Improving Your Teamwork Skills

A Presentation by M Renuka Devi

What is a Team?

- A team is a group of individuals working towards a common goal.

Teamwork

- A team without teamwork doesn't work well.

- Teamwork is very important for a business; it determines how efficiently a business works.

- Teamwork is important for a person to build a good career, it is very important to work well with others.

Why is it important?

- It helps bring creative new ideas into existence.

- It is easier to solve a problem as a group than individually.

- Every individual in the team will have the entire team's support, it becomes easier to meet deadlines without compromising the quality of work.

- Results are produced faster when there is teamwork involved. This builds the morale of every working individual because they know that they are contributing to the result.

- Working in a team will provide the opinions of various individuals in the team on any important matters.

Teamwork Skills

- Employers always search for candidates with good teamwork skills who can demonstrate leadership, collaboration and good communication skills.

- Teamwork skills are important for every individual because they present how well the individual can work with others.

- Some invaluable teamwork skills are:
  - Communication
  - Conflict management
  - Listening
  - Reliability
  - Respectfulness

Teamwork Skills

✓ An individual should be able to properly communicate his ideas to his teammates.

✓ An individual should be able to mediate problems between the members of his team and should have good negotiation skills.

✓ Listening is an important part of communication; it is important to receive and appreciate the ideas of other members of the team.

✓ An individual should be reliable, a team is dysfunctional if its members do not trust each other.

✓ Finally, communication is easier if the members have a relationship of mutual respect towards each other.

How can an individual improve his teamwork skills?

- **Know your goal**

  Know what your team's goal is and align your own goal with it.
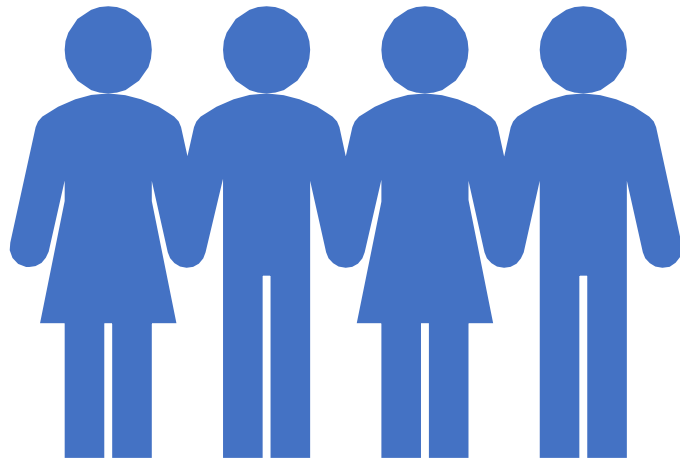
- **Celebrate Achievements**

  Celebrating the team's achievements, even by a simple coffee break keeps the team motivated.

- **Appreciate others**

  This will boost the team's enthusiasm.

How can an individual improve his teamwork skills?

- **Have a good sense of humor**

  Humor is a great bonding tool, it relaxes the team and keeps people happy.

- **Improve your communication skills**

  Clear communication in the work space will increase productivity and morale.

- **Do not over-complain**

  A team can not thrive when it always focuses on the negatives.

Thank You