

Module: Effective Team Working and Communication

Assignment: Effective Team Working and Business Success

Executive Summary

This report discusses the importance of team development and the different models and paths that can be used to develop an effective team. It also highlights the benefits of teamwork and the barriers that can prevent a team from being effective. Finally, it outlines some paths that can be used to overcome barriers of an effective teamwork. However, developing an effective team is important for the success of any project. There are a number of models and paths that can be used to achieve this, and it is important to ensure that all members of the team are committed to the success of the project. If there are any conflicts within the team, it is important to resolve them as soon as possible. By agreeing on a common goal or objectives, it becomes easier for everyone to work together towards achieving the goal.

Contents

Executive Summary	2
1. Introduction	4
2. Models of Team Development	5
3. Team Roles to Create an Effective Team	6
4. Discussion.....	7
Benefits of Teamwork.....	7
Barriers to Effective Teamwork	8
5. Paths to Overcome the Barriers	8
6. Conclusion	9
References.....	10

1. Introduction

In any workplace, team working and communication are key to success (Sharma, 2014). By working together and communicating effectively, teams can achieve goals and objectives more effectively than if everyone was working independently (Surgenor, 2003). There are a number of factors that contribute to effective team working and communication. It is important that team members have a shared goal or objectives (Sharma, 2014). Without a common goal, it can be difficult for team members to work together effectively. Team members need to be able to trust and respect one another (Surgenor, 2003). If team members do not feel comfortable communicating with one another, it can be difficult to work together effectively and an effective team working and communication requires good leadership (Reimers-Hild, 2009). A good leader will ensure that team members are working towards the same goal, and that communication is effective (Surgenor, 2003). If you are part of a team, there are a number of things you can do to improve team working and communication. Moreover, make sure that you are clear about the team's goals and objectives and ensure that you are respectful and trustful of your team mates (Sharma, 2014). Be an active and effective communicator within the team (Reimers-Hild, 2009). By following these steps, you can help to create an effective team that can achieve great things.

There are a few key things that Tom can do in order to develop an effective team for this project. He should focus on team formation. This includes ensuring that the team is composed of individuals with complementary skillsets and who are committed to working together towards a common goal. Tom should establish clear channels of communication within the team so that everyone is aware of their roles and responsibilities and can easily communicate with one another. Meantime, he should focus on team commitment by ensuring that everyone is bought into the project and is working towards its success.

2. Models of Team Development

There are a few different models that Tom can be used when developing an effective team. The first model is the Tuckman model which consists of four stages; forming, storming, norming and performing. The second model is the Belbin model which consists of nine team roles; coordinator, shaper, plant, monitor-evaluator, resource investigator, team worker, implementer, completer-finisher and specialist.

The Tuckman model is a good model to use when developing an effective team as it takes the team through different stages which are important for team development (Riebe, 2010). The first stage, forming, is when the team is first formed and members are getting to know each other (Riebe, 2010). The second stage, storming, is when disagreements start to occur and members start to assert their own opinions (Riebe, 2010). The third stage, morning, is when the team starts to work together and resolve conflicts (Riebe, 2010). The fourth stage, performing, is when the team is working at its best and is achieving its objectives (Riebe, 2010).

The Belbin model is also a good model to use when developing an effective team as it provides a framework for team roles (Aritzeta, 2007). The coordinator role is responsible for leading the team and ensuring that tasks are completed (Yeh, 2006). The shaper role is responsible for challenging the team and keeping them focused (Aritzeta, 2007). The plant role is responsible for coming up with new ideas and solutions (Yeh, 2006). The monitor-evaluator role is responsible for monitoring the team's progress and providing feedback (Aritzeta, 2007). The resource investigator role is responsible for investigating new resources and opportunities (Aritzeta, 2007). The team worker role is responsible for supporting other members of the team. The implementer role is responsible for putting plans into action (Yeh, 2006). The completer-finisher role is responsible for ensuring that tasks are completed on time and to a high standard (Amengual, 2007). The specialist role is responsible for providing expert knowledge and advice (Aritzeta, 2007). However, Tom can use this model to guide him in developing his team and ensuring that they are able to work together effectively. He should start by ensuring that team members get to know one another and establish ground rules (Amengual, 2007). He should then allow for conflict to emerge and be resolved. Finally, he should encourage the team to reach its full potential by working together collaboratively to achieve its goals.

3. Team Roles to Create an Effective Team

The nine team roles identified in the Belbin model are coordinator, shaper, plant, monitor-evaluator, resource investigator, team worker, implementer, completer-finisher and specialist (Reimers-Hild, 2009).

Coordinator: The coordinator is the team leader and is responsible for ensuring that the team works together effectively and efficiently (Yap, 2020).

Shaper: The shaper is the person who push the team to achieve its goals. They are often the most vocal member of the team and are not afraid to take risks.

Plant: The plant is the creative thinker of the team who comes up with new ideas and solutions. They are often seen as the “brain” of the team.

Monitor-Evaluator: The monitor-evaluator is responsible for assessing the team’s progress and providing feedback. They help to keep the team on track and ensure that quality standards are met.

Resource Investigator: The resource investigator is responsible for sourcing information and resources for the team. They are often good at networking and building relationships.

Team Worker: The team worker is a supportive role who helps to maintain harmony within the team. They are often good at mediating conflicts and build consensus within the group.

Implementer: The implementer is responsible for taking the team’s ideas and turning them into reality. They are often good at planning and organizing, and have a practical approach to problem solving.

Completer-Finisher: The completer-finisher is responsible for ensuring that all tasks are completed to a high standard, on time and within budget. They pay attention to detail and have a perfectionist streak.

specialist: The specialist is an expert in their field who provides advice and guidance to the team on specific issues. They are often consulted when decisions need to be made about complex problems or when specialist knowledge is required.

These are the roles that are needed to create a cohesive and an effective team replete with tremendous skills.

4. Discussion

Benefits of Teamwork

There are many benefits of teamwork including; increased productivity, improved communication, increased creativity, improved problem-solving skills, increased motivation and morale, and increased levels of trust and respect (Sharma, 2014).

1. Increased productivity: When people work together as a team, they are able to get more work done in a shorter amount of time than if they were working alone. This is because each person is able to specialize in a certain task and then share their results with the rest of the team (Nagpal, 2010).
2. Improved communication: Working as a team also helps to improve communication skills. This is because team members need to be able to communicate effectively in order to coordinate their efforts.
3. Increased creativity: Teamwork can also lead to increased creativity. This is because people are able to bounce ideas off of each other and come up with new and innovative solutions to problems.
4. Improved problem-solving skills: Working as a team can also help to improve problem-solving skills. This is because team members need to be able to work together to find solutions to problems that they are facing.
5. Increased motivation and morale: Teamwork can also lead to increased motivation and morale. This is because people feel like they are part of something larger and feel more invested in their work when they are working as part of a team.
6. Increased levels of trust and respect: Finally, teamwork can also lead to increased levels of trust and respect between team members. This is because people need to trust and respect each other in order to work effectively as a team.

Barriers to Effective Teamwork

The barriers to effective teamwork identified in this scenario include; poor communication, lack of commitment from some members, conflict between members, and different opinions on how to achieve objectives (Surgenor, 2003).

1. **Poor Communication:** One of the biggest barriers to effective teamwork is poor communication. If team members are not communicating effectively, it can lead to misunderstandings and miscommunication, which can ultimately lead to conflict and a breakdown in the team (Nagpal, 2010).
2. **Lack of Commitment from Some Members:** Another barrier to effective teamwork is when some members of the team are not committed to the team or its goals. This can lead to a feeling of frustration and resentment among other members, and can ultimately lead to the team not being able to achieve its objectives (Manata, 2021).
3. **Conflict Between Members:** Another common barrier to effective teamwork is conflict between members. This can occur for a variety of reasons, such as differences in opinion or personality clashes. If team members are not able to resolve their differences, it can lead to a breakdown in the team and an inability to achieve its objectives (Nagpal, 2010).
4. **Different Opinions on How to Achieve Objectives:** Finally, another barrier to effective teamwork can be different opinions on how best to achieve the team's objectives. If team members cannot agree on a course of action, it can lead to confusion and frustration, and ultimately hinder the team's ability to achieve its goals (Reimers-Hild, 2009).

5. Paths to Overcome the Barriers

These barriers can be overcome by; improving communication channels between members, ensuring that all members are committed to the success of the project, resolving conflicts between members, and agreeing on a common goal or objectives (Yeh, 2006).

1. **Improving communication channels between members:** One way to overcome barriers within a team is to improve communication channels between members. This can be done by ensuring that all members have a clear understanding of the team's goals and objectives, and that

everyone is kept up-to-date on the progress of the project. Additionally, regular check-ins or meetings can help to identify any potential problems early on and allow for open discussion amongst the team.

2. Ensuring that all members are committed to the success of the project: Another way to overcome barriers is to ensure that all members of the team are committed to the success of the project. This means that everyone is working towards the same goal and is willing to put in the necessary effort to see the project through to completion. Having a shared sense of purpose and responsibility can help to keep everyone motivated and on track.

3. Resolving conflicts between members: If there are conflicts between members of the team, it is important to resolve these as soon as possible. Otherwise, they can quickly escalate and become a major barrier to progress. By open communication and compromise, it should be possible to reach a resolution that everyone is happy with.

4. Agreeing on a common goal or objectives: In order for a team to be successful, it is important that all members agree on a common goal or objectives. This gives everyone a clear focus and helps to avoid any confusion or disagreements about what needs to be done. Once this has been established, it becomes easier for everyone to work together towards achieving the goal.

6. Conclusion

It is important to develop an effective team in order to achieve success in any project. There are various models and paths that can be used to develop an effective team, and it is important to ensure that all members of the team are committed to the success of the project. If there are any conflicts within the team, it is important to resolve them as soon as possible. By agreeing on a common goal or objectives, it becomes easier for everyone to work together towards achieving the goal. This is how, a cohesive and effective team can be build abounds with great skill set.

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