**Work effectively as part of a team**

**1. Leadership**

We frequently see teams as extremely democratic entities in which each member contributes equally to the completion of a project. However, without a clearly defined leader, the entire foundation may crumble, which is why having a team leader is critical to success. While the phrases leadership and management are sometimes used interchangeably, there is a significant distinction between the two. A manager is in charge of planning, organising, and controlling a certain department or group of personnel. Are all managers, however, leaders? Most are, but only if they successfully carry out leadership duties such as communication, motivation, direction, encouragement, and inspiration.

It takes more than an abstract commitment to cooperation to build an effective team; it need leadership input to develop it. Furthermore, leadership does not imply gaining control; rather, it entails handing authority away. It's about developing trust via honesty and openness rather than expressing authority and empowering your team to function as well when you're not present as when you are.

**2. Roles and responsibilities**

Duplicated work, disagreement, last-minute "scrambling," and finger pointing will all be reduced when team roles and duties are clearly defined. And, when a team is working at its best, each team member generally has defined tasks. It's critical that every employee understands who does what, with whom they work, and how they contribute to each output. When a team member is missing or unable to accomplish their assignment on time, it is crucial to share responsibilities and assist others. Team cohesion and effectiveness suffer when there is a lack of clarity.

It goes without saying that if all team members have similar behavioural patterns or team duties, the team will become imbalanced. If team members share comparable flaws, the team as a whole may be susceptible to that flaw. If team members have comparable capabilities, they may compete (rather than cooperate) for team duties and responsibilities that suit their natural styles.

**3. Establish a relationship with your team**

Do you truly know your team as a leader? What are their talents and limitations, as well as what inspires them? This data is crucial to leaders because it allows them to match expertise to specific tasks, resulting in higher productivity, motivation, and work satisfaction. A happy employee is a valued employee, and this attitude will spread across the organisation.

**4. Build solid relationships between your employees**

It's difficult to tell what works and what doesn't until a group starts working together. Intrapersonal interactions, on the other hand, are critical to your team's success. Examine how they collaborate, and spend time watching, listening, and talking. There will inevitably be disagreements and divergent viewpoints, which is healthy since it demonstrates a level of commitment to the task and position they are performing. Assist in the resolution of the problem by acting as a mediator and brainstorming alternatives to empower your colleagues.

Employees frequently respond negatively when they hear the words "team building event." Whether it's a day spent speeding around a Go-Kart track or participating in a planned team-building activity, corporate away days frequently appear to have little or no bearing on an employee's job. However, such activities have their place. But consider your goal: if a project is about to begin, for example, use the opportunity to discuss prior experiences and thoughts on the problems that lie ahead. When you combine activities like brainstorming, problem solving, and fun challenges, you can really boost team cohesion.

**5. Purpose and goals**

Without an unified aim, a successful team cannot exist, therefore make sure it is well stated. What are you expecting from your team? Working backwards from your intended goal, map out the steps required and establish deadlines for each stage. If at all feasible, include your team in this process. Giving each team member a voice will increase the likelihood of commitment and clarity of purpose. Who will be in charge of each step's work? Identify who will be involved in each phase and provide clear expectations. Clearly communicate this to your team, and then work together to attain your goal(s).

**6. Communicate, communicate, communicate**

Every element of life is hampered by poor communication. A team that communicates well will accomplish projects faster than one where communication is lacking. As Aristotle once stated, "the whole is more than the sum of its parts" when you have good team communication. Skillful communication fosters awareness and comprehension, allowing team members to execute tasks more quickly. It also incorporates the art of listening.

The team leader must convey duties, responsibilities, and expectations to all members of the team, and any leader must emphasise the importance of efficient communication. We must remember that 'successful' communication varies from person to person since we all digest information differently. Remember that the spoken word, as expressed through tone of voice and inflection, might be interpreted considerably differently from the written message sent by email or messenger. Encourage your group to communicate!

Communication is essential because it fosters trust and connections, resulting in a "safe working environment" that promotes a positive group atmosphere and efficient work processes.

**7. Make decisions together**

Making choices should be based on an open discussion with all team members in an open environment where they feel comfortable sharing their thoughts and solutions to challenges. Not just while making decisions, but also when carrying them out, each individual should have the backing and dedication of their team. Make sure your entire team is included when making essential, large choices. Not only does this empower each person, but they may also have something valuable to share that you hadn't considered.

**8. Celebrate success**

What happens if your group achieves success? Do you recognise what you've accomplished or does it fade away? Do you say a brief "well done" and then go about your business? Because of how quickly we all work, we're frequently on to the next activity with little time, attention, or reflection on what we've just accomplished.

As a leader, it's critical not to overlook your team's victories (no matter how minor). It will motivate your staff to achieve even greater achievement while also bolstering your leadership. It has a significant influence on how your team perceives you and, believe it or not, may make or break your success. It will act as motivation for you.

**9. Continually review your processes**

Your team's progress should be evaluated on a regular basis. What's keeping them from making progress? Here, constructive input is crucial, and any concerns or disagreements should be resolved quickly. When feasible, feedback should be centred on ideas and positive, with suggestions for enhancing work procedures. Everyone should work together to design and implement strategies to attain their objectives.

**10. Facilitated coaching**

Third-party involvement may be necessary on occasion. Is your team just not getting along? Are they squabbling and unable to progress as a department or inside a project? If that's the case, a coaching programme consisting of a series of organised sessions would be worth exploring. Individuals might explain what their roles and workplace would look like in an ideal world instead of concentrating on the difficulties. They can then go through a procedure to recognise one another's efforts in the areas where things are already going well. They may then identify small modifications that might be implemented in each area to help them get closer to the future they've seen.

How practical would it be to make these changes? You may then develop a charter for each party to sign and distribute it to each team with no drama, blame, or fallout.

Team members will become more optimistic, welcoming, and inclusive of one another over time, resulting in increased output, quality, and profitability.

Teamwork fosters an efficient work environment in which people may learn from one another and innovate more quickly. A team is more cohesive than a group because it is more united. Teamwork does not always result in success. Selection of team members is critical, as is ensuring that the team's mission is understood and agreed upon. The distinction between team failure and success is determined by team member conduct.

**Reference:**

https://www.peepshr.co.uk/resource-centre/our-top-10-tips-for-effective-teamwork/