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COMPONENT 1 REPORT: EFFECTIVE TEAMWORKING FOR TEAM SUCCESS

MODULE TITLE: EFFECTIVE TEAM WORKING AND COMMUNICATION

BMSW4002

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INTRODUCTION

This particular assignment is going to focus over an important matter of the overall course, namely the teamworking and its importance under the current module which is entirely based of team efficiency and communication, aspects which are much important in pretty much all of the areas, including within the university matters, as well as in employment. Going further with the aspects of this assignment, in order to better demonstrate a good understanding of the module, this piece of information will be written by using the report-style format. The express aims and purposes of the report-style format is to better and clearly underly all the information and also to not create any confusion. In addition to this, the report will also help to make sure to not miss any important detail, therefore this assignment will be full of relevant data, theories and examples. Moreover, speaking of the nature of the assignment, it will be actually divided into small, but effective parts, each of them containing important matters of the overall subject – this is very helpful in order to avoid any possible confusion or misunderstanding as each section will be entirely focused on its own matter. In terms of the sections of the assignment, it will consist of an overall statement of what is teamworking and how students can develop effective team, therefore this will be continued with the impact effective teamworking can have over the overall success of the team, as well as what are the barriers that stop the team to be an effective team within teamworking. Lastly, a section with regards to the types of roles that are needed in order to create a cohesive and effective team will be made available.

OVERVIEW OF TEAMWORKING

To start off on an easy note, it is highly significant to denote what defines a team, therefore, on easy terms, a team is a group of people that work together towards the same scope or goal (MSG, 2021). The idea of team was developed due to the fact that there are some task of duties that cannot be fulfilled by an individual and it requires the work of more than one individual – leading it to the idea of teamworking. However, as easy as it may seem at the first sight, it is quite more complex than this due to the fact that in order for the team to get the job done in the best way possible, the persons that the team is made up of need to share the same values, norms, ideas and objectives (NCVO, 2020). Going further with this idea, it is safe to mention that within a team there needs to be a good communication between its members, otherwise the project they are working for will be compromised, leading the team to be ineffective and the job unfinished. It is very common for a team to change its members quite often due to the fact that a person from the team may not share the same ideas and values as the other members of the team which is not going to be effective at all. An important note to make here is that this – the fact that a person may have different views than the others should not be confused with the fact that the diversity is not encouraged. The diversity is highly encouraged, but within a team the things are quite different. It is a very fine line between diversity and not being on the same page as the rest of the team (DeakinCo, 2016). This may lead the project to not being performed in the best way possible and also it is a big change for the person with different views to miss their change of being truly matching with other team – this is the reason for which that individual should leave the team that s/he feels that is not a part of and start looking for other teams where their values are shared equally. As previously mentioned, the communication is one of the keys of an effective teamwork, starting with the basic concept that within the team there may be a person who did not exactly understand what other person has been saying. In this particular case, it is very important to have got the needed skills in order to be understood by the entire team (CMOE, 2021). Moreover, there are many more elements that are needed for a team to work efficiently, going further from the communication to listening skills – this particular skill may seem useless, but in fact it is as important as the other one due to the fact that the communication may not be as efficient if the information that has been communicated has not been entirely received by the listener. Therefore, the information is better received by a person who is benefiting from listening skills (SYN, 2020). The list of the skills needed within a teamwork can be continued with support – there may be moments when one of the team members may feel really down and therefore, he cannot contribute with the same energy as they usually do. In this particular scenario, the other members of the team must provide them with support which may include a greater amount of work. This is more of a human basics understandings with the idea that someone is going through something and once they are done with it, they will get back right on track (Chastney, 2020).

MODELS OF TEAM DEVELOPMENT

The concept of team is not new at all, denoting the fact that there are a multitude of different methods, theories and models that have been developed over the years with the aim and scope of helping people to efficiently work within a team. Speaking of the models of team development, there is one model in particular that needs to be detailed – the Tuckman's Model for nurturing a team to high performance. Bruce Tuckman is an American professor and also a researcher in psychology who developed an effective theory with regards to the teamworking (Toolshero, 2020). Tuckman developed a model which consists of four different stages within a teamwork, stating that a team is not something that can be realised over a short period of time. In fact, it is entirely opposite, Tuckman suggesting that an effective team needs time to process every stage – therefore, the professor named his theory with reference to all the stages that he considered within the process of a team.



The name of his model consists of "Forming, Storming, Norming and Performing." Moreover, for a better understanding, each of the staged suggested by Tuckman will be separately taken and discussed:

1. **FORMING stage**: this is the first stage where the team is in the making process. It is believed that the people are unsure but also curious about the team's project and the people they are forming the team with (Lumen, 2021). This is said to take a considerable period of time as people need to get to know each other and also to appoint a leader – the leader is the head of the team who takes the decisions and the next steps for the team, but with the confirmation of the team. It takes strong leadership

and management skills in order to be able to be in the leader position (LACCD.edu, 2020).

2. **STORMING stage:** this stage's name is pretty explanatory in itself, referring to the fact that after the team has been formed, there may be conflicts between the individual with reference to different areas, but more often are the conflicts where the members of the team disagree that the leader of the team is capable of being the leader – often, these persons consider themselves good enough to be a replacement of the leader. The confrontations should be discussed and clarified in order for the team to end up being effective.
3. **NORMING stage:** this stage can only be touched by a team only if the two previous stages have been clarified as the norming stage is the stage where people got to know each other and start to appreciate the diversity within the team, such as the leader's abilities and other teammates' strong and weak points. Therefore, if the entire team share the same values, norms and goals, it may get to the last stage –
4. **PERFORMING stage:** which is the stage where the team starts to actually perform towards their aim and their goals as a team (Mindtools, 2020).

TEAM ROLES AND ITS IMPORTANCE WITHIN THE TEAMWORKING

Another important matter that is to be considered within a team are the team roles which basically defines what is each person entitled to do – in simple words, what job has been allocated to who (CBS News, 2007). This is a very important stage – speaking of stages, this particular one may be seen within the first two stages of the Tuckman's model of team development, as the leader, or the person who is assigning the roles should be able to distinguish what each person is good at. Therefore, the one assigning the roles must be very prepared and should truly understand each person's values, qualities and norms, including the strengths and weaknesses. This is significant as the roles should match each person's profile for example to not assign a role to a person who is not suitable for the job. a good example here may be to assign the role of creating ads and basic marketing things to a person who has not got any marketing skills or any other needed skills for that particular job. The effect of giving to the person the suitable job for them may be extraordinary as it is true to mention that a person is more effective doing something they are good at, instead of trying to do something they have no experience for. It also improves the team efficiency and help to its development (Belbin, 2020).

THE ADVANTAGES OF EFFECTIVE TEAM	THE DISAVANTAGES OF INNEFFECTIVE TEAM
• A better job performance; • The self-esteem will increase due to the good performance of the job; • More will and motivation to start another project; • Self-discipline; • The desire of becoming better and to gain more experience	• A greater chance of being disappointed; • The job will not be as good as expected; • The self-esteem may get to a lower point which also leads to little to no motivation.

CONCLUSION

To conclude with, it is important to first get to know what a team is and therefore to apply the appropriate theories and models in order to develop the team. As previously stated, one of the most common and suitable theories for a team development is the model of Bruce Tuckman "Forming, storming, norming and performing." Moreover, it has been detailed that the efficiency within a team is very important in order to best perform the job and also to increase people's confidence. The team roles are also playing an important matter within this aspect due to the fact that an unsuitable person cannot perform the job as good as a suitable person for that job. Moreover, as a suggestion of how to best improve the team working is to be very communicative and also a good listener.

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