Prepare a report based on the following points

1. What are key attributes/qualities of a team member? If one aspires to be a team leader, what key attributes/qualities one should have? Are these attributes the same as a team member? State reasons for your answer.
2. Why teams become dysfunctional? Give one example to illustrate it.
3. What are good practices for giving and receiving feedback in an effective teamwork?

Answers should be in well written sentences (a very important Soft Skill)

**The key attributes of a team member should have –**

* A group of people pooling their skills, talents and knowledge, with mutual support and resources to provide effective solutions for problems.
* Team work is to be consisting of 8 steps to become more resilient

1. **Accept Change**

Find ways to become more comfortable with change.

1. **Become a continuous learner**

Learn new skills, gain new understanding and apply them in times of change.

1. **Take Charge**

Take charge of your own career and your own development

1. **Find your sense of purpose**

Helps you to assess setbacks within the framework of a broader perspective.

1. **Pay attention to self – identity**

From your identity apart from your job.

1. **Cultivate relationships**

Develop and nurture a broad network of personal and professional relationships.

1. **Reflect**

Reflection fosters learning, new perspectives and self – awareness.

1. **Skill shift**

Reframe how you see your skills, talents and interests.

* **TEAM** work is more important than an individual work.
* Individual commitment to a group effort -that is what makes a team work, a company work, a society work, a civilization work.
* Coming together is a beginning. Keeping together is progress. Working together is a success.

**The key attributes of a team leader –**

An effective team leader has a variety of traits and characteristics that encourage team members to follow him. Team leaders naturally possess certain qualities, such as compassion and integrity, or learn leadership skills through formal training and experience. The qualities of an effective team leader inspire the trust and respect of them and stimulate production within the workplace.

Attributes:

* A clear Communicator
* Strong Organization Skills
* Confident in the team
* Respectful to Others
* Fair and Kind
* An Example of Integrity
* Influential in Core Areas
* Willing to Delegate
* Powerful Facilitator
* A skilled Negotiator

2. The most common habits of having dysfunctional

* **Leadership** 
  + Dysfunctional teams lack a strong leader. A team needs a strong leader to identify the team’s objective, maintain the group’s focus on the end, and derive the team toward its established goal.
* **Team Members**
  + Dysfunctional teams often have members more interested in individual glory and less interested in the team’s objective. The goal of the team must always remain the team’s focus. The quest for individual glory is contrary to the very concept of a team. As such, a true team needs members that are concerned only with how they can help the team achieve its goad and not what achieving the goal will be able to do for them individually.
* **Defined Goal**
  + A dysfunctional team often fails to define its goal. As well-organized team defines its goad or goals from the outset a then set out a road map as to how to get there.
* **Equitable Distribution**

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* + Dysfunctional teams disproportionately place too much of the team’s work on a few of its members’ shoulders. This is contrary to the entire concept of the team. If one person is going to do everything, why have a team to begin with? It is wasteful. A successful team combines individuals who come together to accomplish the defined goal and spread the work load evenly across team members. Each person is necessary to achieve the goal.
* **Focus**
  + Dysfunctional teams lack focus. They may convene to discuss an issue but get caught up in seemingly endless debate surrounding a general topic while never moving toward an ultimate goal. A team needs to maintain its focus on achieving its defined goal.
* **Accountability** 
  + Dysfunctional teams lack accountability. They push back deadlines, or worse, they ponder theoretical questions without defined goals in mind. Moving back deadlines or simply gathering to endlessly pontificate without defined goals leads to a lack of accountability. Without accountability, it is easy to lose focus on the team’s goal. A successful team maintains its accountability to achieving its ultimate end.
* **Decisiveness** 
  + Dysfunctional teams lack decisiveness. Often flowing from a strong team leader, a team needs to be decisive. Consider facts, draw conclusion on the basis of the best available information, and make a decision. A team’s goal must always be to make a decision and then to act to accomplish its goal or make recommendations as required to do so.

**Example to illustrate Dysfunctional –**

* A good team leads to have a dysfunctional in their team work due to the lack of commitment and the avoidance of accountability these leads to an improper result.

**Good practices for giving and receiving feedback –**

Feedback is more than taking a moment to complete a brief survey on someone’s performance.

**Giving Feedback**

* Timing is everything
* Ask, before giving
* Prepare before you share.

Guide for giving feedback

1. Be descriptive and speak for yourself
2. Don’t use labels, exaggerate, or be judgmental
3. Talk first about yourself, not about the other person
4. Phrase the issue as a statement, not a question
5. Restrict your feedback to things you know for certain
6. Help people hear and accept your compliments when giving positive feedback

**Receiving Feedback**

* Be open
* Reflect and validate the feedback
* Aware and share.

Guide for receiving feedback

1. Breathe
2. Listen Carefully
3. Ask questions for clarity
4. Acknowledge the valid points
5. Take time to sort out what you heard.

**As you work to form high – performing work teams and promote work environments that promote high levels of collaboration and trust, use these best practices when giving and receiving feedback within your firm.**