PROFESSIONAL GUIDE:
TEAM WORK & COLLABORATION

PROMASTERS

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Team Definition

- A team comprises a group of people linked in a common purpose.

- Teams are especially appropriate

- For highly complicated tasks

- For tasks that build off of one another

Definition of Group

- A group is an assemblage of persons who work, interact and cooperate with one another in achieving a common goal in a specified time. The identity of the group members is taken individually. The members share information and resources with other group members.

- In an organization, the groups are made on the basis of common interests, beliefs, experience in common fields and principles, so that they can easily coordinate with each other. There are two kinds of groups:

- Formal Group: These groups are created by the management of the organization for performing a specific task.

- Informal Group: The formation of these groups is done naturally in an organization, to satisfy the social or psychological human needs.

Types of Teams Functional:

Includes employees who work together daily on similar tasks For Example

Human Resource Department

- Recruiting

- Compensation

- Benefits

- Safety

- Training and Development

- Industrial Relations

Problem Solving

Focus on a specific issue, develop a potential solution, Problem- Global solving Types of teams and are often empowered to Self-managed Cross- functional take action within defined Virtual teams limits.

- from a specific department

- meets at least once or twice a week

- frequently address quality or cost problems

- have the authority to implement their own solutions

Cross Functional

Members from various work Types of areas who identify and solve teams mutual problems Self- Cross-managed functional Virtual teams

- foster innovation, speed

- design or and introduce quality improvement programs and new technology

- include members from outside the organization such as customer representatives, consultants, and suppliers

Virtual Teams

- collaborates various information technologies

- geographically dispersed at two or more locations

- increasingly across organizational boundaries

- minimal face-to-face interaction

- Expenses may be reduced

Self-Managed Teams

- to highly interdependent

- work together efficiently on a daily basis to manufacture an entire product or can provide an entire service to a set of customers

- can schedule work and vacations, rotate tasks, order materials, decide on leadership, budget, hire, evaluate each other's performance

Global Teams

- A variety of countries

- Separated significantly by time, distance, culture, and language.

- Typically conduct a substantial portion of their tasks as virtual teams

Stages of Team Development Forming Stage

- Individuals are not clear on what they're Performing stage Norming stage

- Supposed to do

- The mission isn't owned by the group

- No trust yet

- No group history; unfamiliar with group members

- Norms of the team are not established

- People check one another out

- People are not committed to the team

Storming Stage

- Roles and responsibilities are articulated

- Agendas are displayed

- People want to modify the team's mission

- Trying new ideas

- People set boundaries

- People push for position and power

- Competition is high

- Little team spirit

- Lots of personal attacks

Norming Stage

- Success occurs development • Team has all the resources for doing the job

- Appreciation and trust build

- Purpose is well defined

- Team confidence is high

- Leader reinforces team behavior

- Hidden agendas become open

- Team is creative

- More individual motivation

- Team gains commitment from all members on direction and goals

Performing Stage

- Team members feel very motivated

- Individuals defer to team needs

- Little waste. Very efficient team operations

- Individuals take pleasure in the success of the team – big wins

- "We" versus "I" orientation

- High openness and support

- High trust in everyone

- Superior team performance

Adjourning Stage

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Characteristics of Effective Teams

- Team must have a clear goals. Avoid fuzzy statements

- Team must have a results-driven structure. Must be productive and able to set own goals

- Team must have competent members Level of knowledge

- Team have unified commitment

Must be directing efforts towards a common goal

- Team must have collaborative climate. Honest, open, consistent and respectful behavior.

- Teams must have high standards understood by all.

Members must know what is expected of them individually and collectively.

- Teams must receive external support and encouragement Praise works just as well motivating teams as it does individuals

- Team must have principled leadership Someone needs to lead the effort

Collaboration in the workplace

- Collaboration in the workplace is when two or more people (often groups) work together through idea sharing and thinking to accomplish a common goal.

- It is simply teamwork taken to a higher level. Teamwork is often a physical joining of two people or a group to accomplish a task.

- With the changes and advancements in technology, such as high-speed Internet, web-based programs, file sharing, email and video-conferencing, collaboration has become a more productive way of doing things.

Collaboration in workplace

- Collaboration in the workplace incorporates teamwork and several other aspects, such as the following:

- Thinking and brainstorming ideas to provide solutions – This key element brings groups together to offer different perspectives and expertise to solve for common problems.

- A strong sense of purpose – Groups and individuals who truly collaborate see the value in working together.

- Equal participation – Treating everyone as equals when collaborating can open up communication and encourage ideas from all levels of the company or department, not just the managers or directors.

Benefits of collaboration in workplace

- Access to Skills and Strengths

- Develop Employee Skills

- Solve Problems and Innovate Faster

- Increased Work Efficiency

- Enhance Employee Retention and Job Satisfaction