Teamwork Skill

Soft-skills

Why ?

- Why have to work in team?

Complete	• Noone can do everything
On time	• Broken down the tasks/jobs
Effictive	• Right people right work
Better	• Better decission
Creative	• More creativities
Spirit	• Strong close-knit & More motivation
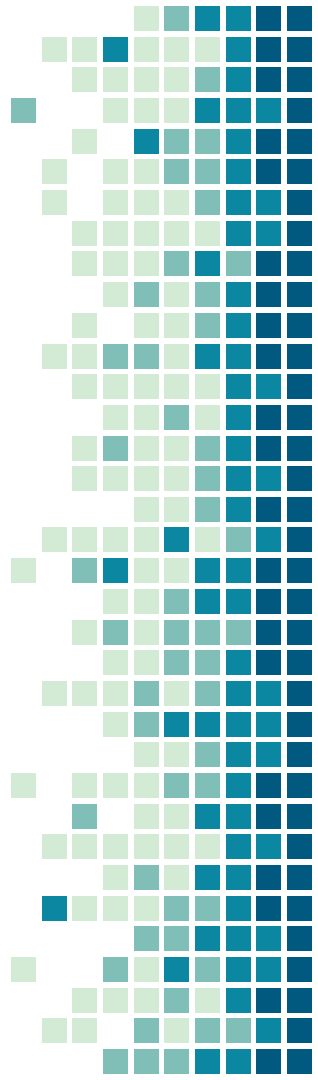
Work in Team

*" **What are the *difficulties* of group work ?**

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Agenda

- Introduction
- Effective of Working Group
- 4 Stages of Team Formation
- Team Rules
- Team Roles

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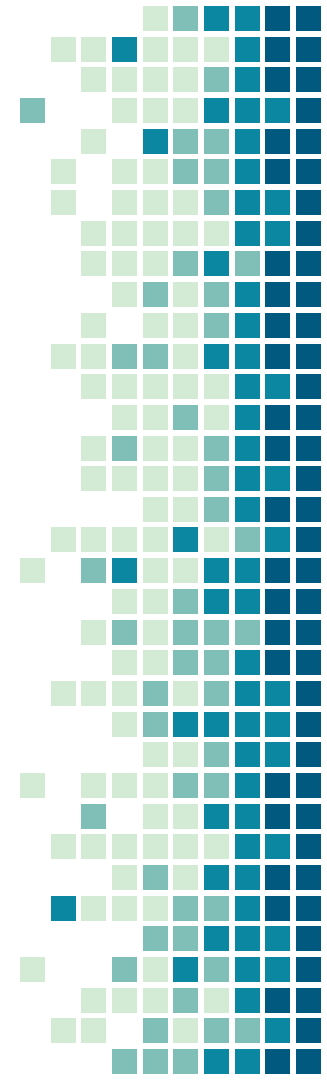
TEAM

TOGETHER

EVERYONE

ACHIEVES

MAGIC

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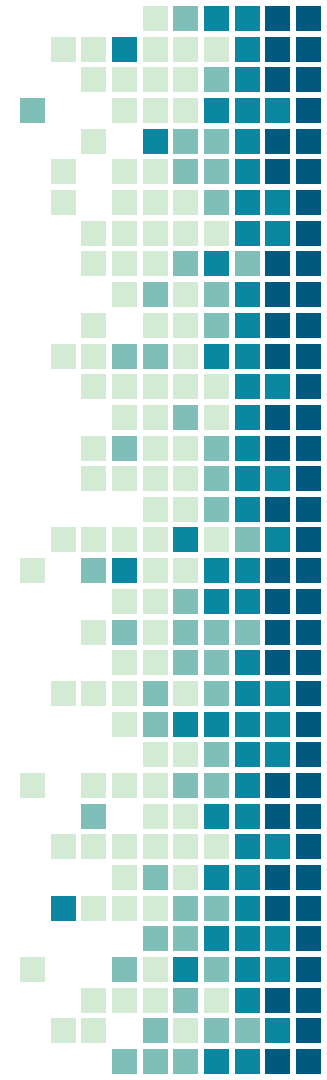
Introduction Lessons from geese

+71%

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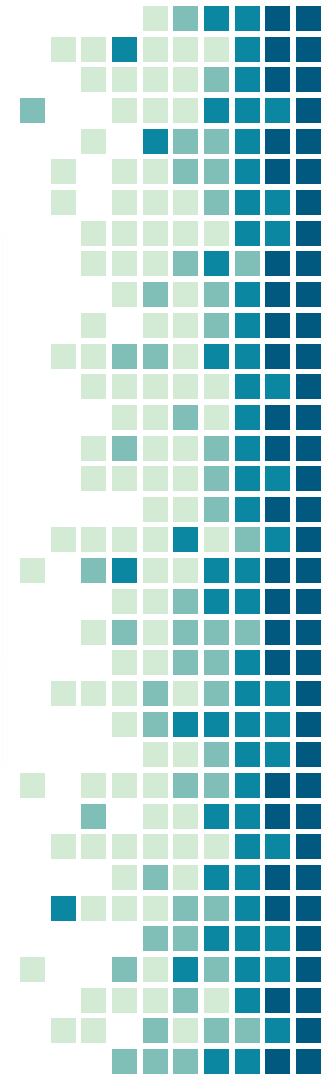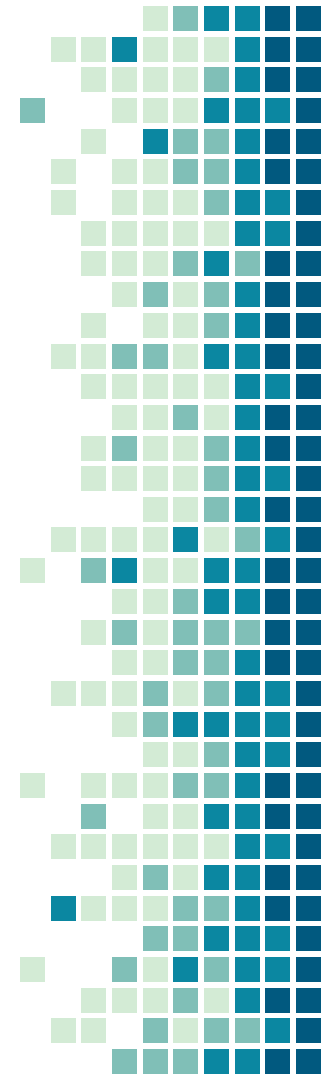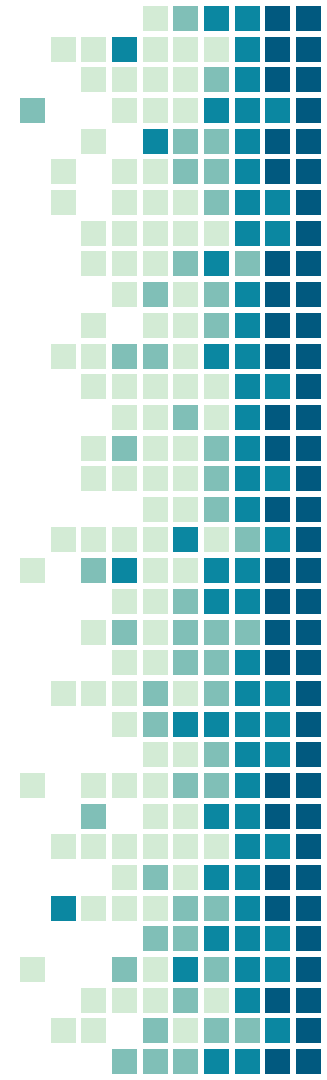
Introduction

- Discuss and Draw the lessons from geese

- Duration: 7 minutes

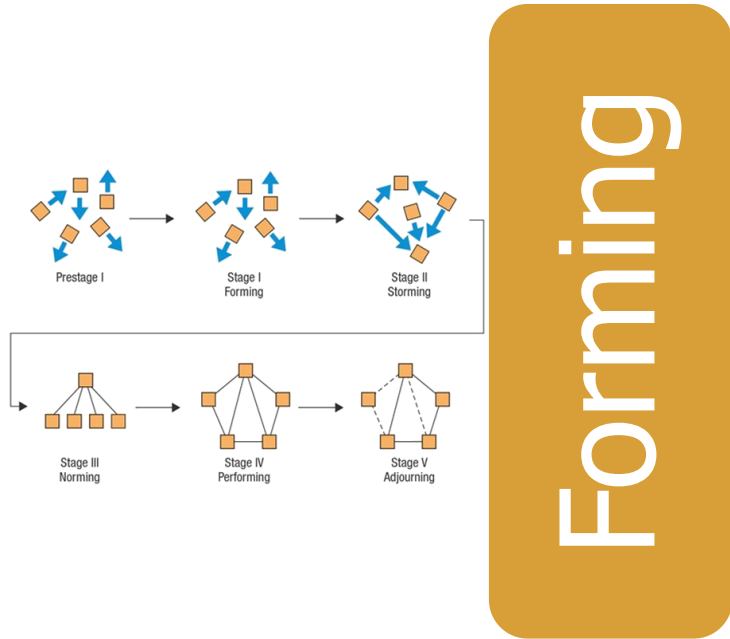# Discussion

What is a good team ?

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Stages of Team Formation

- Forming
- Storming
- Norming
- Performing
- Adjourning

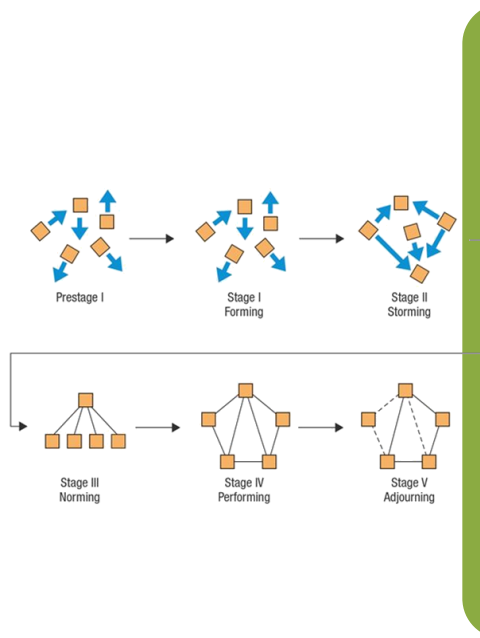*Source: https://slideplayer.com/slide/7978909/*
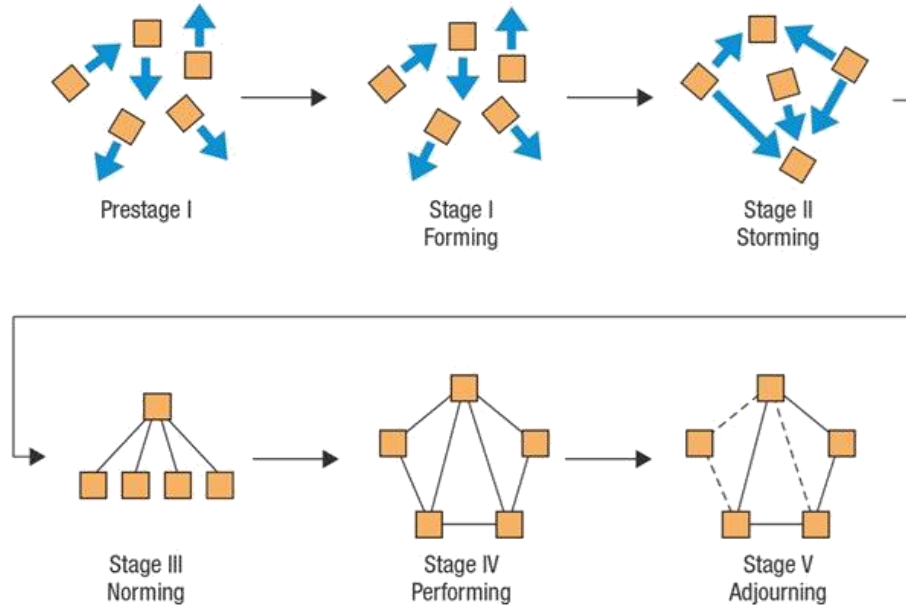
Tuckman stages of group development

Forming

- Organized and Orientation
- Team Leader Guidance
- Unknown Team's objectives
- Unknown expectation for each member

https://www.toolshero.com/management/tuckman-stages-of-group-development/
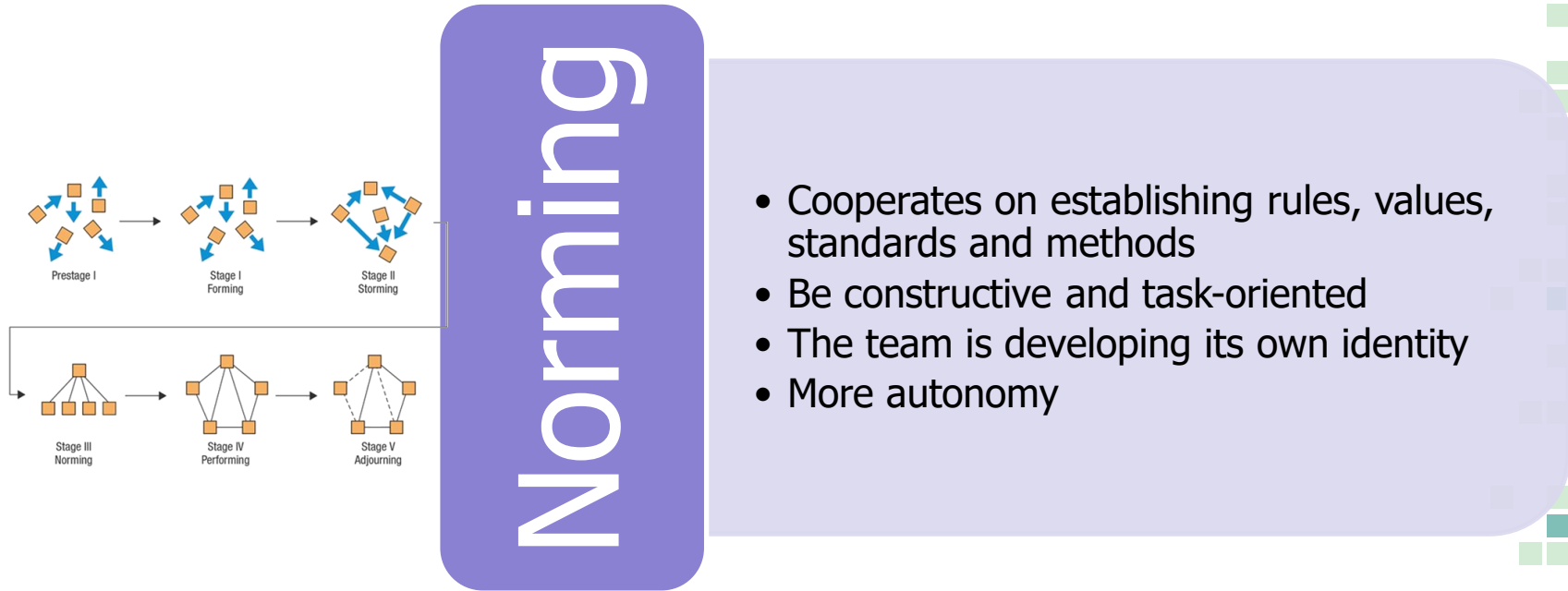
Tuckman stages of group development

Storming

- Be more close-knit
- Conflicts arise
- Individual personalities emerge
- Hesitate to voice opinions

- Need guiding role of team leader
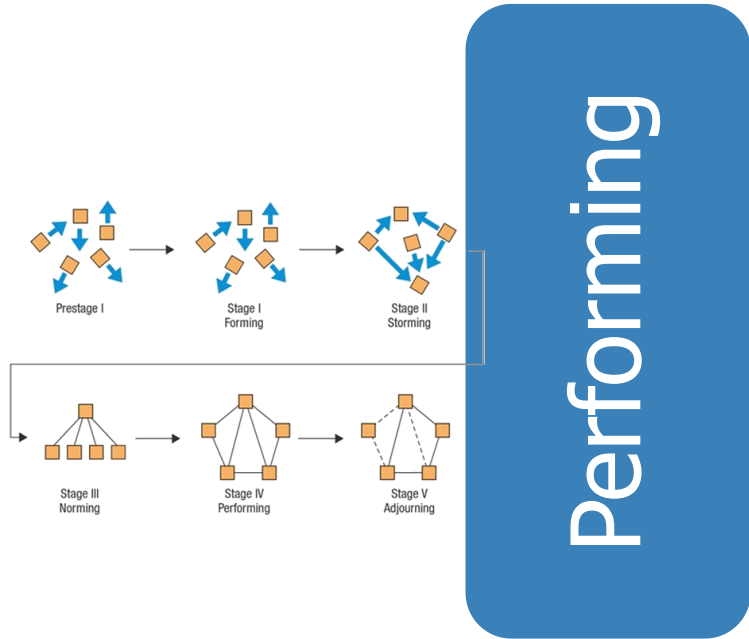- Freely speak and be open-minded
- Tolerant attitude

https://www.toolshero.com/management/tuckman-stages-of-group-development/

Tuckman stages of group development

Norming

- Cooperates on establishing rules, values, standards and methods
- Be constructive and task-oriented
- The team is developing its own identity
- More autonomy

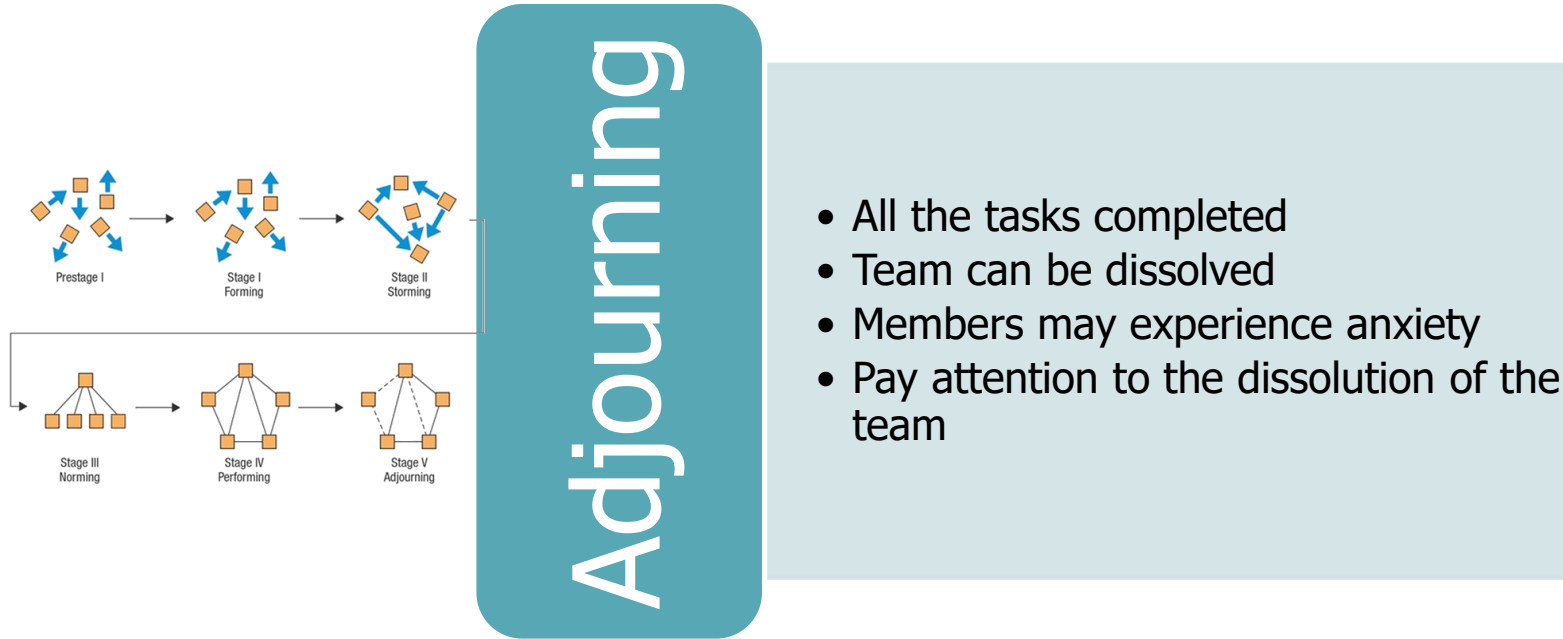https://www.toolshero.com/management/tuckman-stages-of-group-development/

Tuckman stages of group development

Performing

- The team functions as a unit
- Work together towards goals and objectives
- The team functions excellently
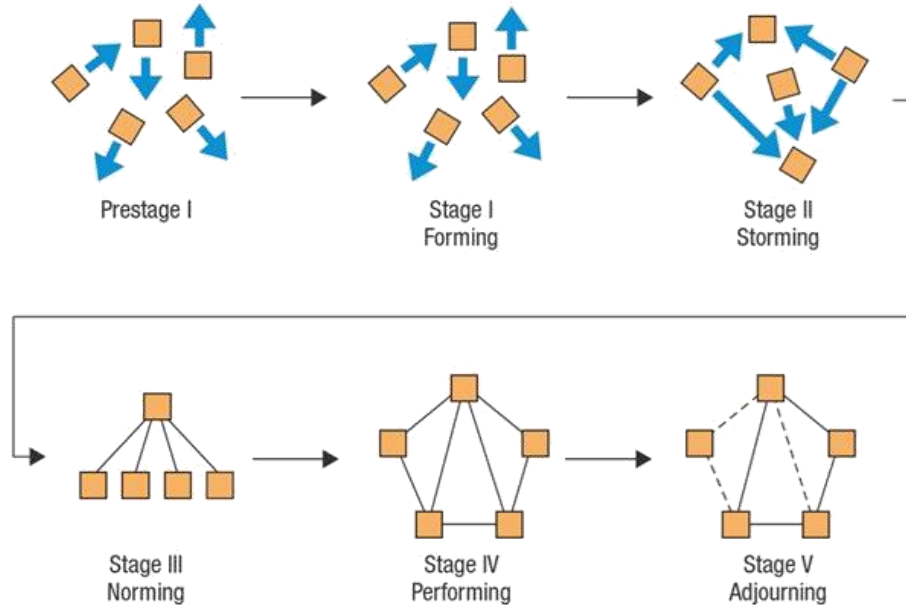- Capable of making decisions independently and autonomously

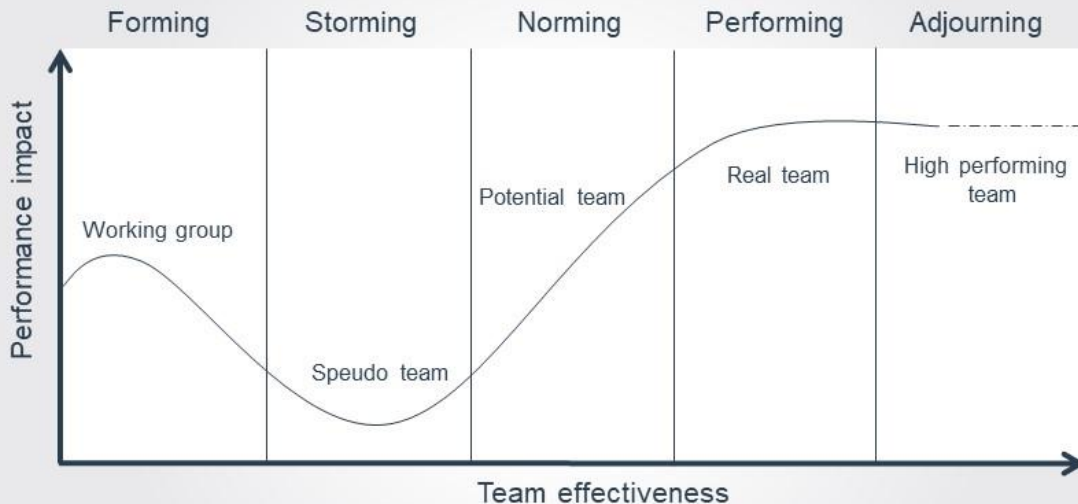https://www.toolshero.com/management/tuckman-stages-of-group-development/

Tuckman stages of group development

Adjourning

- All the tasks completed
- Team can be dissolved
- Members may experience anxiety
- Pay attention to the dissolution of the team

Stages of Team Formation

- Forming
- Storming
- Norming
- Performing
- Adjourning

Source: https://slideplayer.com/slide/7978909/

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Tuckman stages of group development — toolshero

Team's Rules

Specify the rules that members have follow:

- Have to do (force to do)

- Should do (love to do)

- Do not do (prohibitions)

Team's Rules

Purpose:

- Help team achieve the final goal

- Help members adjust their behavior in special situation when working in team

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Hints

- Working time ?
- Discipline for late arrival ?
- Working policies ?
- Expectation ? (personality, behavior, …)
- Sharing information rules in team ?

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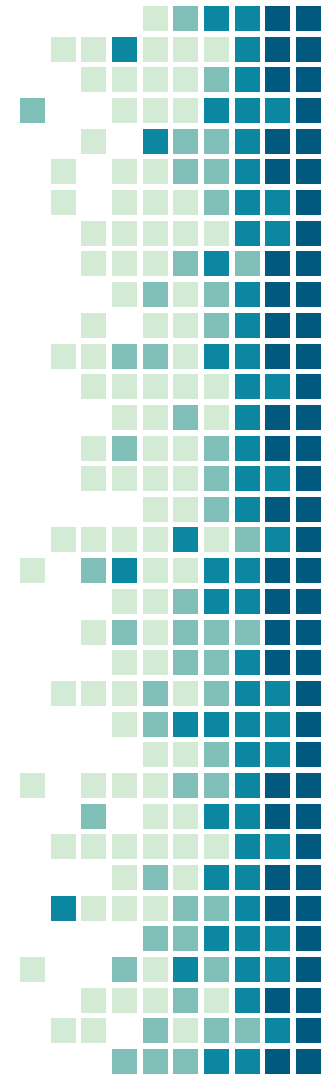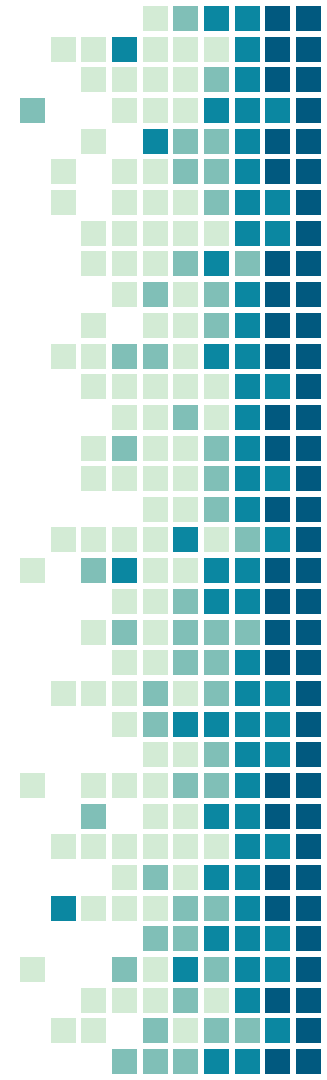
Notices

No rules will work IF

- Team does not make them work.
- Team members do not agree & respect.

Discussion

Basic team roles

- List the basic roles in team
- Describe the tasks & jobs for each role in team.

Roles in a Team

- Position which a members will hold in team
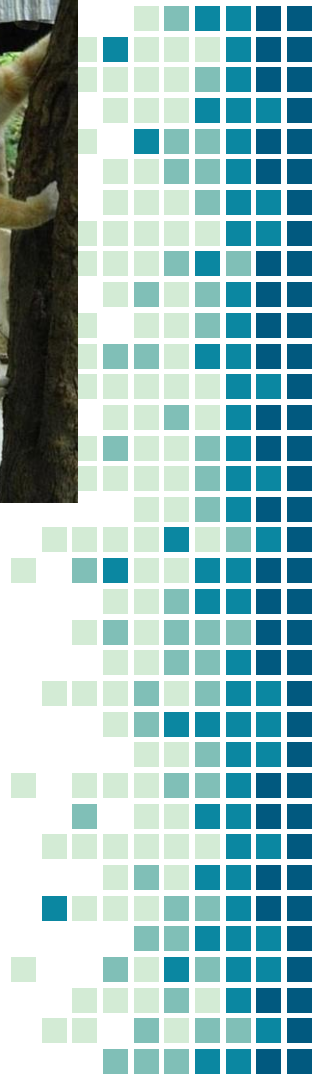- Can be changed

Basic team roles

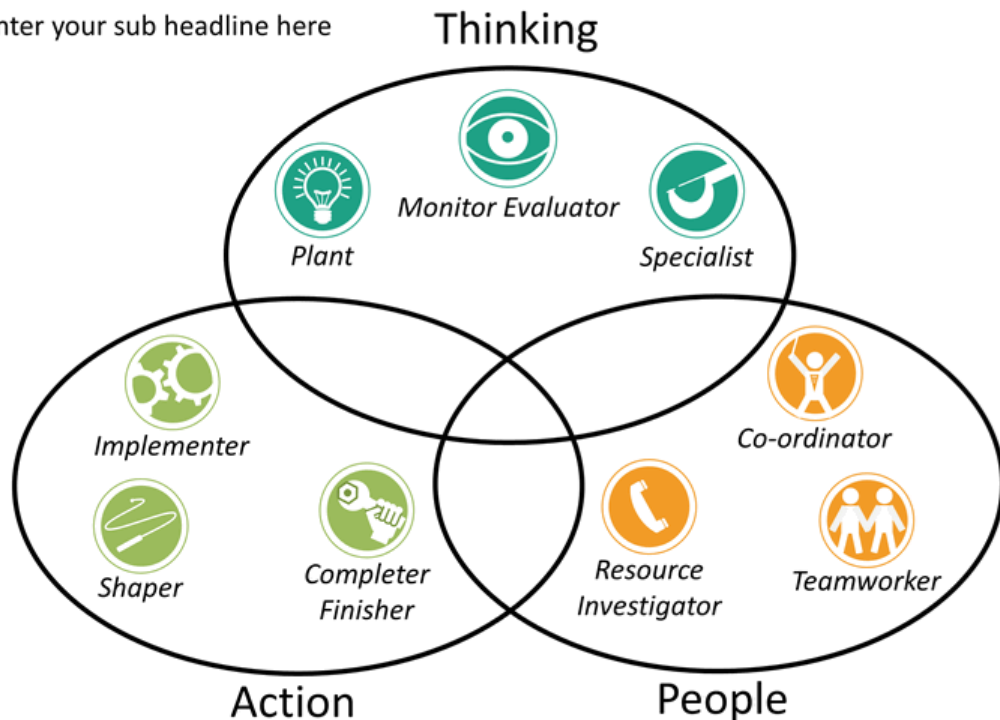
1. Leader
2. Time-keeper
3. Members:
   - Implementor: Researcher, Analyzer, Presenter, …
   - Supporter: Moderator, …
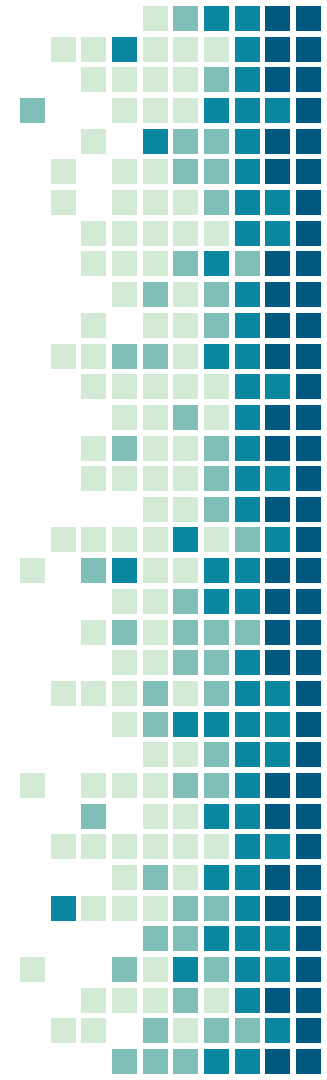
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Belbin's 9 team roles

Discussion

- What is a good team leader ?

- Duration: 20 miniutes

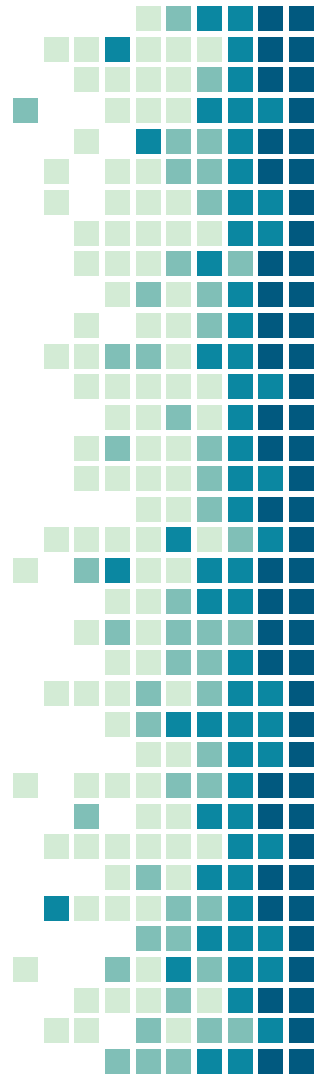# Team leader

Mintzberg's Management Roles

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Team leader

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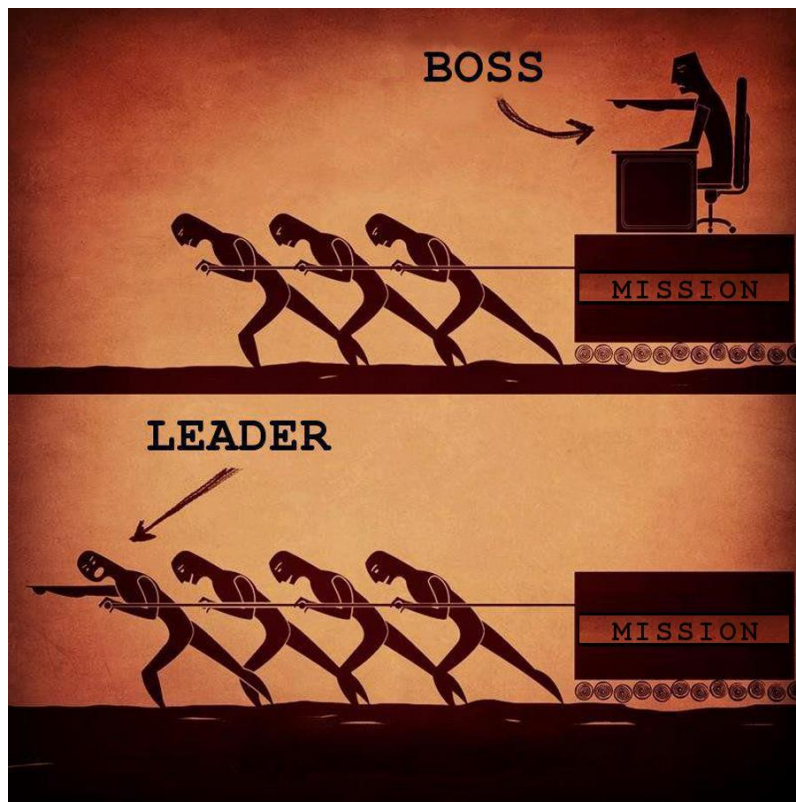
Leader or Boss

Choose the right attitude / attribute for Leader & Boss

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More reading

- Mind Tools - **Team Management**
  - https://www.mindtools.com/pages/main/newMN_TMM.htm

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THANKS!

Any questions?

You can find me at:

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