





# Module I – Team Work Management

Topic 2: Collaboration Skills

Session 3: Team Pitfalls



# Outline


- I- Preventing Fall Outs
- II- Role of Communication
- III- Role of Motivation and Attitude





# I- Preventing Fall Outs





**N.B.** Team members must be focused and concentrate on their work rather than back biting or loitering around.





# Major Aspects

- Privacy should be respected
- Criticism is not constructive
- Trust is needed among members
- Avoid rumors
- Don't get too friendly





## (Major Aspects)

- Avoid being partial to anyone
- Avoid provocation
- Beware of fights



An aerial photograph of a small, white boat with a blue stripe, sailing on a vast, dark blue ocean. The boat is positioned on the left side of the frame, leaving a white wake behind it.

## **II- Role of Communication**



A small white boat with a blue stripe is visible on the left side of the slide, sailing on a dark blue, textured sea.

**N.B.** A team is formed when individuals with a common goal come together on a common platform.



# Major Aspects

- Roles and Responsibilities should be clearly set
- Verbal communication may create misunderstandings
- Written communication is advisable
- Objective should not be set only by the team leader





# Major Aspects

- Ideas should be implemented the right way
- Strategies must be well communicated
- Procedures must be collectively considered
- Effective Communication reduces the chances of conflicts





# **III- Role of Motivation and Attitude**



A small white boat is visible on the left side of the slide, sailing on a dark blue, textured sea.

**N.B.** A team is formed when individuals with a similar interest come together to realize a common dream.





# Major Aspects

- Motivation and attitude go hand in hand
- Everybody likes to feel appreciated
- Deadlines are always essential
- Equal contribution brings maximum output
- Titles go a long way in motivating





# Major Aspects

- Incentives are important
- Avoid making fun of anyone
- Motivation alone can't create wonders
- Have a larger perspective
- Avoid rigidity



Thank you