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Assignment Title: Effective Team Working

Slide 1: Tips to Be Covered

- Stages of group development (Tuckman's theory)
- Successful team development
- Benefits of Team working
- Advantages and Disadvantages of team working
- Ways Successful teams last

Slide 2: Stages of group Development According to Tuckman's theory

(Forming)

Forming

- Feelings
- Behaviors
- Team tasks

Notes: The Tuckman's theory outlines stages of group development and the first stage is known as forming. At the forming stage, group members usually have the feelings of excitement of being part of a team and the goals ahead. They may also have feelings of anxiety as they figure out their role and importance in the group. This stage is also characterized by behaviors, such as asking a lot of questions from team members as they express their anxiety concerning their role in the team. Some of the team tasks at this stage are the creation of team

structure, goals, roles, and direction. It also involves carrying out an orientation and outlining team expectations (Stein, n.d) .

Slide 3: Stages of group Development According to Tuckman's theory

(Storming)

Storming

- Feelings
- Behaviors
- Team Tasks

Notes: The feelings at this level are no longer about excitement and expectations as before but of frustrations and anger due to the team's progress. Some members may raise the issue of not being able to meet the team's goals. At this stage members are keen to observe how the team handles conflicts and responds to differences. Behaviors at this level are less polite due to frustrations and disagreements of goals, roles, and expectations. Some of the frustrations includes the constraints hindering team's progress. Some of the team's tasks at this level include refocusing of the team's goals and breaking them into smaller achievable steps. It also includes a redefinition of the team's tasks, roles, and goals that can alleviate the frustrations that team members may have undergone during the storming stage (Stein, n.d).

Slide 4: Stages of group Development According to Tuckman's theory

(Norming)

Norming

- Feelings
- Behaviors
- Team tasks

Notes: The feelings of team members at this stage are about resolving the discrepancies experienced between individual expectations and the reality of the team's experience (Stein, n.d). At this level members become comfortable in expressing their actual feelings and ideas as a result of the flexible and inclusive norms set in the group. Thus, members begin to appreciate the contribution of others, which makes the team stronger.

Some of the common behaviors at this stage involve members resolving issues within the team to create harmony (Mihai & Mihai, 2016). Another behavior is the setting of ground rules and practices that will run the team. Team members also start developing their personal language such as nicknames or internal jokes. Additionally, the team tasks at this stage include increased productivity towards the team's goals at a personal and collective level. Also, the team participates in evaluation of the progress and productivity level of the team (Stein, n.d).

Slide 5 : Stages of group Development According to Tuckman's theory

(Performing)

Performing

- Feelings
- Behaviors
- Team tasks

Notes: At this stage, members have a feeling of satisfaction concerning the progress of the team. The group members are more aware of each individuals' strengths and weaknesses and they have a feeling of attachment and satisfaction with the effectiveness of the group. Besides, members start to feel more confident in the personal abilities and those of others in the team (Stein, n.d).

Behaviors at this stage include prevention and the solving of problems that arise against achievement of their goals. Members begin to develop the "can do" attitude and differences among the members is appreciated. It also includes high commitment to the mission of the team at a competent level. Other activities include development of personal skills and knowledge through continuous improvements and appreciation of accomplishments (Stein, n.d).

Slide 6 : Stages of group Development According to Tuckman's theory

(Adjourning)

Adjourning

- Feelings
- Behaviors
- Team tasks

Notes: At this final stage, team members may feel concerned about various impending dissolutions for the team. Particularly, they may feel anxious due to uncertainty concerning their personal responsibilities and future roles. Others may have feelings of sadness due to the changes happening to the relationships within the team. Others may have feelings of accomplishment and satisfaction. Ideally, members will have different emotions towards the ending of the team (Stein, n.d).

Behaviors at this level include negligence to tasks in the team while others may high a high level of productivity in response to their sense of loss and sadness. At this stage, the team has three tasks; to complete remaining work and any deliverables; to evaluate the teamwork and identify the lessons learnt; to celebrate the contributions of every member and the team's accomplishments (Stein, n.d).

Slide 7: Successful Team Development

10 Steps of building a strong team

- Understanding responsibilities
- Covering the Belbin roles

- Creating common goals
- Dealing with change
- Handling conflict
- Sharing of information
- Sharing of ideas
- Development of trust
- Adapting suitable leadership style
- Socializing

Notes: A strong team is built when members have a clear understanding of their roles and what is expected of them. It is the responsibility of the team leader to ensure that every member covers the Belbin 8 roles. Besides, the team should always be prepared for the worst-case scenario that could demand a change of plan or direction. There should also be a clear plan on how to handle conflicts and earn trust among team members (Mercer, 2019). The team should also be free to share information and ideas with each other on how to improve tasks and achieve success (Morgan, 2016).

Slide 8: Benefits of Team Working

- Increased productivity
- Offers a support network
- Encourages innovation
- Increases morale

- Builds lasting relationships
- Increases flexibility

Notes: Productivity in a team is achieved through the sharing of workload equally and according to the strengths and skills of a person. Support network is essential for a team as members are able to focus on the goal and efficient completion of their work. Better things, such as innovation and creativity arise when people pull their ideas together, especially during brainstorming. It is at this point that solutions to problems are achieved. Team work also increases morale among team members through the sharing of workload and collaborating with one another (Guest, 2015). It promotes a sense of accomplishment and achievement of goals. As a result, lasting relationships are established and the work schedule becomes more flexible (Maund et al., 2017).

Slide 9: Advantages and Disadvantages of Teamworking

Advantages;

- Improved results
- Shared work
- Flexible and empowered workforce

Disadvantages;

- Time delays
- Team conflict

Notes: Improved results are obtained the increased workload and quality of ideas that a team generates. Team members are able to evaluate the strengths and weaknesses of ideas thus being able to choose the best. Shared work involves distribution of responsibilities to members hence promoting personal accountability and employee commitment to their roles (Cook, 2009).

Organizations that have team-based culture have increased flexibility compared to those with traditional structures. In particular, employers can reshuffle employees into various teams for maximum utilization of their talents and skills. However, teamwork experiences the challenges of time delays due to increase of work activities and extensive decision-making process. Team conflicts also arise as a result of different personalities put together (Maund et al., 2017).

Slide 10: Ways Successful Teams Are Built to Last

- Being aware of how to work
- Familiarizing oneself with the team members
- Defining roles and responsibilities
- Being proactive with feedback
- Acknowledging and rewarding
- Celebrating success at all times

Notes: Team leaders are required to be aware of their leadership styles and techniques to determine if they are effective or not. At this point leaders are also required to evaluate themselves and identify areas of improvement. Second,

leaders should strive to know every member of their team to understand their needs and embracing individual differences (Grainger, 2020). Third, leaders are advised to define individual's roles and responsibilities because some may be outside the job descriptions. Being proactive with feedback is essential as it aids the team to stay on track and keep on improving. Acknowledgement and rewards are a sign of respect and appreciation to individual's efforts and it keeps them motivated. Lastly, a leader should always celebrate success by reflecting back and appreciating the work done (Maund et al., 2017).

References

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