

## TEAM WORKING

### **What is team?**

*Team has a common goal. Eg: Cricket team, relay team*

### **What is group?**

*There may be many <sup>teams</sup> groups within the <sup>group</sup> team. Individual members in group can have different goals. Eg: Olympic team*

### **What is team work?**

*A joint action by a group of people in which every body's interest is to achieving common goal.*

### **What is team Dynamics?**

*Team Dynamics are the unseen forces that operate in the team between different people or groups*

### **How team dynamics effect for team performances?**

*Some time those unseen forces will be increased the performances of the team, and sometimes it will become hindrance to the team performances. Therefore, good leader should be able to identify those unseen forces and use it effectively for increase the performance of the team.*

### **What are the benefits of working as a team?**

- Enhance team moral
- Enhance team output
- Enhance productivity
- Increase level of commitment
- Increase communication
- Increase the level of confidence

### **What are the qualities/skills of good leadership?**

- To be bold (Brave, Courageous, Confident)
- A good planner
- A good listener
- A good risk taker
- A good visionary capacity
- A good organizer
- A good motivator
- A good critical thinker
- A good decision maker
- Good communication skills
- Ability to select good team
- Ability to stand against critics
- Action speaks louder than words

### **Advantages of team work**

- Sharing of ideas
- Motivational - not wanting to let the team down. Shared targets and aims for the team to meet.
- Employees needs - employees have social needs; go to work not just for the money but for human contact with workmates etc. Employees can therefore be happier in a team.
- Support - eg: more experienced members can help, mentor and develop the less experienced members.

### **Disadvantages of team work**

- Not all work is suited to working in a team - there are some one man tasks.
- Teams can cause conflicts eg personality clashes between members.
- The contribution of quieter members of the team can get crowded out by members with larger personalities. Some good ideas can get lost this way.
- Team mentality. Workers start to identify just with their own team and this harms relationships between different teams and departments and harms communication in the organisation.

### **Characteristics of effective teams**

**An effective team has the following characteristics:**

- Common sense of purpose;
- Clear understanding of the team's objectives;
- Resources to achieve those objectives;
- Mutual respect among team members, both as individuals and for the contribution each makes to the team's performance;
- Valuing of members' strengths and respecting their weaknesses;
- mutual trust;
- Willingness to share knowledge and expertise;
- Willingness to speak openly;
- Range of skills among team members to deal effectively with all its tasks;
- Range of personal styles for the various roles needed to carry out the team's tasks.