





Module I – Team Work Management

Topic 3: Teamwork & Productivity



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Topic 1: Team Building & Group Dynamics

Session 3: Team Work & Productivity



“ Introduction

A single brain sometimes is not capable of taking critical decisions alone. An individual needs the support and guidance of others to come out with an effective solution. When individuals come together on a common platform with a common objective of accomplishing a task, a team is formed. Ideally the team members should be from a common background and have a common goal to ensure maximum compatibility.






Outline

- I- Definition
- II- Steps for a Better Team Performance
- III- Importance of Teamwork
- IV- Significance of Team Building
- V- Team Agreements & Ground Rules for Participation





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



I- Definition



What is Teamwork?

Definition 1:

"Teamwork is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way."





What is Teamwork?

Definition 2:

"It is the work done by several associates with each doing a part but all subordinating personal prominence to the efficiency of the whole."





What is Teamwork?

Definition 3:

"It's the ability to work and/or help others to attain their full potential and achieve the shared goals."



An aerial photograph of a sailboat on a dark blue, textured body of water, positioned on the left side of the slide.

II- Steps for a Better Performance



Steps


- Team comes first
- Everybody likes to be appreciated
- Group discussion is vital
- Avoid criticism
- Maintain healthy interaction and stay away from conflict
- Bring out the best of the members





III- Importance of Teamwork





N.B. Teamwork is essential in organizations for better output and a better bonding among employees.



Observations

- Targets are better met
- Tasks accomplished at a faster pace
- Positive competition is created
- Relationships improved
- Learning opportunities enhanced



An aerial photograph of a sailboat on a dark blue, textured body of water. The boat is small and positioned on the left side of the frame, moving towards the bottom. The water has a mottled appearance with varying shades of blue and green.


IV- Significance of Team Building

Situational Analysis:

Michael & Sam's Example

An aerial photograph of a sailboat on a dark blue, textured body of water, positioned on the left side of the slide.

V- Team Agreements & Ground Rules for Participation



N.B. Assessing the team's current strengths provides the basis for a plan in order to increase its effectiveness and achieve the organizational goals.



Agreements / Code of Conduct

- Concentrate on the way in which a team will operate
- Create communication that builds trust
- Focus on what is best for the team as a whole





Ground Rules for Participation

- Invite them to be open and honest
- Encourage a diversity of opinions
- Provide equal opportunity



Thank you