

Teamwork Foundations

LinkedIn Learning Course Link:

www.linkedin.com/learning/teamwork-foundations-2020

1. The importance and benefit of teamwork

A good team is where everybody can support each other's weak point. If you're good at something that a teammate is not, this is not a matter of judgement, but realization that this might be your time to lead instead. At the same time, they'll have their moment with whatever they are best.

2. What makes a good team?

Leader's objective: Choose a team and clarify what is the goal.

Functions of Successful teams

| Management | People |
|-----------------------------------|--------------------------------------------|
| Organizer Driver Visionary | Networker Carer Inspirer |
| Creativity | Work |
| Creative type Opposer Judge | Detail Person Systems thinker Stayer |

In yellow, I highlighted what I think that are my best matches for functions.

At what part of the project you are good? The begin, the middle or the end?

It's great to have a creative person in the begin, generating new ideas and concepts, but it's not very good when you are close to finish the project. Understand where you stand and where you are most valuable is important.

Creating a good environment is another important resource to make sure the team will get along. Maybe having lunch together, having small games during the free time, so people can know each other better, and improve the fun of the environment.

SPEAK UP if you have useful information. Many times, we are afraid to speaking up what are our thoughts, and that we think something is not going to work, but if you don't say it when we noticed everything might really go wrong.

If you have useful information that you think everybody knows, speak up either way. People may now but people may not.

3. Difficulties that teams always face

Meredith Belbin says that the best size of a team is 4. People are engaged and can't bludge the job to be done like in bigger teams.

Balancing the work load so people do get overloaded or bored. Find ways to measure everybody progress so they can't hide, and help people to develop cross-skills so they can cover each other and distribute the work fairly.

The creative person will not always like the Opposer. The same will happen between the carer and the driver, because they aim towards opposite directions.

Avoid Risky shift and groupthink – Risky shift stand by the tendency for team choosing riskier plans than individuals

Groupthink is when everybody thinks the same way, so nobody ever disagrees in any decision.

4. Characteristics of really great teams

Be the real you. If you want to develop connection and get a nice outcome from your team, we have to be open.

Get feedbacks. Make sure to improve what you know and other people know about you. Try to reduce your blind spot (things that everybody knows but yourself), this way you can learn and improve.

Being nice involves – saying Thanks, complimenting and offering for help.

5. What makes a great team player

BE RELIABLE. If you said you'd do it, DO IT!

Be emotionally stable (This is sometimes my weak point. Under pressure I tend to get nervous). Emotional stability can be practiced, and the beliefs that you are like this can be changed. DO IT FOR THE BEST!

Say to yourself

"I always remain calm under pressure"

"I am the same helpful person, every day, whatever else is going around me"

Keep up the positivity, and if the negativity hits you, at least keep it to yourself. A very nice way to change this mindset is gamifying it. Set with your team that every time someone says a negative thing, they'll have to deposit a coin in a piggy bank. Quickly the negative will be gone from the team, and the less you talk about negative things the less you think about them.

Encourage quiet team players to speak up.

Deliver more than you promise, specially if it means a lot to the team and no such an effort for you.

"One thing you thought it was interesting or surprising that you've learned from that course?"

Emotional stability can be changed; it is more a belief feeling than a real one.