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Effective Team Working and Communication (BMSW4002)

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Title:

Component 1 – Report on Effective Teamworking for business success

Summary

In this Report on Effective Teamworking for business success

- The Ultimate Guide for New Team Leaders
- What are the Benefits of Effective Teamwork for Business Success
- The Best Ways to Build a Strong and Productive Team in Your Office
- How to Get Your Employees Engaged in Effective Teamwork Culture at Work?
- Conclusion: How to Make your Employees Love their Teams and Fall in Love with Working Together
- The first step to leading a team is to build a team. This can be done by hiring new employees, or by getting existing employees to work together more effectively.
- Teamwork is the key to success for any business. A team that works well together will produce better work and have more fun while doing it. By building a strong and cohesive team, you will be able to get more done in less time and with less stress on your part.

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Introduction

In This report we will talk about

- How to develop an effective team and what team development stages model can be used?
- What team roles are needed to create an effective team?
- What are the benefits of teamwork?
- What are the barriers to effective teamwork identified in this scenario?

Overview of Team working

- what defines a team
- what contributes to effective teamwork.

Models of team development

- Which team development model could be considered and why?

Team Roles.

- What roles are needed to create a cohesive and effective team?
- What are the theories relating to this?

Discussion.

- What are the advantages of effective teamworking?
- What are the barriers to effective teamworking identified in this scenario?

Conclusion and recommendations.

Also, we will talk about

- **Tuckman's Model 1965**

1. Forming
2. Storming
3. Norming
4. Performing
5. Adjourning

- **Wheelan's Model 2005**

1. Dependency and Inclusion

2. Counter-dependency and Fighting
3. Trust and Structure
4. Work and Productivity

We will briefly talk about everything about the above models and content

Overview of Team working

what defines a team

There are too many definitions of a team and the elements that make up a team. Clutterbuck (2007) argued that a team is a small group of people with complementary skills Working on a common purpose, achieving a goal, and sharing an approach. They hold each other accountable. Similarly, Katzenbach and Smith (2003) found that effective teams consist of a small number of people with complementary skills who work on common goals, set performance goals, and adopt a mutually accountable approach. I believed it would be Sinclair (1992) defined a team as a particular group of people who are more task-oriented than others and have a clear set of rules and rewards for their members. Finally, one of the simplest definitions of a team is that it is a special type of work group consisting of two or more people responsible for achieving one or more goals. (Gibson et al., 2009).

what contributes to effective teamwork

There are three basic reasons why teams fail:

The difficulty of the problem, knowledge, and willpower

Sometimes Teams fail because the problem is too difficult, the environment is too difficult, the organisation is too heavy, team members are not smart enough, or resources are too limited for a team to succeed.

Sometimes teams fail because they do not have the necessary knowledge. Surname resources but lacks experience and problem-solving ability.

Sometimes Teams fail because of a lack of motivation. They have the resources and knowledge, but not enough interest to succeed in doing what is needed work. Teams feel their manager is treating them poorly and will not reward or realize that success can make a project fail more than working overtime necessary for success. These are the reasons that promote failure.

Models of team development

Which team development model could be considered and why?

1. We will talk on
2. Tuckman's Model 1965
3. Wheelan's Model 2005

Tuckman's Model 1965



300-400 words are not enough to explain all team development stages but I will try my best to describe them in a smarter way.

Forming.

Each team member focuses on the leader, accepting only from the leader's authority and maintaining a polite but aloof relationship with others. In this time stage, the leaders must be seen as open to information and ready to respond to any question that will come to him.

Storming.

Everyone is having a challenging time right now. Team members are more focused on how they come across than the project at hand; they want to be respected, struggle with feelings of inadequacy, wonder who will encourage or criticise them, and want to show that they are

capable. The team's value to the leader. Curt's emails sent during this time in the heat are typical of the moment.

Norming.

The team will be safe if they can get to the norming stage. If the norming stage can be reached, it is a thrilling period for everyone since it allows for the implementation of significant decisions, now that roles and connections have been created, people may focus on using the skills that initially attracted them to the team.

Performing.

The team is currently a powerful engine running with all its cogs working. Fun and humour are mixed with plenty of healthy conflicts, the kind that does not tear relationships apart. Success almost seems to manifest itself; the team leader and members have learned to give and then step aside.

Adjourning.

Bringing a sense of closure to a team whose project has been finished is the goal of the adjourning stage. If the team was successful in navigating the first four stages, there might have been some bonding and a sense of loss at those relationships ending. People will also be reflecting on the past, noting their progress and assessing how much they have contributed to the overall picture.

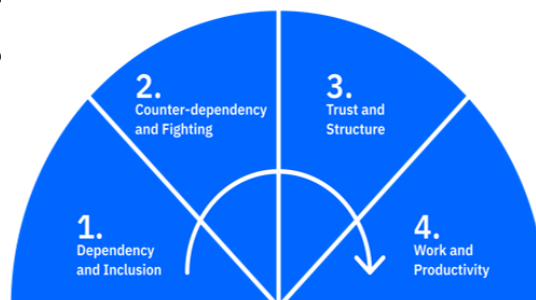
Wheelan's Model 2005

Wheelan's Model 2005

- Developed by **Susan Wheelan** in 2005
- A Professor in psychological studies and Faculty Director of the Centre for the Study of Psychoeducational Processes at Temple University, Philadelphia

The stages include;

- **Dependency and Inclusion**
- **Counter-dependency and Fighting**
- **Trust and Structure**
- **Work and Productivity**



Stage 1. Dependency and Inclusion

The first stage of group development significant member dependence on the selected leader, safety concerns, and inclusion challenges are characteristic of the reliance and inclusion stage of group formation. Members look to the leader for guidance throughout stage 1.

Stage 2. Counter-dependency and Fighting

A phase of counter-dependency and conflict is what is meant when referring to the second stage of group formation. In stage 2, members argue with one another over the aims and methods of the group. Conformity to new group norms, which was clear in stage 1 declines. Conflict will unavoidably occur during this phase.

Stage 3. Trust and Structure

A mature discussion of roles, structure, and procedures characterises the third stage of group formation, trust, and structure. Members also seek to bolster good working ties with

one another throughout stage 3. During stage 3, members' adherence to group goals and norms grows as consensus about these objectives and standards has been reached

Stage 4. Work and Productivity

The fourth stage of group development, known as labour, is characterised by extreme productivity and effectiveness. The group may concentrate most of its efforts on goal achievement and task completion because many of the problems from the earlier stages have been overcome.

Team Roles.

1. What roles are needed to create a cohesive and effective team?
2. Why is it important to consider team roles when selecting team members or recruiting fresh staff?



People Orientated

Coordinator

Natural team leaders are intelligent but not brilliant; not truly a person of ideas who creates jobs and work boundaries based on individual capabilities and concentrate workers on their strongest skills.

Team Worker

Listens to others and encourages them; deals with awkward people; is diplomatic and balancing; avoids conflict, and effectively interacts with others.

Resource Investigator

Negotiates and coordinates with outsiders, asks for information from others, is opportunistic, thinks quickly, and is social inquiring and open-minded, first motivated by chores.

Action Orientated

Shaper

Active in the need to complete a task; restless; enjoys working without a plan; challenges others or indecision in a group; quarrels; upsets the peace; prods others into action; opportunities, frequently unfavourable; impatient and often frustrated.

Implementor

The realistic planner is interested in what is possible. Transforms choices into well-defined, doable activities that people can complete.

Complete-Finisher

The practical planner who is curious about what is achievable. Converts options into clearly defined, manageable tasks that individuals can finish.

Thought Orientated

Plant

Considers all options; approaches issues, alone; suggest ideas and answers; innovative and creative; dominant with ideas.

Monitor-Evaluator

Request all available information, is uninterested in ideas and neutral towards them, takes their time making decisions and is unfavourable toward plans.

Specialist

The experts are knowledgeable. Often in high demand, a specialist is not a regular member of the team but brought in as a consultant or advisor. Conflict with other members may occasionally result from this

Why is it important to consider team roles when selecting team members or recruiting new staff?

There are many start-ups failed because their teams were not properly assembled and did not cooperate quickly enough. This implies that your team may still be to blame for your product's failure even if it has a wonderful idea, a demand in the market, and money. The survival and expansion of your business depend on having these various roles on your team.



Even established businesses need to periodically check in to ensure that key positions are operating at peak efficiency and have access to the resources they require to keep developing and getting better

Discussion.

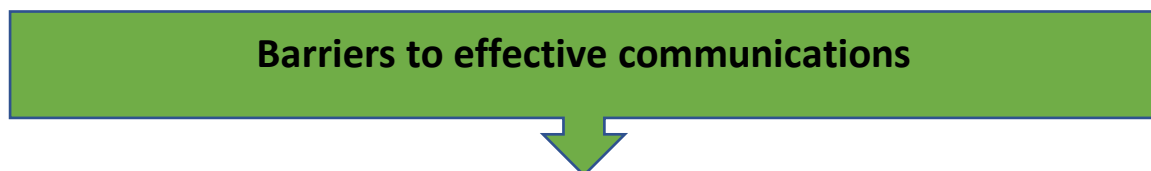
- **What are the advantages of effective teamworking?**

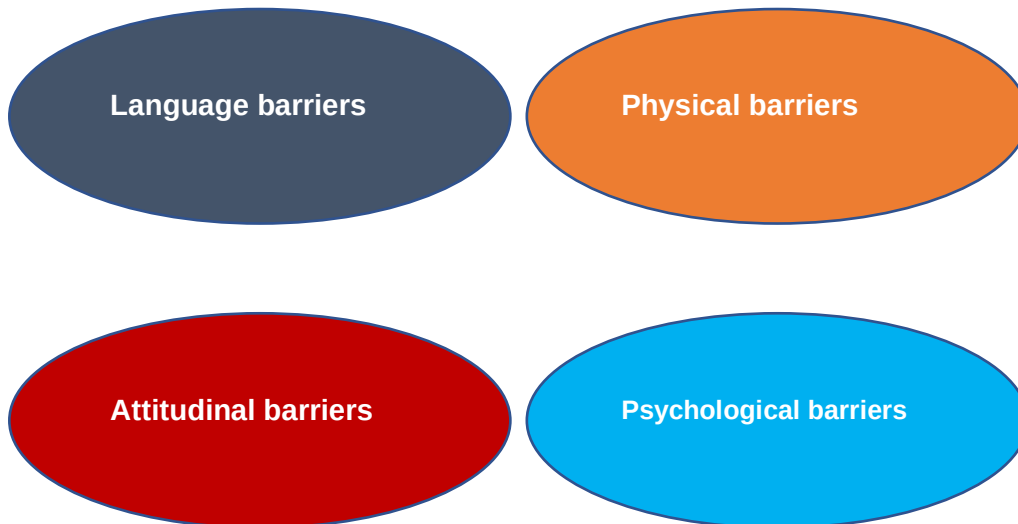
To gauge and evaluate the connection between labour flexibility techniques and the requirements for a theoretical framework for effective teamwork. An examination of the efficacy of teams was investigated, and one model, that is evident is that the input-process-output (IPO) structure has a significant impact on the literature. On the subject. Hackman and Morris (1975) asserted in a statement regarding the efficiency of group performance that an implicit input-process-output model of group performance had dominated theorising and research. It is still the most popular template in use today. For the creation of theories and investigations into the performance of teams (Goodman, 1986; Campion et al., 1996; Guzzo, 1996; Guzzo and Shea, 1992).

The input-process-output paradigm has dominated most researchers' thinking' according to two influential evaluations of team effectiveness (West et al., 1998; Salas et al., 2004), mostly due to its category utility and simplicity. Even though several authors have tailored how their IPO team effectiveness models are presented, Tannenbaum et al (1992).s model captured the essence of the variables and determinants in an all-encompassing and integrative manner. Figure 1 shows a modified version of the Tannenbaum et al. Model.

The knowledge, skills, and ability (KSA) requirements for teamwork from Steven and Campion (1994) were used to evaluate team processes within Tannenbaum et al framework. 's Five team-related factors are considered by their framework: task planning, goals setting, communication, problem-solving, and conflict resolution. Several other research (Stevens and Campion, 1999; Kickul and Neuman, 2000; Miller, 2001; Hartenian, 2003; Leach et al., 2005) have used the Steven and Campion paradigm to assess team performance.

- **What are the barriers to effective teamworking identified in this scena**





Language barriers

Communication can often be hampered by issues with language and linguistic competence. However, even when talking in the same language, a message's terminology may serve as a barrier if the recipient does not completely understand it. For instance, a recipient who is unfamiliar with the terminology used will not understand a message that uses a lot of specialised jargon and abbreviations.

Physical barriers

The geographic distance between the transmitter and receiver acts as a physical communication barrier. Shorter distances make communication easier. For instance, some people talk while standing far away. On the other side, those with physical issues could have trouble understanding what is being said.

Attitudinal barriers

No matter how simple or difficult the task is, our attitude determines how well we complete it. We should approach our conversations with a positive attitude because language reflects human behaviour. Communication difficulties resulting from attitudes can be caused by personality problems, poor leadership, resistance to change, or a lack of ambition. It can be quite challenging to let people and us express our thoughts in an idealistic way when we have a conflict-prone temperament.

Psychological barriers

These barriers exist because every human being differs from one another in terms of their mentality and behaviour. Stress, rage, and a strange accent are the barriers' most important

characteristics. It is common knowledge that certain people cannot handle the stress of any type. In the same way, they are unable to handle the tension in their conversations and their emotions. Experiencing strong emotions, such as anger, can skew conversations.

Conclusion and recommendations.

How to improve team working

Be receptive to feedback, both positive and negative, and share ideas with one another. This will maintain the enthusiasm for collaboration throughout. Be clear about who you are and what you need from people. Make an educational experience. Opportunities for learning will motivate the team to work hard and develop.

Why effective teamworking is important

1. More people, More ideas.
2. Improved Efficiency Means Better Results
3. Better work environment
4. Greater learning opportunities
5. Teamwork Promotes Good Synergy

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