



Effective team working and communication (BMSW4002)

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Benefits of team working

First we need to acknowledge what a TEAM actually means :

- A team is a group of people that has the same goal and work together to reach it
- Working in a team can have a lot benefits
- Can cause different disadvantages, which I will tell you more about in the next slides





Benefits of team working

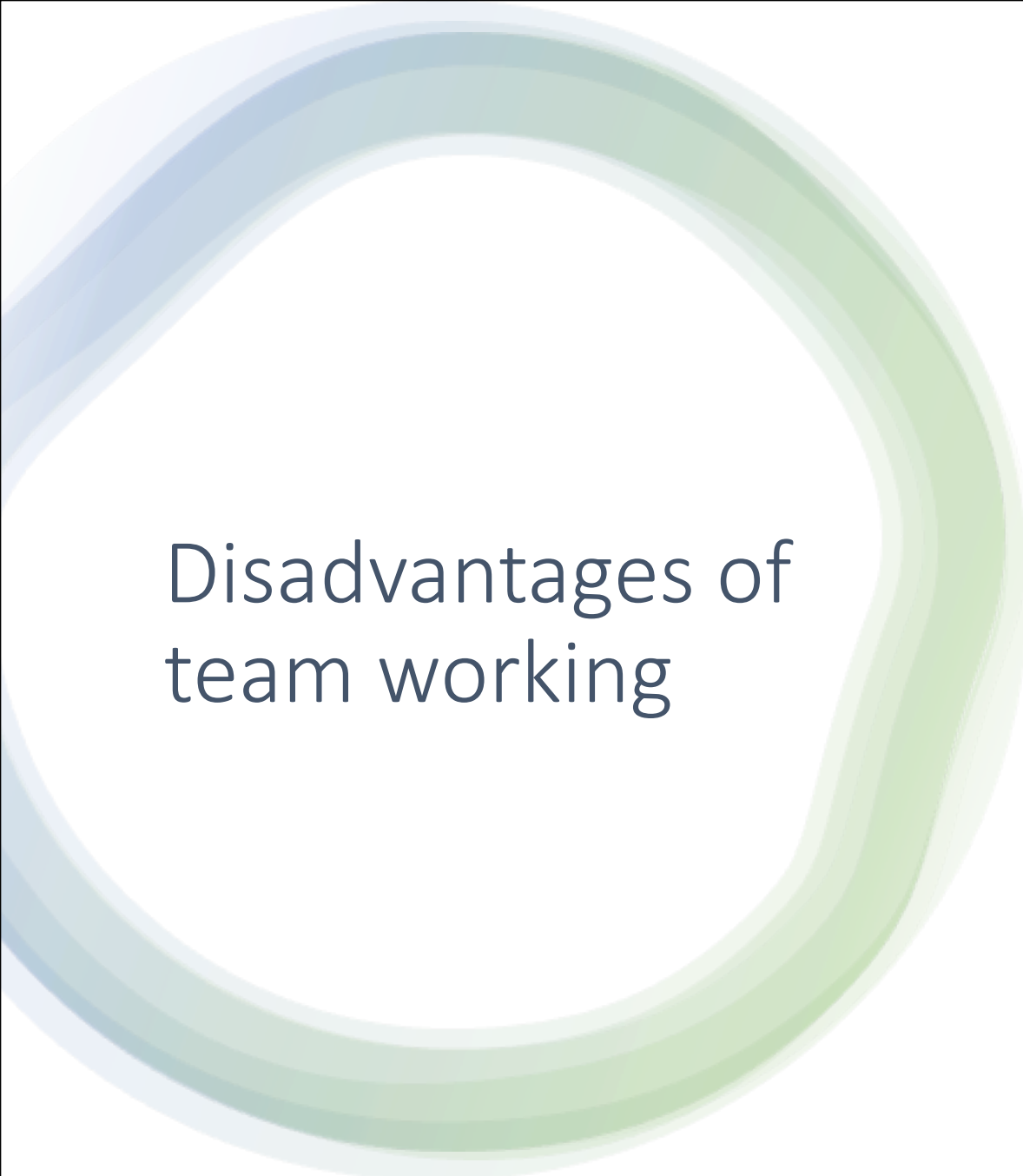
Working can be very challenging sometimes but when you know you have other people working a long with you , we can consider having a lot of benefits :

- We always can learn something new
- We can be more creative as a unit

Benefits of team working

- The responsibility is eased for each team member
- Team work improves productivity
- Problem solving benefits





Disadvantages of team working

- Conflicts – working among other people with different origins often creates conflicts
- The feeling of being left out – many people think that if they belong to a team but their ideas are not put in practice, they are not important and they feel left out
- Competition – productivity can be decreased if one team member is more focused on completing with other team members and not focusing on the responsibilities
- Individualism – being individual in a team can be very hurtful for others and has a negative impact in a team



Tuckman stages of team development

Tuckman's stages of team development are :

- FORMING
- STORMING
- NORMING
- PERFORMING
- ADJOURNING

FORMING

FORMING:

- Develops and establishes a team leader
- Structures the team
- Create bonds with other individuals from the team

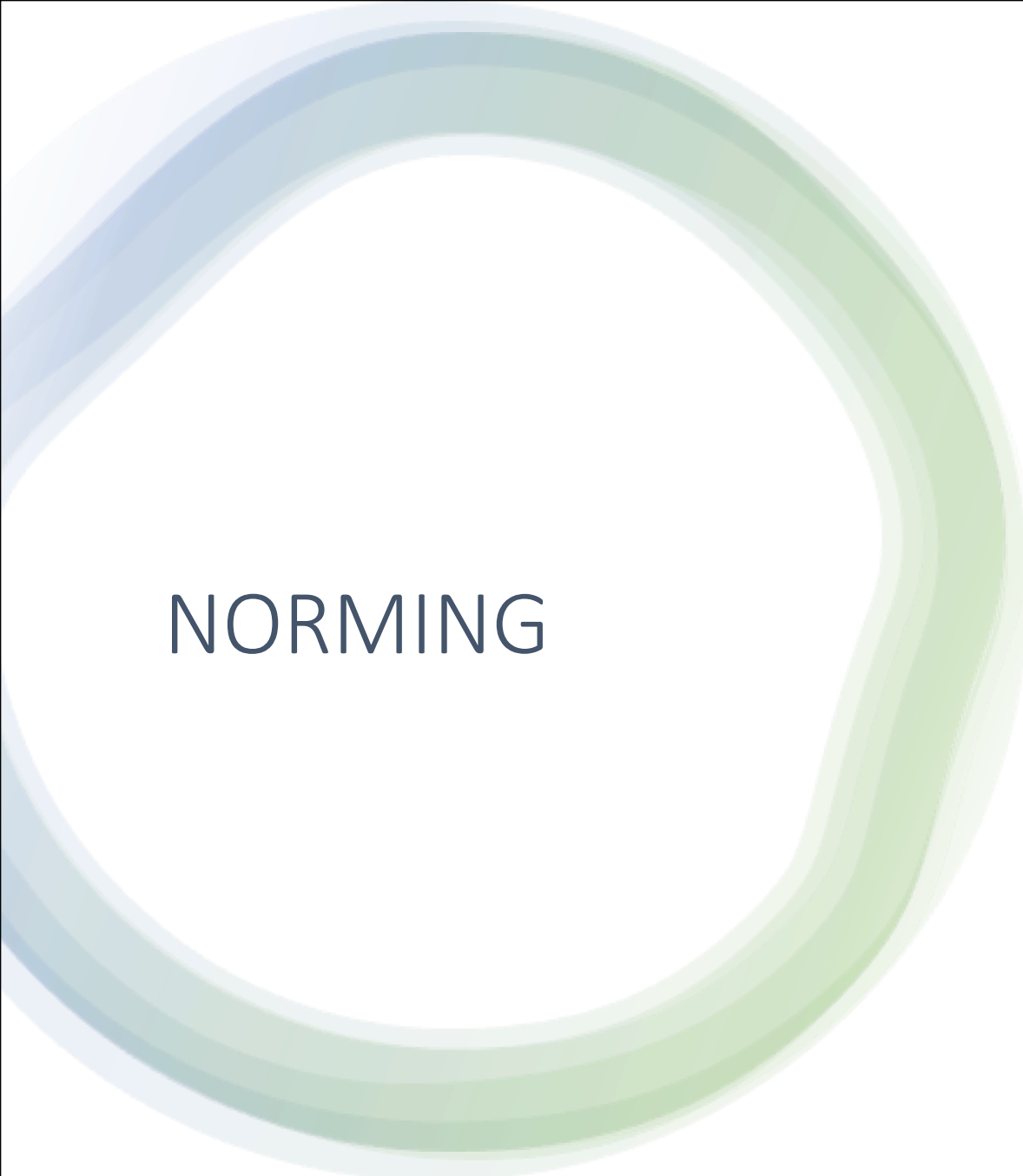
It is very important to know a few points that are necessary in FORMING a team :

1. Act polite
2. Avoid any conflict
3. Always ask and discuss problems
4. Listen to team members needs
5. Care for others



STORMING

- STORMING has a bad impact in a team , and can create difficulties when aiming for a goal
- The STORMING stage occurs when other team members pass the boundaries that were established on the FORMING stage
- Different personalities or the style of communication with other team members can cause the STORMING stage to appear



NORMING

- NORMING is the process of making all the team members equal to each other
- NORMING decreases tension and allows people to say their opinions

Important aspects we can observe in NORMING stage :

1. The feeling of belonging to a team
2. More confidence
3. Better decision making
4. The feeling of trust
5. The collaboration it is more clear

PERFORMING

- PERFORMING is the most effective stage in a team and improves it both professionally and individually
- PERFORMING - members can function properly without the leader's indications
- By this stage we understand that all team members are on position



ADJOURNING

- ADJOURNING it is the final stage of a team development it is the moment when the rest of the group members get ready say goodbye
- The most important goal and what defines ADJOURNING is the stage of grieving but have a happy ending
- In a team , if one chooses to go , it gives the chance of another one to complete the team



Successful team development

The definition of Team Development is the process of gathering different individuals and forming a well established team that work together to accomplish a goal

To build a successful team we have to:

- Apply the SMART goals - by applying this technique , helps the team understand each roles and work better to achieve the goal



Successful team development

- Experiment different opportunities – one of the most important thing in developing is to experiment
- Have a diverse team – by having a diverse team and people with different background levels helps the team develop more



Successful team development

- Make well established communication lines – communication is the key for any successful team development, without it we as a team , can not function
- Await for feedback and set expectations – any feedback is very constructive for a team , even if it is negative
- Appreciate everyone's work and reward it – the feeling of appreciation often implicates employees even harder to complete the goal

Successful team development

How a team leader can improve the team:

- He helps the team achieve the goal
- He knows each ones strengths and weaknesses
- He always has a strategy



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