





Module I – Team Work Management

Topic 1: Team Building & Group Dynamics

Session 2: Team Management



Outline

- I- Meaning and Concept
- II- Definition
- III- The 10 Key Elements
- III- Effective Team Management Skills
- IV- Characteristics of a Good Team





“ Introduction

Team management is a manager's ability to carry out and coordinate a team to execute their tasks and common goals. It usually involves a manager, a team, communication skills, active listeners, objective setting, creating a positive culture. Efficient team management skills are crucial because they help employees feel more productive and motivated.





I- Meaning & Concept





Hints

- Some tasks can't be done alone
- Team members need to meet
- Discuss ideas
- Come out with resolutions
- Implement common activities/projects





N.B. Individuals have different interests, however, they need to get aligned for the same organizational goals.





II- Definition



What is Team Management?

Definition 1:

“Team management is the ability of an individual or an organization to administer and coordinate a group of individuals to perform a task.”





What is Team Management?

Definition 2:

“Team management is the role of a team manager/leader to administer and coordinate a disparate group of team members in those tasks needed to deliver a finished product to time and budget.”





What is Team Management?

Definition 3:

“Team management refers to the various activities which bind a team together by bringing the team members closer to achieve the set targets.”





N.B. Ideal size of a team is 8 members.



III- The 10 Key Elements





Key Elements 1 - 5

- Open Communication
- Clear Purpose
- Tangible Goals
- Ownership and Accountability
- Delegation of Tasks





Key Elements 6 - 10

- Promote Efficiency
- Build Cohesion
- Create a Culture of Innovation
- Adopt a Reward Policy
- Build Relationship Based on Trust





IV- Effective Skills





Effective Skills

- Team leader is more of a mentor
- Members participation is crucial
- Transparent communication is essential
- Confidentiality is a must
- Motivation is key to success
- Unethical behavior is a killer





V- Good Team Characteristics





Characteristics 1 - 5

- Clear Goal(s)
- Result-Oriented
- Competency Prevalence
- Collaborative Climate
- Standards of Excellence





Characteristics 6 - 10

- Shared Commitment
- Problem Solving Approach
- Active Listening Behavior
- Initiative Taking Manner
- Risk Taking Attitude



Thank you