

Forming teams

This semester you will do your project assignments in teams.

A **team** is a group of people sufficiently committed to achieving common goals that they are willing to alter their values, habits, and preferences to achieve the group's goals.

Team effectiveness depends on two factors:

- The capabilities of individual team members and
- The ability of team members to work together effectively.

Teams can increase their ability to work effectively by developing skills in listening, trusting, decision-making, conflict-resolution, negotiating, meeting facilitation, effective meeting skills, and avoiding team-damaging behaviours.

A group of people become a team over time. The following stages are a common process for developing a strong team.

Forming—Team members get to know and trust one another.

Storming—The team turns to its task and begins to work on solutions to problems.

Norming—The team achieves some success in accomplishing its goals and establishes effective cooperative processes.

Performing—The team has achieved stable structures and processes and works at its maximum effectiveness.

A **role** is an organised set of beliefs and behaviours associated with a position in a team. Roles may include job functions, attitudes, values, interaction styles, responsibilities, and authority. Roles are present whether we are aware of them or not, and it is probably better to choose and assign roles than to just let them happen. Assigning roles is part of the Forming stage of team development.

Effective team management

The following are suggestions on how to effectively manage your teamwork:

- Setting clear objectives
- Signing the team contract
- Meeting regularly
- Conducting effective meetings
- Assigning roles to members
- Staying in touch: meeting; emails; phones
- Managing conflicts effectively

Managing Conflict

The following are suggestions on how to resolve conflict that could possibly happen during your studying:

- Have a team contract to guide conflict resolution.
- The team "leader" might send an email to the absent member, and copy all members, asking why he or she missed the meeting.
- Keep an attendance log and use this as part of your peer review process.
- Try to avoid making any decision

This semester you will have the chance to choose your team mates. In order to be in a team, you have to follow the next instructions:

1. Meet other class mates.
2. Get into agreement that you will be working together the whole semester.
3. Print and sign the next paper sheet form.
4. Give the signed paper sheet form to the instructor by Monday May 14, 2018.

IMPORTANT

All teams **MUST** have only four members. Teams with more than four members are not allowed.

Teams Form

	<u>ID Number</u>	<u>Name and Surname</u>	<u>Signature</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Date: _____