Developing Teams

MMS Sem II 2022-23

Date: 1st July 2022

AGENDA

1. Definition of Team
2. Stages of Team Development
3. Types of Teams
4. Creating Effective Teams
5. Importance & Benefits of Team
6. Key Takeaways
7. QA session

What is a Team?

A team is defined as "a group of people working together towards a common goal." A team comprises individuals who are willing to put aside their differences to achieve something bigger than themselves.

Difference between Group and Team

A group is not necessarily a team. A group can have individuals with varied interests, attitude as well as thought processes. It is not necessary that the group members would have a common objective or a common goal to achieve.
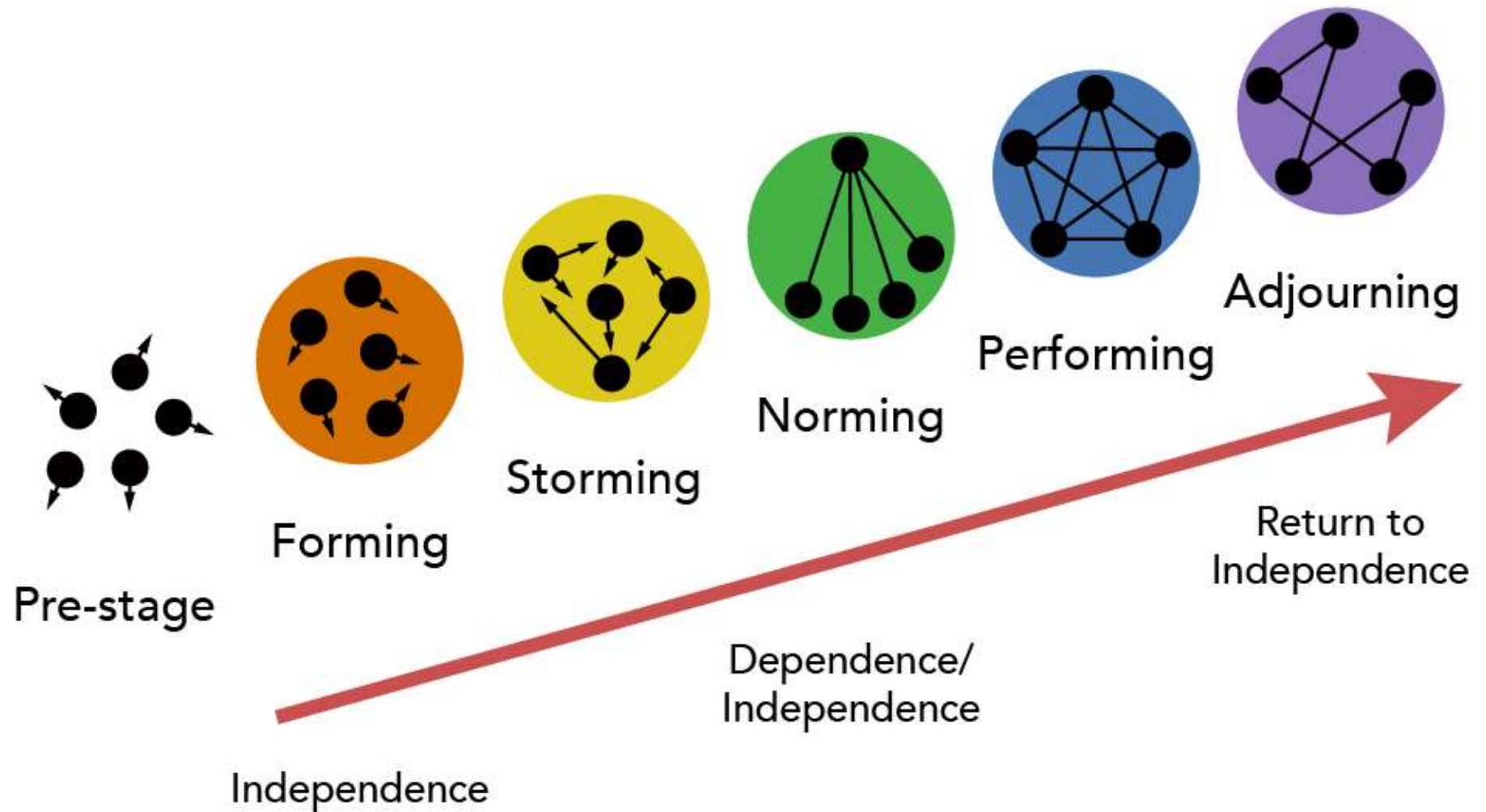
https://youtu.be/yruWqQDCXCc?t=5

Team Development –

Stages of Team Development

Tuckman's Stages of Team development

https://youtu.be/2ZzMlyUzlVY?t=2

Stages of Team development – Forming

The first step in a team's life is bringing together a group of individuals. Individuals to focus on defining and assigning tasks, establishing a schedule, organizing the team's work, and other start-up matters.

In addition to focusing on the scope of the team's purpose and means of approaching it, individuals in the formation stage are also gathering impressions and information about one another.

Since people generally want to be accepted by others, during this period they usually avoid conflict and disagreement.

Team members may begin to work on their tasks independently, not yet focused on their relationships with fellow team members

Stages of Team development - Storming

Once their efforts are underway, team members need clarity about their activities and goals, as well as explicit guidance about how they will work independently and collectively.

This leads to a period known as storming—because it can involve brainstorming ideas and also because it usually causes disruption.

During the storming stage members begin to share ideas about what to do and how to do it that compete for consideration.

Team members start to open up and confront one another's ideas and perspectives.

Because storming can cause arguments, members who are averse to conflicts may find it unpleasant or even painful. This can decrease motivation and effort by drawing attention away from tasks.

Stages of Team development - Norming

Successfully moving through the storming stage means that a team has clarified its purpose and its strategy for achieving its goals.

It now transitions to a period focused on developing shared values about how team members will work together.

These norms of collaboration can address issues ranging from when to use certain modes of communication, such as e-mail versus telephone, to how team meetings will be run and what to do when conflicts arise.

Norms become a way of simplifying choices and facilitating collaboration, since members have shared expectations about how work will get done.

Stages of Team development - Performing

Once norms are established and the team is functioning as a unit, it enters the performing stage. By now team members work together easily on interdependent tasks and are able to communicate and coordinate effectively.

There are fewer time-consuming distractions based on interpersonal and group dynamics. For this reason, motivation is usually high and team members have confidence in their ability to attain goals.

While these four stages—forming, storming, norming, and performing—are distinct and generally sequential, they often blend into one another and even overlap.

Team-building activities are often done to help a team through its development process.

Stages of Team development – Adjourning

Bruce Tuckman added the adjourning stage to describe the final stretch of a team's work together. It includes both the last steps of completing the task and breaking up the team.

Some work teams are ongoing, like a development team in a software company, for example, so they may not actually "adjourn," but they may still participate in aspects of this stage—by winding up a particularly intense period of collaboration.

The team may decide to organize some sort of celebration or ceremony to acknowledge contributions and achievements before it disbands.

The adjourning stage is an important way of providing closure, and it can help team members successfully move on to the next work project or team with the sense of a job well done.

Team Development –

Types of Teams

Types of Teams

Teams are the principal building blocks of the strategy of successful organizations.

The fact remains that when a team becomes more aligned, a commonality of direction emerges, and the individual energies harmonize. This way there is a shared vision as well as an understanding of how to complement each others' efforts.

Once you know the type of team you are in, it will help you choose how to plan your work and what you can expect as outcomes. There are various types of teams. Now we are going to discuss the five most common ones.

Types of Teams
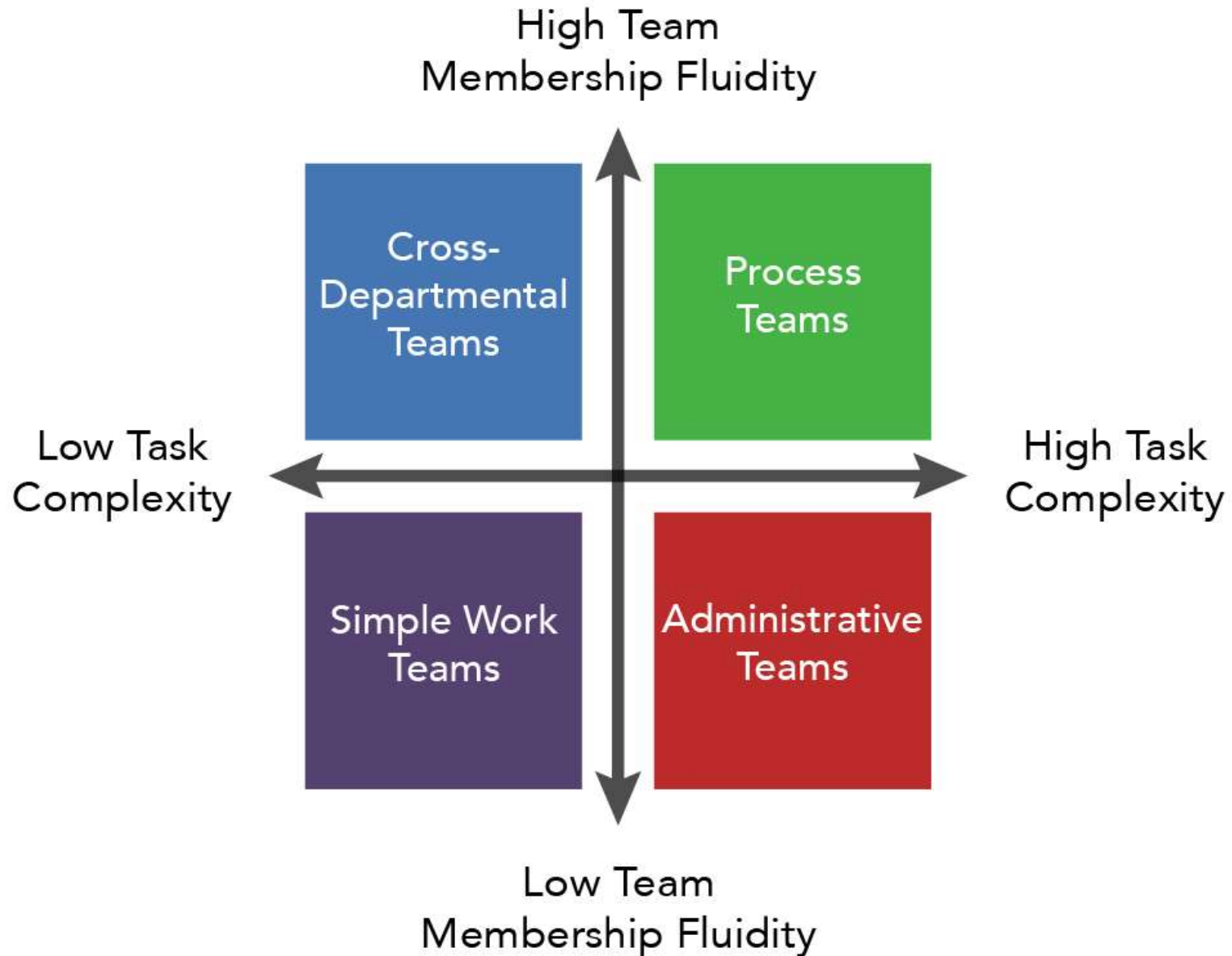
Types of Teams

1. Simple Work Teams

Simple work teams have low task complexity and low team fluidity. Their goal is simple problem solving, and often they are a group that supports day-to-day activities, dealing with issues that require input from more than one person or to generate commitment from employees. Usually these are people from a same team or department, so they generally have a similar focus and tend to work together relatively easily.

Types of Teams

2. Administrative Team

An administrative team has high task complexity but low team membership fluidity, meaning that the problems the team deals with are complex but people stream in and out of the group. The goal of an administrative team is to problem solve and then "sell" their ideas to the rest of the organization. Their focus could be internal, external, or both, and the team members are usually management level.

Types of Teams

3. Cross-departmental Teams

A cross-departmental/functional team (CFT) tends to have a low complexity level but a high team membership fluidity, meaning that the work is fairly simple but the teams are committed and fairly unchanging. Their goal is integration in structure and setting ground rules, and their focus is internal and very specific.

Types of Teams

4. Process Teams

Process teams deal with high complexity tasks and have high team member fluidity, meaning people are assigned to the team and stay. These folks are creative problem solvers and deal with implementation. Their focus is strategic and broad.

Process teams do not have departmental affiliation and function independently to undertake broad, organizational level process improvements.

Types of Teams

Self-managed Teams

Self-managed teams (SMTs) are a commonly used process team used in organizations. Self-managed teams are process teams of employees who have full managerial control over their own work.

Overall self-managed teams include these characteristics: The power to manage their work, Members with different expertise and functional experience, No outside manager, The power to implement decisions, Coordination and cooperation with other teams and individuals impacted by their decisions, Internal leadership, based on facilitation.

Types of Teams

Virtual Teams

It's worth noting that there are now also virtual teams, which are teams that use computer technology to tie together physically dispersed members in order to achieve a common goal. It is true that these virtual teams might be an administrative, cross-functional, simple work or even a process team, but they are distinctive in that they allow people to collaborate online.

Because virtual teams have limited social interaction – many times they have not met in person – they tend to be more task-oriented and exchange less social information. But they're able to do their work even if the members of the team are thousands of miles apart, and allows people to work together who may not otherwise be able to collaborate.

Team Development –

Creating Effective Teams

Learnings from Human hands

"Don't aspire to be the best on the team.
Aspire to be the best for the team."

A SUCCESSFUL
TEAM
IS A GROUP OF
MANY HANDS AND
ONE MIND

Formula for Success

10 x **10** x **10**

Competencies **Alliance builder** **Ethics**

Creating Effective Teams

1. Developing Teamwork

To develop teamwork, a leader must provide clear objectives and goals to everyone in the team. They must understand how everyone within the team will be able to help each other in professional development.

When everything is put in front of the table for them, they will have a clearer picture of how team cohesion is crucial. And how the team is going to assist the organization's purpose in the long run.

Creating Effective Teams

2. Communicate Well

A team that has strong communication skills is most likely to excel in what they do. And as a leader, it becomes your duty to develop a system where everyone can communicate well without any hiccups.

Communicating effectively needs to be done on a daily basis so that everyone can share their views and opinions. Also, keep in mind that to communicate well with the team, choose the right words to encourage them. Avoid using judgmental phrases and maintain a friendly tone, so that team morale is high. This will help the effectiveness of the team as they will be more motivated towards their job.

Creating Effective Teams

3. Establishing Trust

For your team to become more productive, increase trust among team members. The best place to start establishing trust is by enhancing emotional intelligence, self-awareness and eliminating unconscious bias. Once you can achieve it, your employees will become more accountable for what they do, which reduces the chances of conflicts.

When there is trust among team members, they can connect well and help each other with proper problem-solving. This increases the team's efficiency, which is a good sign of a functional team — further improving the organization's bottom line.

Creating Effective Teams

4. Connect with team members

As a manager, getting to know each of your team members individually is essential. Each member of your team has different traits, skills, and interests. Gaining knowledge of particular things will help you bond with them well.

When you connect with them, you will match each member of the team with the right task—further enhancing their productivity and elevating job satisfaction. This, in turn, reduces the risk factors of team members getting frustrated with their job and making workflow smoother within the team.

https://youtu.be/O9_EHU5BKnQ

Creating Effective Teams

5. Encourage Contributions

A team is only capable when the employees can put forward their ideas in front of everyone. This is only possible when you, as a manager, start contributing and collaborating with yourself. Once you set an example and make everyone comfortable with the idea, then others will follow you.

Ask your team members to come-up with innovative plans and ideas so that everyone can contribute as a unit. Organize a brainstorming session will allow collaborative sharing of opinions. When your team and yourself work collaboratively, problem-solving becomes more natural, and the team's effectiveness increases.

Creating Effective Teams

6. Practice Feedback

Teams can only excel in their work and become effective when they get the right feedback. Practicing feedback not only concentrates on improving every individual, but also focuses on developing a better company culture.

Successful teams work around a sound feedback system where they continuously get an update about their progress. A working feedback system provides teams continuous reports on where they need to work on the most and improve themselves — further increasing their work efficiency and productivity.

Creating Effective Teams

7. Providing them a good work environment

Your team's ability to work depends on the fact that they are given the necessary space. Providing them a working environment where they feel comfortable will increase their efficiency. The team will be able to look into all the problems and come-up with the necessary solutions. It is a great way to create team building as every member will relay their thoughts to each other and bond well. Thus, increasing engagement and boosting morale.

Creating Effective Teams

Summing it Up

One of the most critical responsibilities of a leader is to build an effective team. A team that understands their responsibilities and helps in improving the organization. It has challenges that need proper evaluation and attention because it is something you cannot achieve instantaneously. You need to work on it day in and day out as it is an ongoing process.

Team Development –

Importance & Benefits of Team

Even **ILLNESS** Become **WELLNESS**

When **I** Replaced by **WE**

Importance & Benefits of Teams

1. Brings Fresh Ideas to The Table

Teamwork promotes maximizing the sharing of knowledge and ideas. It, in turn, helps individual team members to learn new skills and gain a better experience.

A McKinsey study found that teams of diverse backgrounds (gender, age, ethnicity, etc.) are more creative and perform better by up to 35 percent.

Additionally, when people work alone, the enthusiasm to innovate may dwindle along the way. However, when you're part of a team, the sense of collaboration and accountability makes employees consistently bring forth their best work.

Importance & Benefits of Teams

2. Combines Individual Skill Sets

A capable team is nothing more than a group of people who complements each different skill sets. While one team member might be superior in creativity, another might be excellent in goal setting.

Employees often have blind spots about their strengths and weaknesses. When employees work together as a team, they become more aware of their behaviors.

Additionally, effective teamwork promotes discovering new skill sets you can sharpen.

Importance & Benefits of Teams

3. Lesser Work-Life Induced Stress

Stress is a silent killer. The repercussions of having a stressful working environment are huge. Not only will it affect your productivity but also your physical health too.

Being part of a team assists the team members to not only share their workload but also to inspire each other. Connecting with other team members can broadly impact the levels of stress.

It is because employees work better by uniting with coworkers who can share their difficulties and offer solutions.

Importance & Benefits of Teams

4. Teamwork Promotes Taking Risks

A solo employee feels better about sticking to safer options. While he might play by the rules, but his sense of innovation will most likely suffer.

However, upon being part of a good team, an employee feels more confident and secure to take the said risks. When people work within an effective team, they know that they have the necessary brainpower to look for different solutions. It enables people to think outside the box and come up with fresh ideas and innovations.

Subsequently, a good team promotes trust. When the team works as a joint unit, they are more likely to take bolder decisions and display better productivity.

Importance & Benefits of Teams

5. Peer Recognition Makes Them Go The Extra Mile

This point can simply explain the importance of teamwork. We all, at some point, want to feel accepted by our peers.

Getting appreciation from your peers is very important in the workplace. However, we greatly overlook its effectiveness in engaging employees. An individual working alone will not only feel demotivated but also underappreciated without the necessary peer connection.

Getting proper respect and recognition from fellow team members is a significant way to make your employees go the extra mile.

Importance & Benefits of Teams

6. Employee Retention

Top performers require a challenging working environment to develop and advance. For such employees, their work experience takes precedence. Being part of a team where they can collaborate and learn with other team members seems to be a strong motivator.

When employees feel togetherness with their peers, they are more likely to stay loyal to an organization.

Finally:

The Importance Of Teamwork is in Its Effectiveness