



ICLED Business School

Career Development Program

Track3:CareerPlanning •••• Module1

TEAMWORK

Teamwork

At the end of this module, students should be able to:

- ➡ Demonstrate an improved collaboration skills
- ➡ Cultivate an enhanced problem-solving abilities
- ➡ Gain insights into the various roles within a team and how to leverage these roles for maximum productivity.
- ➡ Imbibe effective leadership skills and techniques that promote team cohesion and motivation.
- ➡ Give constructive feedback for fostering a culture of continuous improvement within the team.

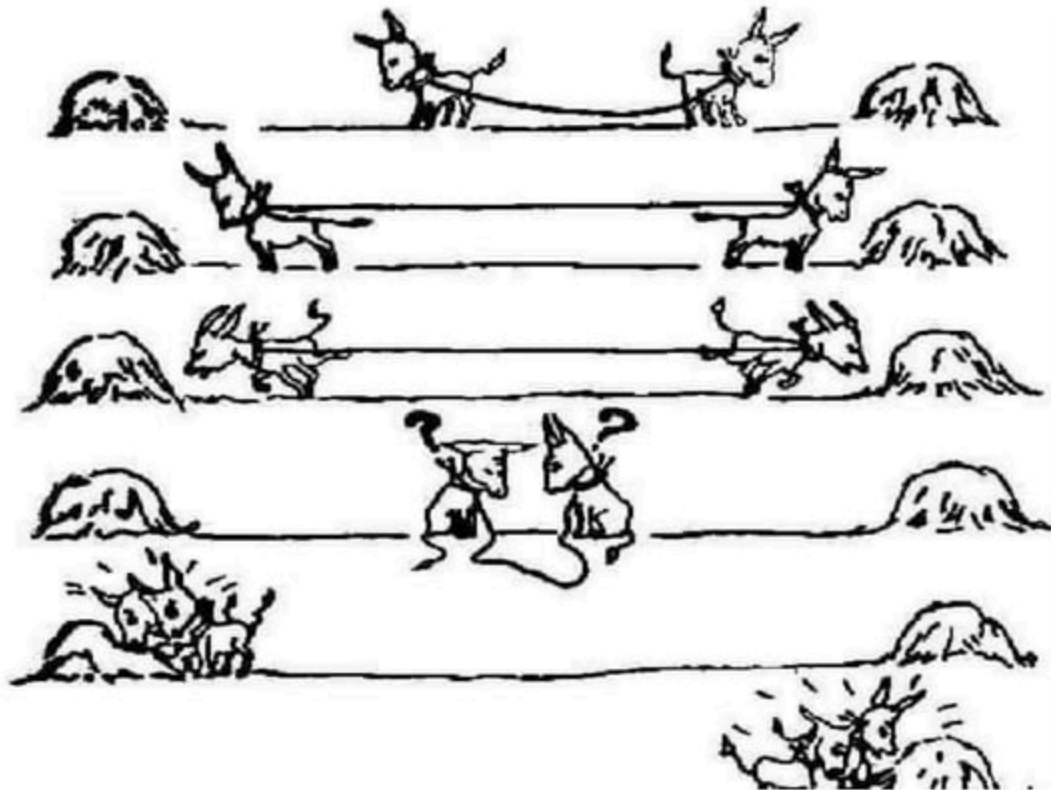


**We define a team as
“A group of people,
who have a commitment
to produce a result”.**



“The ability to cooperate and communicate effectively with others to achieve a common goal.”

Importance of Team Work



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When teams are working well it can be very enjoyable and bonding experience.

Most people enjoy working with others. Man is after all a social animal!

Benefits of Team Work

- 
- A graphic showing eight blue 3D human figures standing around a large puzzle that spells out 'TEAMWORK'. The puzzle is composed of eight interlocking pieces in various colors (red, yellow, green, blue). The letters are arranged in two rows: 'T E A M' on top and 'W O R K' on the bottom. The figures are positioned around the puzzle, with some standing on top and others underneath, suggesting they are working together to complete the task.
- Quick Solution.
 - Improved productivity.
 - Distribution of work load.
 - Diversity of Ideas.
 - Better decision.
 - Motivation.
 - Learning.

Stages on Team Development

➤ **Stage 1: Forming**

➤ **Stage 2: Storming**

➤ **Stage 3: Norming**

➤ **Stage 4: Performing**

➤ **Stage 5: Adjourning**



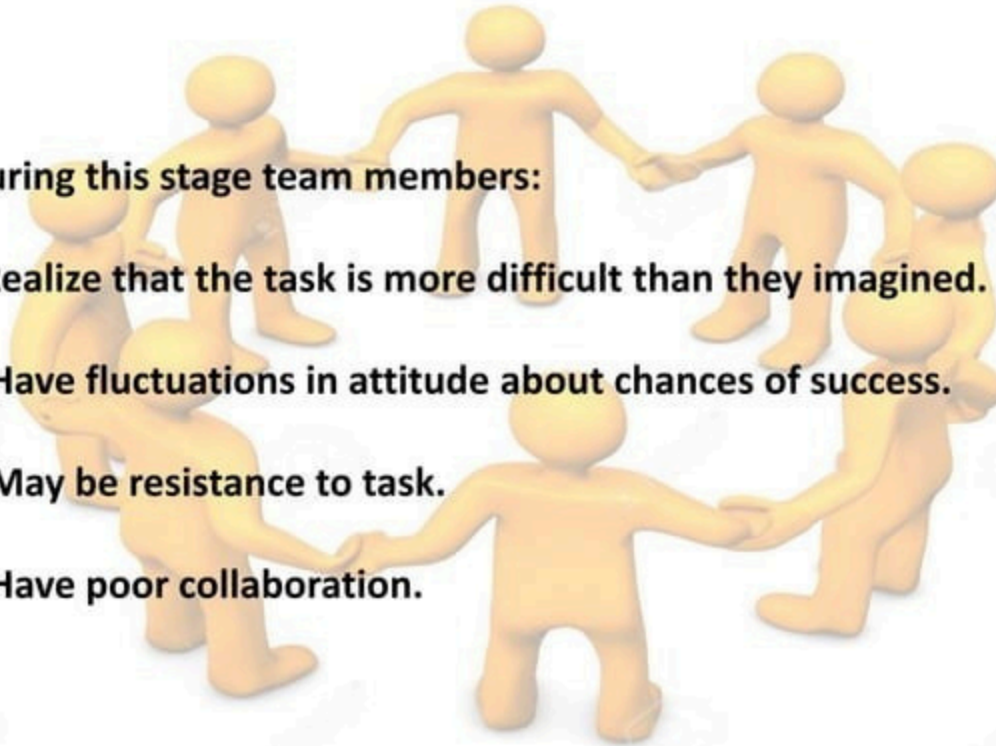
Stage 1: Forming

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- **Determining individual roles.**
 - **Develop trust and communication.**
 - **Develop norms.**
 - **Task.**
 - **Define problems and strategy.**
 - **Identify information needed.**

Stage 2: Storming

➤ During this stage team members:

1. Realize that the task is more difficult than they imagined.
2. Have fluctuations in attitude about chances of success.
3. May be resistance to task.
4. Have poor collaboration.



Stage 3: Norming

➤ During this stage members accept:

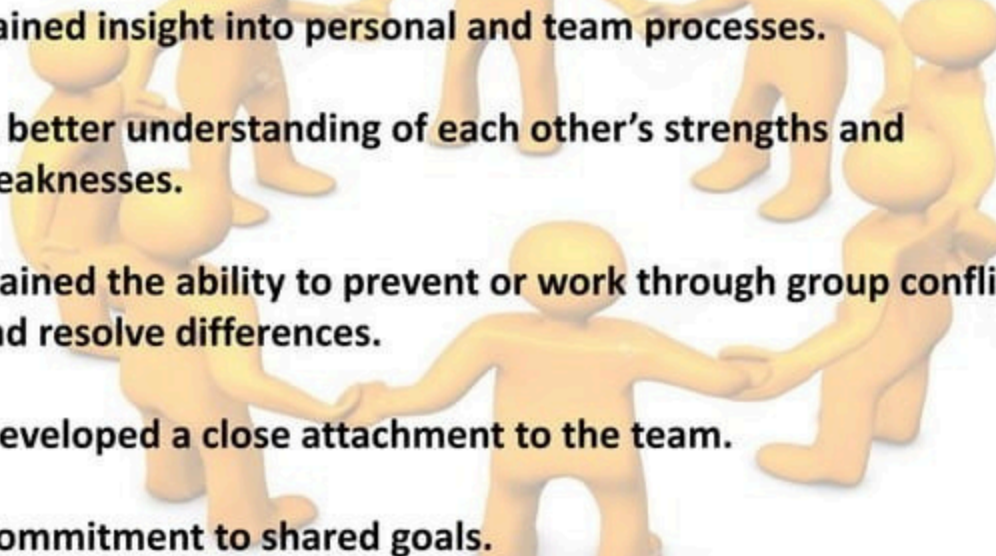
1. Their team.
2. Team rules and procedures.
3. Their roles in the team.
4. The individuality of fellow members.

➤ Team members realize that they are not going to crash-and – burn and start helping each other.



Stage 4: Performing

➤ Team members have:

1. Gained insight into personal and team processes.
 2. A better understanding of each other's strengths and weaknesses.
 3. Gained the ability to prevent or work through group conflict and resolve differences.
 4. Developed a close attachment to the team.
 5. Commitment to shared goals.
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Stage 5: Adjourning

➤ During this stage :

1. It is important to achieve closure for the group on a positive note.
2. It is therefore important to recognize the group members for their accomplishments and celebrate the group's overall success.

Examples of Team Work



Wisdom of Geese



Team characteristics

- 1 Work Effortlessly
- 2 Trust
- 3 Good Communication
- 4 Supportive
- 5 Participation
- 6 Innovative
- 7 Motivation

Lesson 1: First of All, Knowing Your People

First of all, you need to have a good understanding of your people. Spend time with them. Talk to them. This way, you will come to understand what they care for individually. You will also discover what makes them come alive. That is very important if you wish to win them over and initiate an organization that uses teamwork to its fullest potential!

TEAM
WORK





**Teamwork: Simply stated,
it is less me and more we.**

Lesson 2: Choosing the right team members

Each person should be given the responsibility for handling a proper situation. If all members will interfere in every aspect of the work being done, then it may lead to ruin the output of the team. These are the facts that you should look at while concerning about teamwork or else your team work can lead the way to downward. So be cautious while choosing good team members.



Coming together,
sharing together,
working together,
succeeding together.

TEAMWORK



Lesson 3: Having one common goal

Hence, there must be one common goal for the group and each individual act should complement the actions of the other members of the team and vice versa. Each member of the team must be able to sacrifice whatever personal views and interests he may have for the interest and efficiency of the team. Making the team more effective goes beyond whatever you can achieve individually.



When we have a sense of community
and focus, we create trust and can
help each other to achieve our goals.



Lesson 4: Developing teamwork requires commitment

It is a two-way street. The managers and leaders have to take the lead and the employees have to respond. This way, there will be cohesiveness and better harmony in the organization. When that is done, the employees can simply come together, talk and pursue the goals of the organization. They can also become more loyal to the organization in this way.



" Individual commitment to a group effort - that is what makes a team work a company work, a society work, a civilization work."
- Vince Lombardi (1913-1970)



Lesson 5: Sharing Information

When a team has reached this stage in its development, it can handle even greater levels of pressure and performance and should be stretched for higher levels of achievement. The management at this stage of the team's development should push for even more opportunity and information sharing and should create even more important sales projects for the team to work on.



"A team is more than a collection of people.
It is a process of give and take."

- Barbara Glacel & Emile Robert Jr.

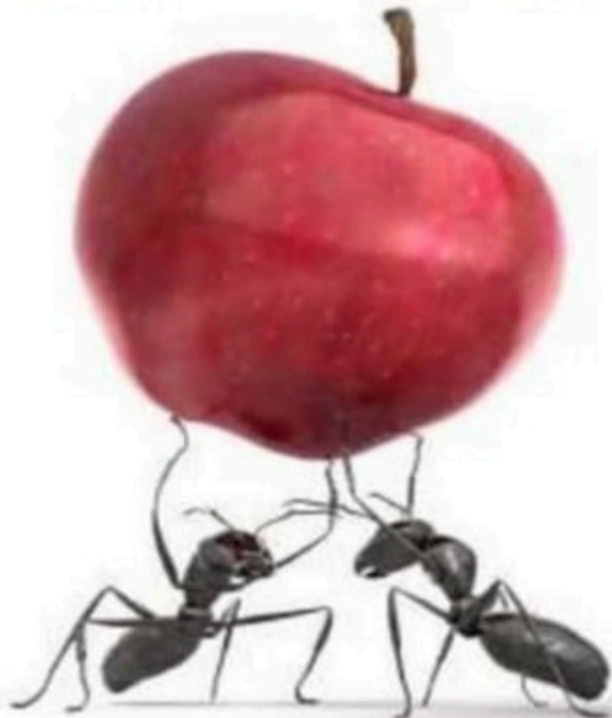


Lesson 6: Empowering the team

Making your employees feel like they are a valuable part of the team. Everyone needs to receive positive feedback at times so that they understand that they are an important, contributing team player. It will make a world of difference and if anything, you will find that it only increases and enhances the strength of your team member which in turn improves the whole team.



"An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success."

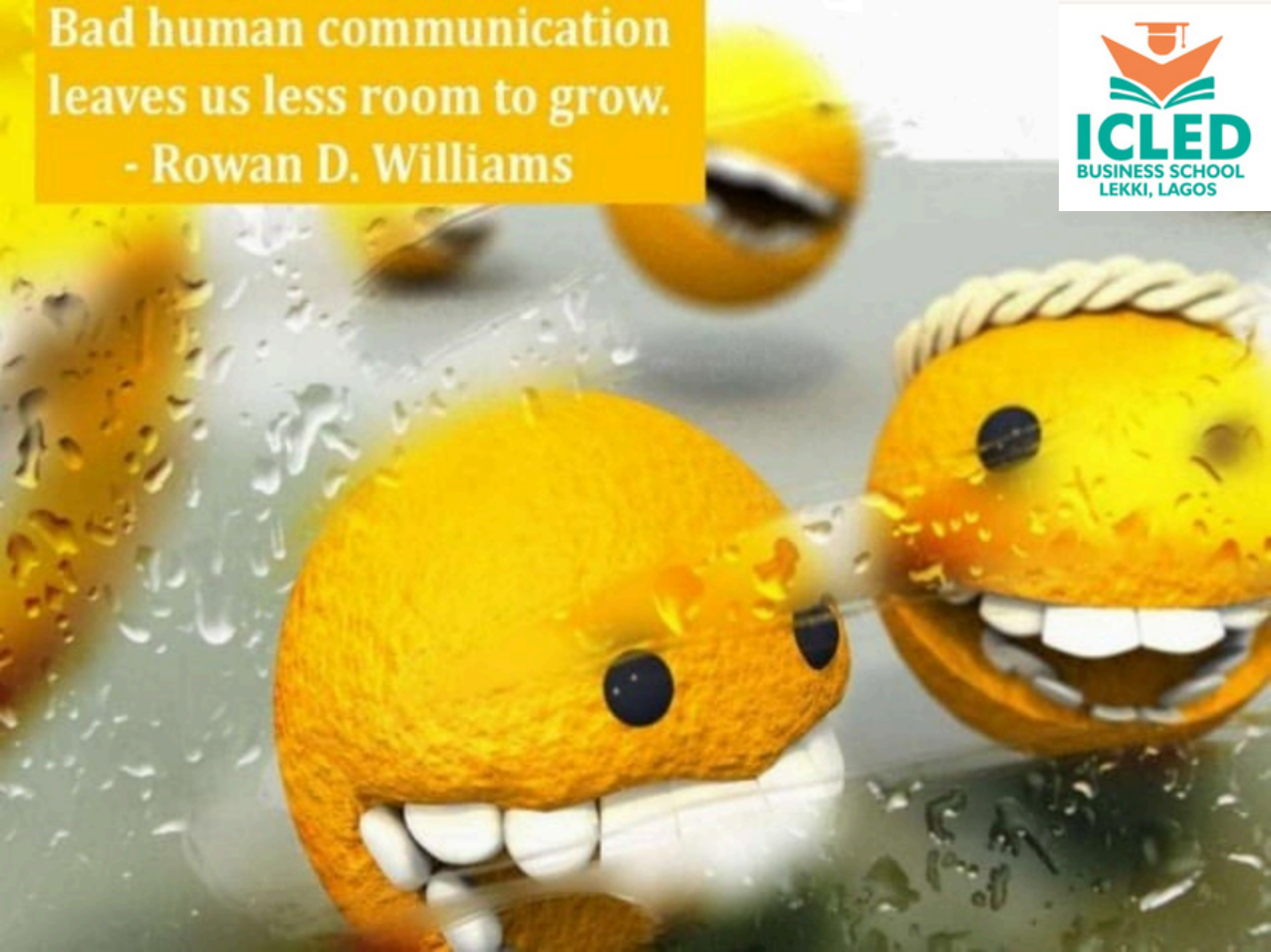


Lesson 7: Facilitating open communication

Imagine a team whose members communicate? Sure, they talk during team meetings and then work afterwards but they fail to update each other and fail to seek counsel together. Such a team is on the verge of failure. When there is openness and free communication in the team, it is easier to get things done. It is therefore the job of the leader to facilitate open communication.



Bad human communication
leaves us less room to grow.
- Rowan D. Williams



Lesson 8: Creating problem solving environment

A problem solver can help a team when they are in a bind. A problem solver can come up with resources when a business is out of funding to buy more. He or she can find ways to use the current resources within a company. They can think of ways to handle and deal with problems in a creative way. A problem solver is a good asset for business teamwork.



Thomas Edison, when asked why he had a team of twenty-one assistants, "If I could solve all the problems myself, I would."



Lesson 9: Measuring teamwork performance continually

Teamwork performance has to be measured regularly so as to ensure that these teams are truly working for the benefit of the organization. You have to work toward protecting the interests of the team members while delivering excellent results! That is the sure way to excellent teamwork performance.



**"It is an immutable law in business that words are words, explanations are explanations, promises are promises but only performance is reality."
- Harold S. Geneen**



Lesson 10: Sharing the outcomes together


Being a team means sharing the responsibility. That is why it is also important to share both losses and victories. A team has to remain a team whether they are winning or losing. It is in the support of one another that you can all learn by experience and grow together as a team. Understanding teamwork is necessary for any and every business that hopes to benefit from it.



Teams share the burden and
divide the grief. - Doug Smith



Communication within Team



When the team doesn't work, 99 out of 100 times there is a communication break.

Effective communication is a vital part of any team.

To create a successful team, effective communication methods are necessary for both team members and leaders.

Clear Job description

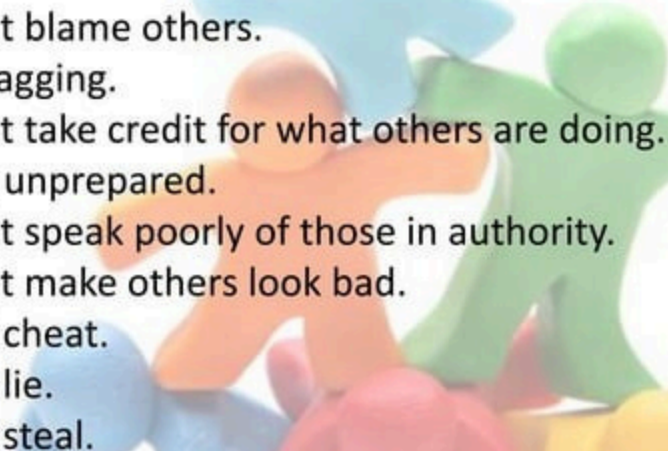
- ✓ Team goals
- ✓ Who in the team responsible for what.
- ✓ Timelines or SLA.
- ✓ Performance Matrix.

Communication – Do's

- ✓ Support Group Member's Ideas.
- ✓ If there is a problem, talk.
- ✓ Listen actively.
- ✓ Get involved.
- ✓ Be proactive, than reactive.
- ✓ Give and take feedback.
- ✓ Be open.
- ✓ Have fun.



Communication – Don'ts

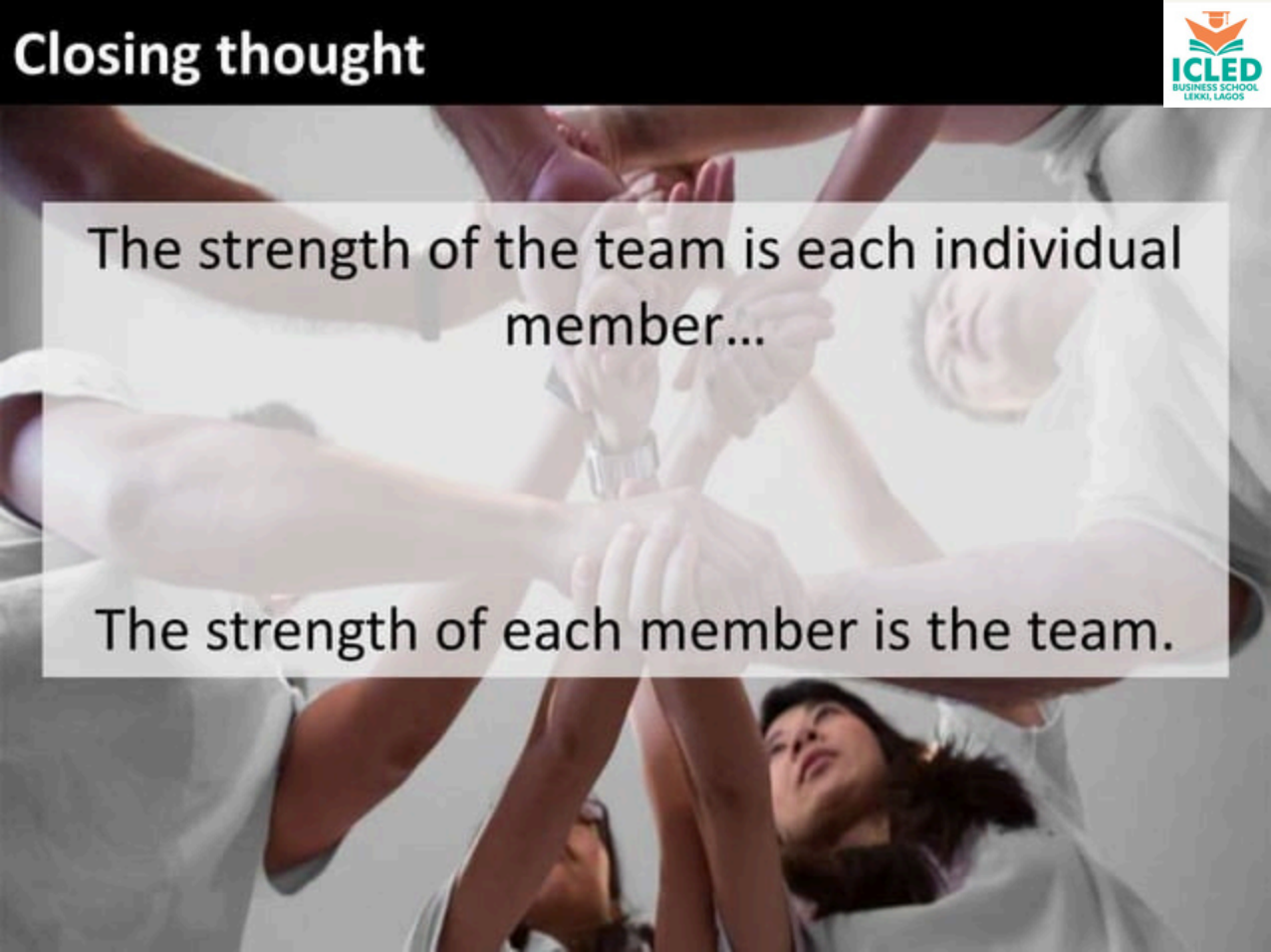
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- ✓ Do not blame others.
 - ✓ No Bragging.
 - ✓ Do not take credit for what others are doing.
 - ✓ Being unprepared.
 - ✓ Do not speak poorly of those in authority.
 - ✓ Do not make others look bad.
 - ✓ Don't cheat.
 - ✓ Don't lie.
 - ✓ Don't steal.

Class Activity: The Rabbit and Turtle Race Story - Video

**The POWER of a TEAM
Together Everyone
Achieves More!**



Closing thought



The strength of the team is each individual member...

The strength of each member is the team.

**QUESTION
PLEASE**

