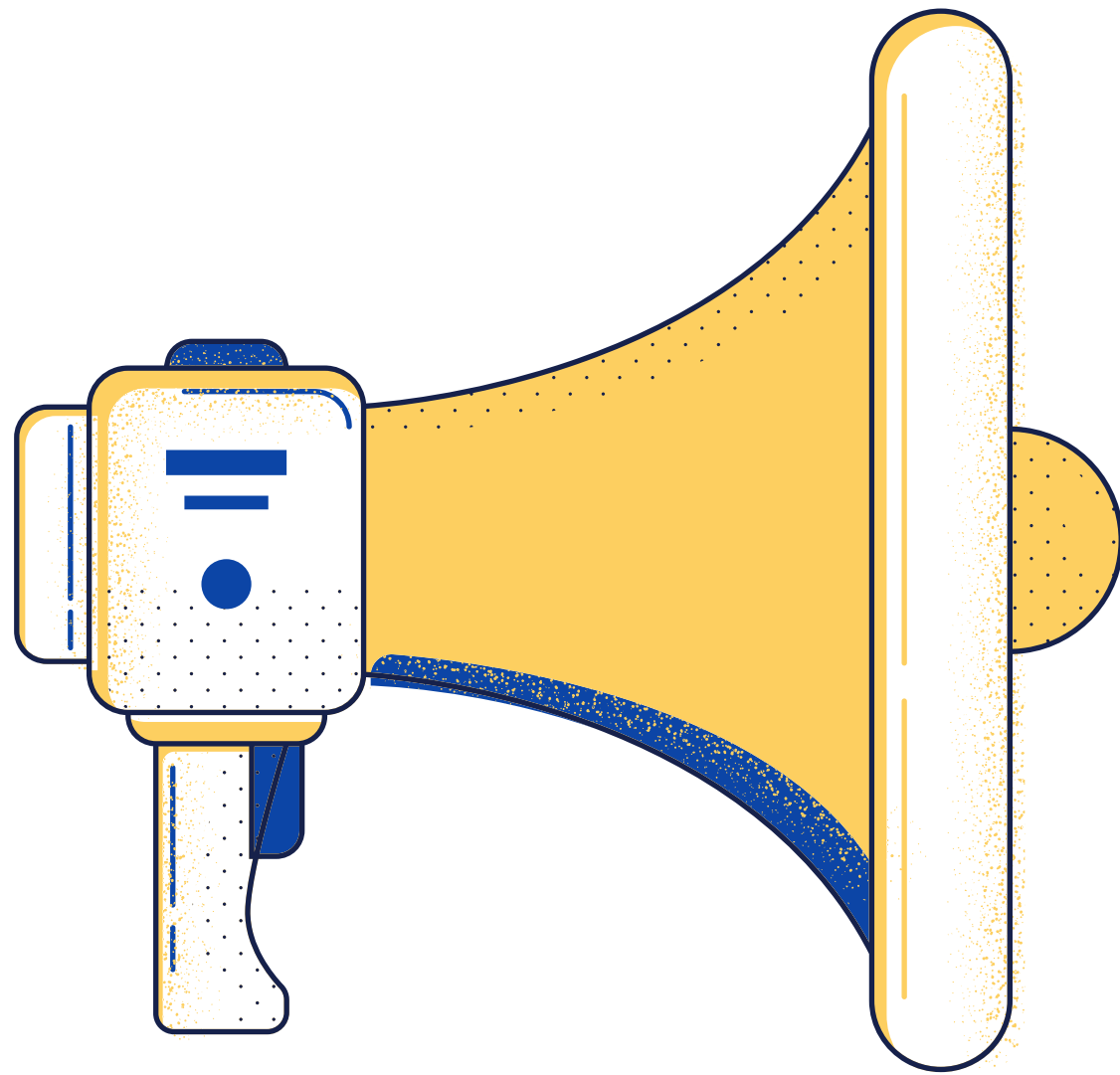
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**Effective teamwork
is important not only
for an organization
to succeed but also
for its people's
wellbeing.**

BENEFITS OF TEAM WORK

- Facilitates idea generation and creativity
- Improves productivity and brings better business results
- Boosts employee morale and motivation
- Improves customer service



Working together facilitates idea generation and creativity



There are no new ideas
There are only new ways to
recycle old ones.



One important benefit of teamwork is, therefore, the way thinking in a group influences creativity. By involving multiple people, the number of different perspectives can give birth to a greater number of these combinations of ideas.

**Teamwork improves
productivity and
brings better business
results**



CREATOR

Comes up with original ideas, non-obvious solutions and sees the big picture.

ADVANCER

Recognizes and promotes good ideas and moves them forward.

FLEXER

Challenges ideas to detect potential problems

REFINER

Lays the groundwork and moves the implementation process to completion.

EXECUTOR

Ensures the tasks are handed off to the right people at the right time.



A high-angle photograph of a diverse group of people sitting around a large wooden table in a collaborative workspace. They are engaged in a meeting, with some looking at laptops and tablets displaying 'Discussion Outline' and '85.00%'. There are notebooks, pens, and small potted plants on the table. The scene is brightly lit, suggesting a modern office environment.

WORKING IN TEAMS BOOSTS EMPLOYEE MORALE AND MOTIVATION

The benefit of (well managed) teamwork is a more rewarding work environment, which as a result improves company loyalty, employee retention and lowers turnover – all positive things for any business.



Working together improves customer service

If your business relies on excellent customer service, the advantage of teamwork can't be missed.

5 STAGES OF TEAM DEVELOPMENT

- **FORMING**
- **STORMING**
- **NORMING**
- **PERFORMING**
- **ADJOURNING**



All of these five stages clearly represents a step that how teams will work from start to finish. These all five necessary steps is a vital steps for any teams who working on any project to be success.



FORMING

Forming is the first step where team member introduce each other where team members discussed about the work process, goals and how they will work.



STORMING

The next step is storming one of the most difficult and hard step. As new team member this step team member may not agree with each other strategy so things get difficult to work with. To overcome the hardship in this step team member should work together and discuss each other strategy, plan. The process of overcome the obstacle team member will use each other strenths.

NORMING

Once all team member overcome the storming process in this step team start working together. In this step team member now know each other personalities and team member now familer with other.





PERFORMING

The next is performing stage. In this stage now all team member start working with their individual goals. We have to remember that still conflict is there but as we know each other and everyone's work if there is a problem we should handle the things respectable way.

ADJOURNING

The final stage is adjourning where the project will be finished. Sometime there is an upcoming new project so team members can now easily move on to another project by using previous project's problems and how they were overcome. In this stage team members can celebrate the end of their project. In this stage team members can discuss what went well and what improvements they need.



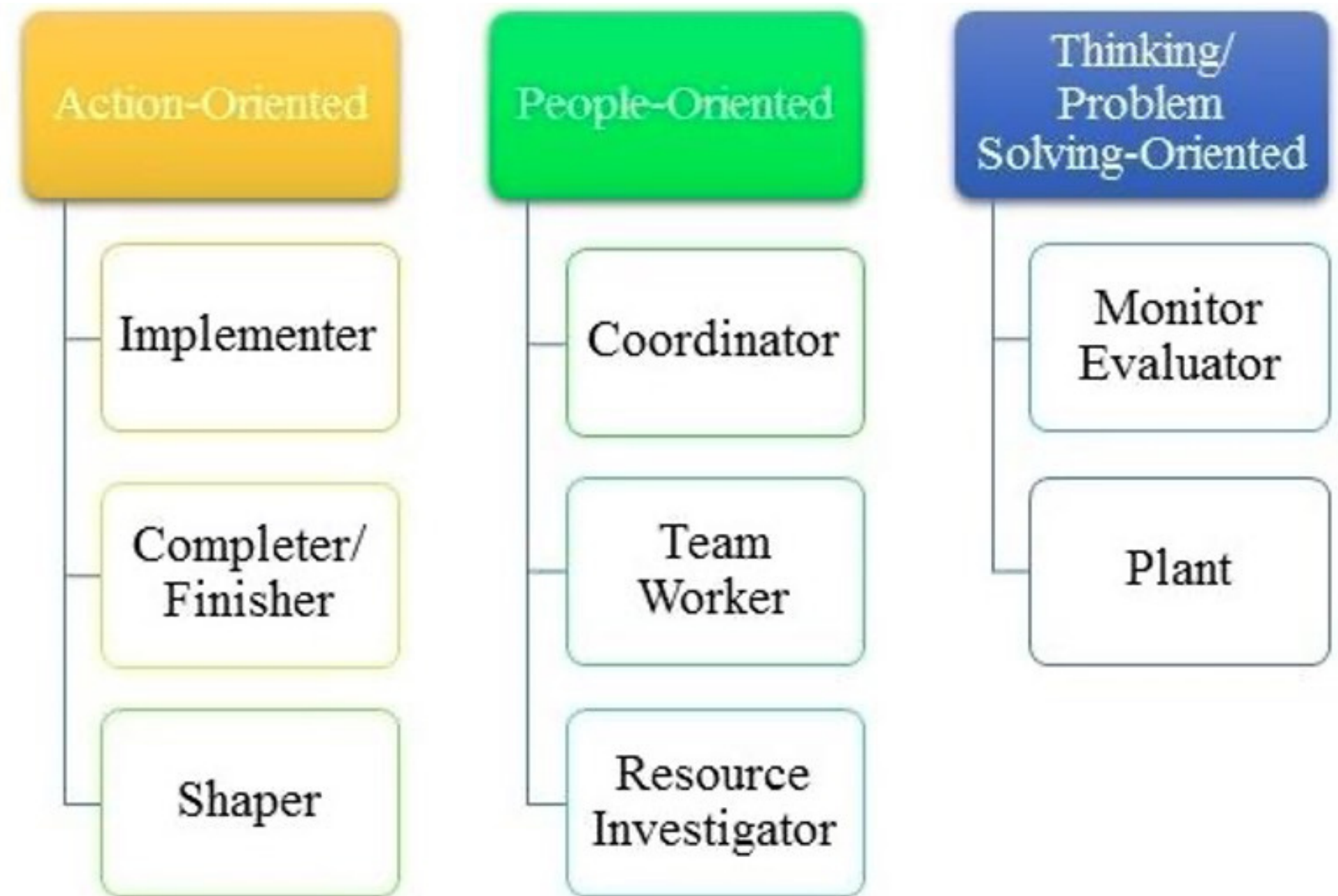
TEAM ROLES

- BELBIN TEAM ROLES IS ONE OF THE EFFECTIVE WAYS TO MANAGE TEAM ROLES
- THE KEY ISSUES CONSIDER THINKING ROLES, ACTION ROLES AND PEOPLE ROLES (ARNOLD ET AL, 2019).



TEAM ROLES

- THIS KIND OF SESSION MAKES AN EMPLOYEE MORE SKILLED AND MOTIVATED SO THAT THEY CAN BOOST THEIR PERFORMANCE AND IMPACT IN REACHING THE ORGANISATIONAL GOAL.
- IF THERE ANY CHALLENGE ARISES THE COMPANY DOES NOT PRESSURIZE AN EMPLOYEE OTHER THAN ENCOUNTER THAT BEING A TEAM(BARTFILED ET AL, 2010)



MANAGING CONFLICT

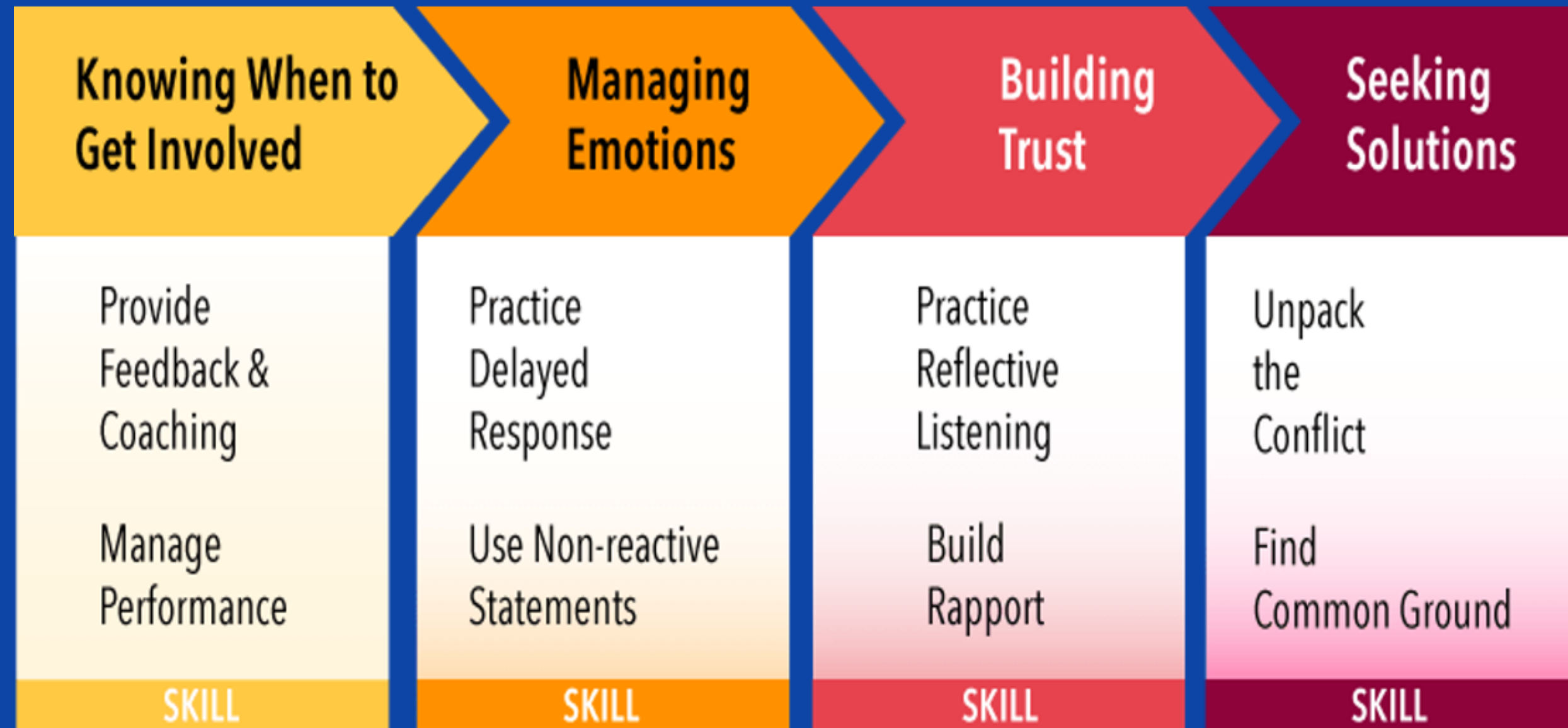
MANAGING CONFLICT CAN BE CONSIDERED BY THE FOLLOWING STYLES

- ACCOMMODATING
- COLLABORATING
- COMPETITIVE
- AVOIDING
- COMPROMISING (BOISSY ET AL, 2016).



Managing conflict

- THE TECHNIQUE OF REDUCING THE BAD PARTS OF CONFLICT WHILE PROMOTING THE BENEFICIAL FEATURES OF CONFLICT IS KNOWN AS CONFLICT MANAGEMENT.
- CONFLICT MANAGEMENT IS THE ABILITY TO RECOGNISE AND RESOLVE PROBLEMS IN A RATIONAL, FAIR, AND EFFICIENT MANNER.





SUCCESSFUL TEAM DEVELOPMENT

Being effective in organizations and projects is one of the most important achievements but for gain these achievements it is requires a successful team development. Communacation is the key requirement but not the only one.

For a successful team, all group members must work from all aspects. However, it is very important for the leader to etablish a effectful communacation in order to guide and motivate the group members.

HOW CAN A LEADER DEVELOP THE TEAM?

Every leader knows the best for their team and every leader have different techniques to keep the team developing.

A STRONG LEADER MUST HAVE THESE SKILLS:

- EMPATHY
- POSITIVITY
- TIMELY COMMUNICATION
- ACTIVE LISTENING
- EFFECTIVE FEEDBACK
- RISK TAKING



10 STEPS FOR A SUCCESSFUL TEAM



-
- Common Goal
 - Responsibilities
 - Being Transparent
 - Focus on the goal
 - Belbin Roles
-
- Deal with change
 - Share ideas
 - Deal with conflict
 - Adapt
 - Socialize

CONCLUSION

•Creating effective teamwork requires to strong communication. With working together we make improve our environment and our team members. We have many benefits with working on team. We have more moral and motivation while working on a team. Team members can help each other and brings better business results.

•Team leaders must have a potential to working with a group and must have abilites to make group's development. Team leader must have employability and communaction skills these are like empathy, positivity, active listening, effective feedback. If team leader develop the group and make a strong decision about team, that team will be very successful and will achieve their goals.



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THANK YOU

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Any questions?