Team

**Team** can be defined as a small number of people with complementary skills who are committed to a common purpose, performance goals and approach for which they hold themselves mutually accountable.

A **group** is two or more individuals who share common interests or characteristics and whose members identify with each other due to similar traits.

Teams and groups differ in 5 key ways – task orientation, purpose, interdependence, formal structure and familiarity among members.

**Team effectiveness** is an attempt to build a group effort for improving the efficiency and effectiveness of the group as a whole. The group is formed in such a way which tries to increase productivity, quality and innovation and also diagnose and solve its own problems.

**The following are essentials of an effective team:**

1. Mutual trust and confidence among team members
2. Mutual interest to give the best effort for a common purpose
3. Realistic and achievable goal
4. Emphasis on key result areas for attaining organizational goals
5. High morale and enthusiasm
6. Constant help and support from the top management
7. Team achievement must be recognized and rewarded by top management

**Steps for effective team building**

1. **Selection** after considering many factors such as qualification, experience, skill, expertise, technical knowledge, seniority etc.
2. Business appreciation and **grooming** team members so as to make them business managers rather than functional managers.
3. Training to acquire **leadership** **skills**.
4. Learning effective **communication skills**.
5. Establish an atmosphere that encourages trust, confidence and cooperation among team members.
6. Facilitate **communication** by remaining open to suggestion, asking questions and offering help and avoiding confusion in communication.
7. Every team member must have a right to give opinion and suggestion to accomplish the jobs and **share information** with other members.
8. **Appraisal and monitoring** is required to guide the team members for achievement of desired goals