

EFFECTIVE TEAM WORKING AND COMMUNICATION

BMSW 4002 TERM 2

Lecturer: Yajesh Kumar



GROUP MEMBERS

- Ana- Maria Barbulescu- 1921332 Team Leader
- Nicoleta Tepes Ghibosu -1921330
- Maria-Cristina Maruntelu -1921095
- Lavinia Tudor - 1921596

Benefits of Team Working

Ana Maria Barbulescu 1921332

Introduction

Increased productivity, the opportunity to concentrate multiple minds on the same issue and mutual support are the advantages of teamwork. When a Team is capable of working well together, they achieve more than people can do alone. They are more efficient and and this helps a business save more money in its market while becoming more succesful

TEAMWORK BUILDS TRUST

- ▶ We must communicate clearly in order to build trust.
- ▶ Effective teams are learning to open up and share honest opinions to resolve disagreements.
- ▶ When working together, we have to take the other's feelings into consideration and respect each others.
- ▶ Communication will quickly break down without respecting each other.
- ▶ Rely on others for problem-solving.
- ▶ We need to help each other in everything. When working together the others problems are for all. We all can be affected about it.
- ▶ We have to define clearly our weaknesses and strengths.
- ▶ Working in a team, teaches us to understand our own limits and how someone else is helping us or not.
- ▶ We have to help the other team members and improve our active listening skills , processing the information and responding in a honest manner.

IDEA GENERATION

- ▶ It is the process of communicating, creating and developing visual or abstract ideas.
- ▶ It is the idea management funnel's front end part .
- ▶ It comes up quick fix problems that are actual.
- ▶ As humans , we are depending on new ideas.
- ▶ New ideas can help us go forward and solve a certain problem.
- ▶ The ability to develop to ideas let us stay relevant and make positive changes in our organization.
- ▶ Social listening is a creative idea generation method. Sometimes is enough to do a little bit of it and see what the target audience has to say about a subject.
- ▶ From many years, people all over the world are using Brainstorming method. It is the fact that no one gets laughed at for proposing a stupid idea.
- ▶ Role playing means that we need to switch places with our colleagues and try to embrace their point of view.

GAINING NEW PERSPECTIVE

- ▶ It is an additional benefit of working as a Team
- ▶ Thinking more about combined success more than individual, is a challenge
- ▶ It is more easy for all the Team sharing the workload
- ▶ Helps you find resolve more problems
- ▶ Actively Seek Difference means thinking of the persons on our team that are seeing things different than us. Is good to ask how they approach a particular project that we are working on.
- ▶ Assign a Thinking Influencer is to assign each of our team members or leaders a particular role defined by each mode of thought.
- ▶ Make it Personal helps us to create a shared sense of values and perspectives that will naturally highlight different perspectives.

TEAMWORK MAKES WORK MORE FUN

- ▶ Teamwork will always create fun at work.
- ▶ Being part of a teamwork brings pleasure and is inspiring.
- ▶ It also promotes friendship.
- ▶ Fun brings to each environment good feelings.
- ▶ Having a stress-free workplace we can improve our Business or Company.
- ▶ A games area can help us relaxing on brakes.
- ▶ Decorating in accordance with our brand will help us stay in touch.
- ▶ Peer to Peer Feedback , giving each other feedback can help us, whether it is positive or negative.
- ▶ Sharing photos with our children or pets.

STAGES OF TEAM DEVELOPMENT

NICOLETA TEPES GHIBOSU -1921330



T - TOGETHER

E - EVERYONE

A - ACHIEVE

M- MORE

- Teams that communicate complete projects in a quicker and more efficient amount of time than others. Effective communication also allows team members to understand their roles and the roles of everyone else on the team.
- Communication is very important in a team, things need to be communicated clearly, otherwise problems can appear.



- The five stages of team development are: forming, storming, norming, performing and adjourning
- This process of learning to work together effectively is known as team development

- The Forming stage involves a period of orientation. The people are looking for a leadership and authority. A member who asserts authority will take control of the team.
- The Storming stage is the most difficult and critical to pass through. Is marked by conflict and competition. Members may disagree on team goals. To get through this stage, members must accept individual differences, work through conflicting ideas on team tasks and goals.
- The Norming stage develops who is the team leader and the member's roles. Interpersonal differences begin to be resolved, team performance increases , team members learn to cooperate and begin to focus on team goals.

- The Performing stage describe a clear and stable structure where members are committed to the team's mission. The team is organized, focused on problem solving and meeting team goals.
- In the adjourning stage most of the team's goals have been accomplished.
- Bruce Tuckman's team development model describe an elegant and helpful explanation of team development and behaviour. Tuckman's model explains that as the team develops maturity and ability, relationships establish and the leader changes leadership style.

➤ Problems with teams

- Lack of Commitment - When teams lack commitment it's an indication that the participants haven't fully explored the issues. Commitment is about a group of intelligent individuals buying into a decision precisely when they don't naturally agree.
- Loss of Productivity- Delays in decisions making, wasting time scheduling work, organizing and scheduling of work, conflict about goals and who does what. Unless the team is coordinated, there will be losses in productivity.
- Poor Communication- Can result in frustration , confusion and an extremely tense environment when people are not motivated to be productive and are not inspired to collaborate. A lack of communication can ultimately lead to low morale.

- Interpersonal Conflict- When conflict makes team members feel uncomfortable and escalates into actual disputes, it becomes harmful to the team.
- Poor leadership - Can result in poor team performance. Poor leader are characterized by their lack of ability to provide direction to the team. It can cause frustration on both ends when the tasks are not completely.

- The team formation is a beneficial but highly dynamic process. The life cycle of teams can often closely resemble various stages in individual development. In order to maintain team effectiveness, individuals should be aware of key stages as well as methods to avoid becoming stuck along the way.
- Forming a performant trust team is a challenging journey



Team roles

Maria Cristina Maruntelu

- The father of team roles theory is Raymond Meredith Belbin
- The theory focuses on the behavior building relationships with others to enhance productivity in the working place.
- Team role is determined by encouragement of the beneficial reasoning and attitudes who stimulate calm, realism, positivity and discouraging of the destructive influences that make others feel uncomfortable like envy, anger, fear, sadness.
- For a team, to fulfil its role, every member must be clearly and informed what the goals are, what is expected from every and each of them what the rewards are for success and the drawbacks of the failure.

- Calm is the main trait of the team and its members .When the members are calm complex situations and scenarios appear simple. If something is not clear for someone, questions will be asked till everyone get it right.
- Interventions between disputing parties has be gentle because harsh intervention can make people to cringe inwards and even plot revenge and those who intervein violently in one way or other my think they won, but actually they lost.
- Excitement and enthusiasm must be avoided. Excitement expand energy and drain out vitality.

- Assumption of people's qualities must be eliminated. Some people are specialist in something ,and this cannot be denied or ignored but this doesn't mean others cannot come up with very valuable ideas or solutions, therefore keep an open mind at all time to all members of the team.
- Team must avoid praise and criticism .If a team or a member of the team is praised, they may become fearful that next time he, she or they will not be praised as loudly as first time ,and this can be endless source of dread.
- Every member of the team cannot and do not insult needlessly others on the ground that they are wrong, they do not know enough, they or any other reason.

- Another fundamental characteristic of the team role is to increase the quality of what is called the foundation of the truth and realistic thinking which is based on facts.
- Transparency must be maximum to eliminate doubt and reservation, and work has been done in a spirit of harmony and cooperation by all the members .
- Defining roles ,along with a clear goal is an important strategy for creating a successful team ,clearly defined goals also the leadership defines roles and tells people what , how when to do tasks.

- Team is a key factor in influencing performance, when a team is more balanced, it tends to be high performing.
- Strengths of team worker :co-operative, mild ,perceptive and diplomatic listens ,build.
- Weaknesses :indecisive in crunch situations.

Managing Conflict

Lavinia Tudor : 1921596



- >Accept conflict
- >Be a calming agent
- >Listen actively



- > Analyze the conflict
- > Separate the person from the problem
- > Work together



>Be creative

>Be specific



**>Keep in mind the cause of
the conflict**



Successful Team Development

- Successful teams encourage team members to share ideas, consider solutions and solve problems together
- Effective teamwork is an important aspect of any organisation's success. Learning to communicate effectively is not a simple one step process and requires work from all sides.
- The steps in building a strong team are : understand the responsibilities, cover the Belbin roles, have common goals, deal with change, deal with conflict, share information, share ideas, develop trust, adapt, socialise. In these ways, team members will trust each other and perform as a team.

- ▶ We have to be focused on our work and give our best.
- ▶ Define our responsibilities and roles. We must be dependent on others.
- ▶ At our work place we need to create a friendly environment with our colleagues. We have to encourage friendship.
- ▶ From time to time we need to celebrate our success.
- ▶ Feedback is the key to assuring any team in staying on track.

Successful teams encourage team members to share ideas, consider solutions and solve problems together.

Without clearly defined leader, the whole foundation could dissolve which is why a team leader is essential for success.

Building an affective team requires input from leaders.

When a team is performing at its best usually find that each team member has clear responsibilities.

The first reason why people often fail to work is a lack of leadership.

A leader should be able to provide positive reinforcement to help keep everyone motivated.

CONCLUSION

- Teamwork is an influential thing that can lead to wonderful success in the business world and educational world. People who are able to develop the skills and functions to work together alongside other people are able to accomplish many things. They learn leadership skills, following skills and communication skills.

REFERENCES

- www.mindtools.com/fsnp
- Proffittmanagement.com>teamwork<
- www.Kellyservice.ca >How to manage interpersonal conflict in your team<
- 2012books.lardbucket.org>books<
- Belbin, R.M (1981) Management Teams - Why they Succeed or Fail