

# Q1\_UKS31939

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## **TEAMWORK**

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## Question 1

### Introduction

Teamwork in the workplace or in the organisation refers to the capabilities of the employees to work collectively and collaboratively. However, in today's digitalised world, although communication through wireless mediums has become convenient and easy, teamwork and effective functioning of a team in the workplace is becoming difficult for factors like remote working, lack of communication and collaboration and so on. Therefore, this study analyses the critical elements, which are necessary for effective teamwork in an organisation.

### Discussion

The most crucial component of effective teamwork is effective communication. In this regard, the teammates need to circulate the required information among all the team members. The most important factor here is that teammates should never assume that all the other members have the same piece of information as they have. Such assumptions often lead to miscommunication and a lack of transparency within the organisation and particularly within the team. The ultimate consequence of this is that <sup>2</sup> the performance of the team lacks, in addition, the performance of the organisation suffers as well because the performance of the employees in the workplace directly influences the performance of the organisation in the market.

The team members in a team have different expertise in different fields. This implies that in an organisation it may happen that one employee lacks in one task but excels in another. The same is true for other employees of the organisation, therefore the capabilities of the employees should never be judged based on their performance in some particular task. Employees should be provided with the opportunity to learn by observing their seniors. Moreover, it is important to delegate tasks based on the individual capabilities of the employees. The team members of a

team have to be supportive of each other. It is definitely not expected that one's task will be executed by the others, but it is always essential to maintain a supportive environment within a team. The mistakes of a team member can be detected by others, in such cases the team member who is making the mistake should be guided by the others. Mutual cooperation is an essential factor for the proper functioning of a team.

It is expected that in a workplace, employees are to face different challenges. These challenges have to be overcome by the employees collectively. As per the views of Newman & Ford (2021), a strong team environment is required in an organisation, where supporting mechanisms are prevalent. The supportive mechanism in teamwork refers to mutual understanding, motivational attitude, cooperation and so on. These supportive mechanisms are essential for teamwork because these mechanisms are central to building bonds and a sense of reliance. Trust building among the team members is essential because it enables the team members to address difficult challenges and tasks collectively. It has been observed by Langley et al. (2019) that in a team collective efforts are required over individual efforts to solve complex problems and challenges. Risk-taking is an integral part of doing something exceptional, it is often found that employees who are afraid of taking risks for a particular task, can accomplish the task more strategically if they had taken that risk. This implies team members have to be encouraged to take risks to accomplish seemingly impossible tasks. This is particularly true of those employees or team members who have low self-esteem and self-confidence. It has been argued by Wen, Wu & Long (2021) that the low self-esteem of the team members leads to a lack of productivity and work performance. Therefore, the team environment has to be positive in the sense that everyone should support and motivate each other so that no team member feels demotivated and less valued.

According to the observations of Fahlevi et al. (2022), trust is essential in the workplace, to promote an innovative and creative workplace, it is that trust is continuously prioritised within a team. Trust in the teams of a workplace can be developed by following certain measures. The very first measure is to promote relationship building among teammates. Moreover, team members need to have a positive attitude towards each other's success. Team members may share their success stories with each other and moreover, team members should congratulate each other for their achievements in the workplace. However, the hierarchical order of the workplace should be maintained, so that team members remain accountable to the authoritative bodies. However, rigidity and inflexibility are not desired in a workplace, employees should be provided with the minimum and required autonomy so that they can work freely and confidently in the workplace. Moreover, it has been stated by Plotnikova & Strukov (2019) that effective teamwork begins with training and guidance. A great team has a shared goal and they work collectively towards achieving those shared goals. It has been supported by Fahn, & Hakenes (2019) that teamwork maximises the effectiveness of individual efforts and brings out the best in the teammates. However, it may happen that at the initial stage, some team members do not know the art of working in a team and face difficulty working in a team. In such cases, the team members are to be provided with the necessary training and guidance. Organisational leaders have to train employees to improve and facilitate their teamwork skills.

### **Conclusion**

To conclude, it can be noted here that teamwork is a skill that needs to be possessed by the team members so that they can work collectively towards achieving their shared goals. Trust, encouragement, positivity, understanding, support, cooperation and collaboration are essential and integral parts of teamwork.

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