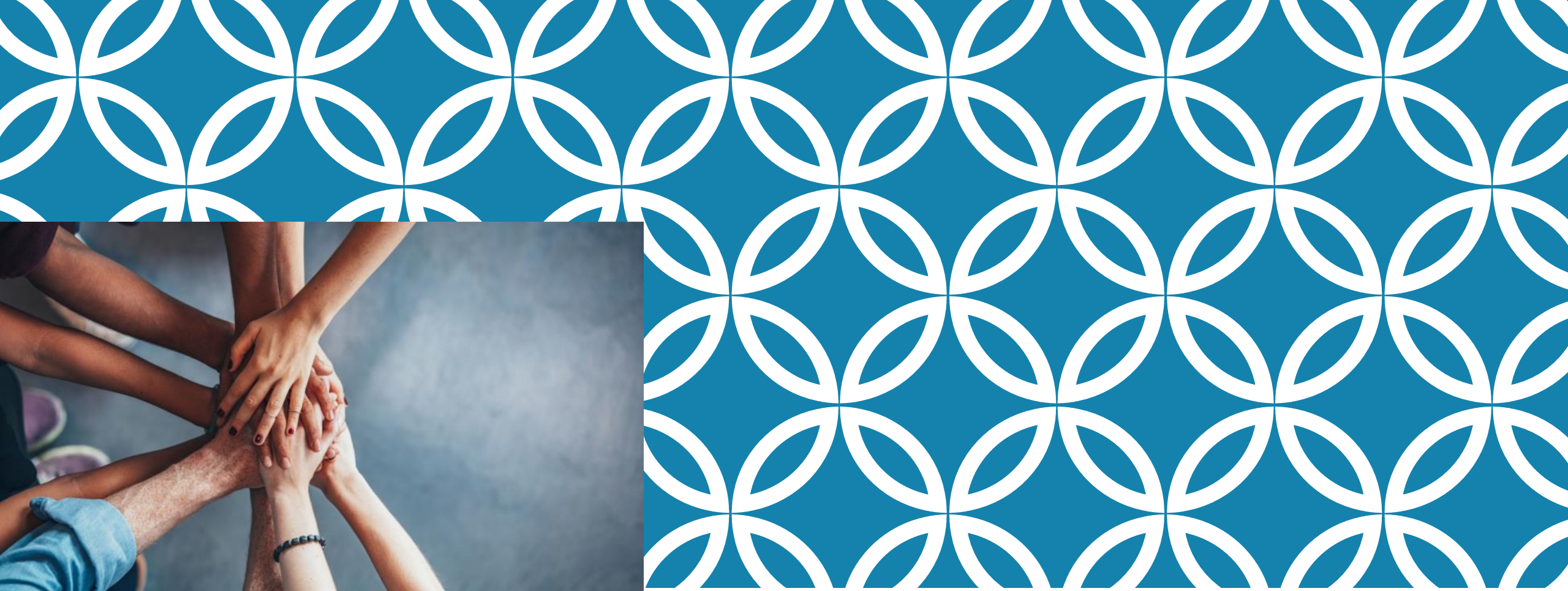




EFFECTIVE TEAMWORK

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“If everyone is moving forward together, then success takes care of itself.” - Henry Ford

WHAT IS TEAMWORK?

Teamwork is working effectively with a group of people towards the same goal, while creating a positive working atmosphere.

When working as part of a team you need to understand what the vision is for the team, you need to be focused, be able to express your feelings within the group and be able to take ownership when something goes wrong.

Teamwork is built up of many different skills communication is one of the main skills to have when working in a team, it's important to have this skill because without communication teams would fail. Being a active listener and having a solid leader helps teams become successful.

What makes a good team is understanding each other and working well together, another one is having open and honest discussions within the team.

The differences between effective and ineffective teams

Effective Teams

- Having common goals
- Paying attention
- Having trust within the team
- Having rules
- Listen to each others ideas
- When there's a conflict, resolve the issue straight ahead
- Leader should listens to what others have to say
- Making sure everyone interacts in meetings
- Rewarding the team

Ineffective Teams

- Ideas are over-ridden and ignored
- Conflict is not dealt with in the right way, making the issue worse
- When someone not being a good leader and making others in the team feel weak.
- Atmosphere is tense
- When discussions are dominated by one team member
- Team not being rewarded for their achievements
- When people are being selfish
- Not having rules

EXAMPLE OF EFFECTIVE TEAMWORK

Rowing is the ideal teamwork sport, it's relying on eight athletes, a cox and coach. They are all relying on each other and all communicate to each other, the coach is the leader who takes ownership of the team, he or she helps the team learn techniques of the sport and how to get from start to finishing line.

The coxswain is responsible for steering the boat and coordinating the power and rhythm of the rowers. He or she is the coach in the boat because the coach can't speak to team when they are in the water.

The stroke seat is the most important position on the boat, he or she sets the stroke rhythm and rate for the other seven members, he or she is the calm member of the crew.

The bow is in authority for giving calls to the other crew members. Bow pair is the two closest to the bow side, who need to keep the steadiness of the course of the boat, where the boat is going. Middle of the group, called the middle crew are the power of the crew (3, 4 & 5) physically the strongest and heaviest rowers are located in the centre of the boat.

The entire team work collectively in thought and body through weeks of intense coaching making sure that absolutely everyone works together in specific unity. Any tiny difference in timing, positioning or way of thinking can have a negative effect on the speed of the boat. You have to have good communication within the team, be motivated, be present and be trustworthy.

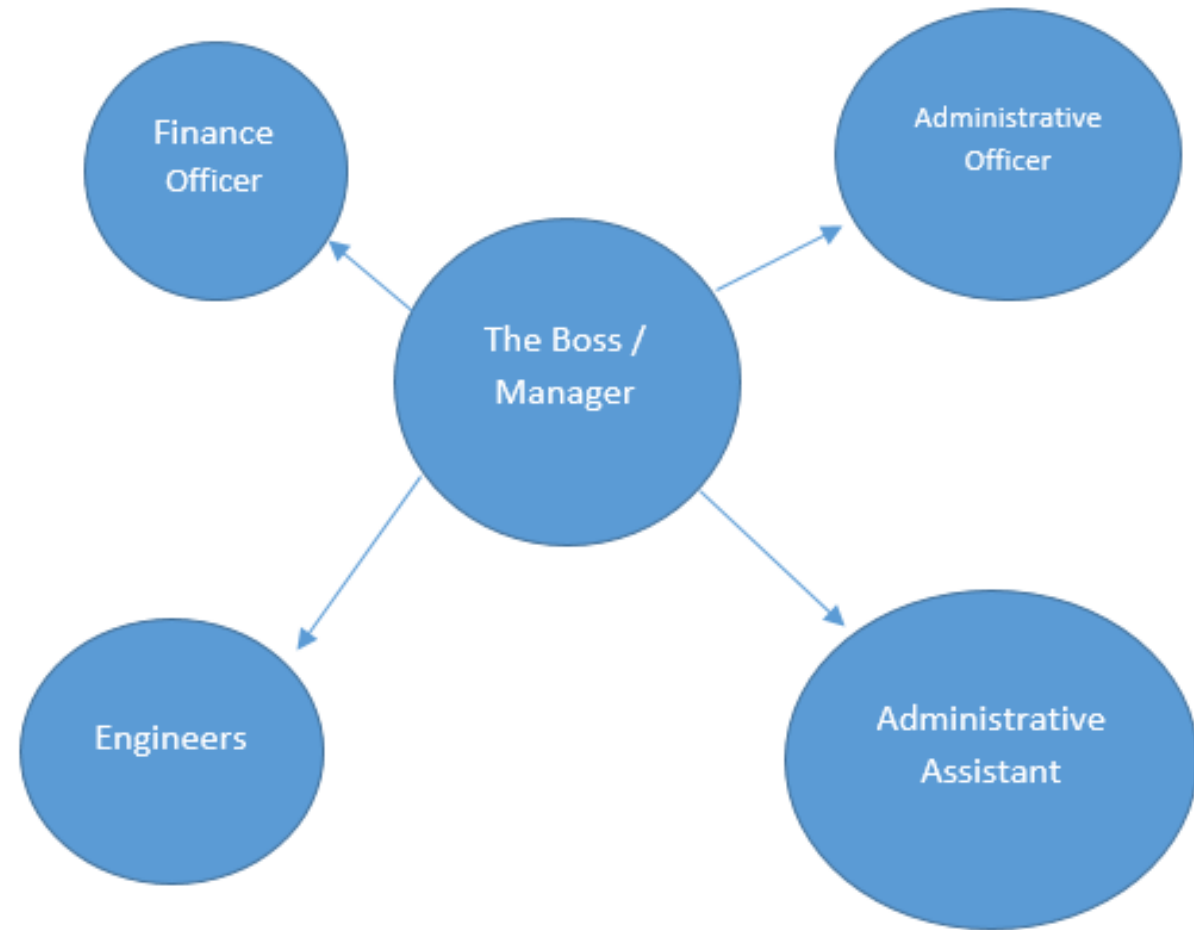


TEAMWORK IN THE WORKPLACE

Working in RT Electrics I work as part of a team, we all have our own roles but all together we are part of a team.

The boss is the leader of us all, it's who we rely on for guidance and support. He lets us know what we need to do throughout the day, if we have a problem we go to him. Administrative officer she does the pays and updates the books. Finance officer does the pays and other things. I am the administrative assistant I normally do the invoices, keeps the emails updated when jobs comes through. Then we have the engineers who rely on us for jobs, support and paperwork.

We are efficient because we communicate well, we have support from our leader, he motivates us and makes sure we are doing what we are suppose to be doing.



BEHAVIOURS WHICH COULD DEVELOP AND MAINTAIN TRUST AT WORK

To build trust at work and maintain it, you have to listen to your co workers. Many organisations don't have much trust in higher up management because they feel like they don't get heard or don't get listened to. By managers giving support, communicating with their staff, you are able to maintain trust within the team. Managers earn trust by being direct and honest, we all have to move together to be the most effective team. Trust means, trusting your colleagues and yourself by doing right for the company. You have to put trust in creativity and passion into your work.

By trusting your colleagues you become a much stronger team and it helps build a relationship.

When knowing right from wrong, apologizing when you know you're wrong, you're gaining colleagues trust. Listening to colleagues and not assuming you know something beforehand, being accountable for your actions when something goes wrong and don't blame others.

Trusting your manager with admiration to your work idea may or may not be a good thing. Letting them know as to how you would need to work and on what you want to work would help manager and you. It's vital to be careful while trusting individuals at work.

THE DIFFERENCE BETWEEN TEAMS AND GROUPS

A group is a series of men and women who coordinate their individual efforts.

We all belong to groups or teams; being in a group is part of everyday life. Although the two terms group and team both refer to some people who share a joint trait, there is a small difference between group and team, especially in a management and business big image. The main difference between group and team is that the members of a group share common traits but members of a team share a shared goal or purpose. A team is a group, but not every group is a team.

The needs must be difficult and particular so that every member can understand how they make contributions to the success of the team.

An exact tactical layout outlining the persistence, standards, requirements and areas of the team becomes the glue that fixes the group collectively and helps really change them into a team.

Involvement in emerging that plan helps to build understanding, agreement, and commitment. As a leader, you use the plan to set opportunities for people and the team as a whole.

A team has members who work together on a specific common goal to produce an end result for their business. A group is two or more individuals who are dependent in their actions and may or may not work in the same department.

EFFECTIVE DELEGATION

- Making sure you give help before giving out tasks
- Delegating out tasks your showing a clear sign of respect for others in the team
- Helps others develop new skills
- Sign of a strong leader
- Delegating the right task to the right person
- Provide training if needed
- Check over the work and give the right feedback
- Trust and fairness

TUCKMAN TEAM DEVELOPMENT

The five stages of team development...

by Bruce Tuckman in 1977

Forming: This is where everyone in the team is getting to know each other, discussing ground rules, what roles everyone is going to do. What the goal is, discussing peoples interests, skills and background.

Storming: Is realising people flaws, the feeling of excitement has worn off. Personalities might clash, you become aware of peoples appearances, they may start to irritate you.

Norming: The team starts to settle down into a security, they may knowledge a few conflicts as does the storming stage. People in the team start to notice and appreciate their team members strong points.

Performing: People are starting to understand what they are doing and able to get on with it, without help. Members of the team know what there job is within the team, some members are nearly ready to finish.

Adjourning: The task is completed, you should celebrate the teams positive accomplishments. Important to be aware of the development, growth of the group as a whole.



TRUST BEHAVIOURS

1. Should always be honest and tell people where they stand. Don't be cunning and don't give wrong impression.
2. By showing that you care and showing concern for someone else your being trustworthy. Be real and kind.
3. Don't be close off, let people in and be genuine.
4. Apologize when you know your in the wrong and right your wrongs.
5. Give praise when needed and show loyalty.
6. Show your accomplishments and show people you're a winner not a loser.
7. Can always learn new things, get feedback from others and thank them for it.
8. Be able to take concerns head on, don't be afraid to tell it as it is when something has failed.
9. Always discuss stuff within the team, be able to give someone feedback so they are able to know how to improve.
10. Should be able to hold others and yourself accountable when someone gone wrong, being a leader is about bring out the best out of someone.
11. Always listen to other peoples ideas, trust them and don't assume you have all the answers.
12. When you tell someone your going to do something, make sure you do it. You should always keep obligation.
13. You should always extend trust profusely to individuals who have earned it.

BELBIN TEAM ROLES

The Belbin 9 team role is to help fit people into their right roles when it comes to being in a team.

Plant is someone who is the creative one of the group, who gives the good ideas and help solve hard problems but their communication is not that good.

Resource investigator is a ball of energy and likes to discover new prospects. Can lose interest fast and lose their confidence.

Co-ordinator has to be confident and mature. They can be seen as manipulative.

Shaper is self-motivated and prospers on burden. They can insult people feelings.

Monitor evaluator is tactical and judges correctly but lacks ambition and skill to motivate others.



Team worker is someone who is diplomatic and co-operative but indecisive when under pressure.

Implementer is always consistent and is organised but sometimes flexible.

Completer finisher is someone who looks for mistakes and is very nervous. Unenthusiastic to representative.

Specialist is very single-minded and enjoys to dwell on details.

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