

A Study on an Effective Team Building and Team Work in Workplace

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Abstract:

One of the many ways for a business to organize employees is in teams. A team is made up of two or more people who work together to achieve a common goal. Teams offer an alternative to a vertical chain-of-command and are a much more inclusive approach to business organization. Teams are becoming more common in the business world today. Effective teams can lead to increased employee motivation and business productivity. You may wonder how a team is different from an ordinary work group. Work groups are mainly for members to share information and make decisions so that each member can achieve his or her individual work goals. On a team, the members not only share information but also share responsibility for the team's work.

Keywords: Employees, organization, team work.

Introduction:

People in every workplace talk about building the team, working as a team, and my team, but few understand how to create the experience of team work or how to develop an effective team. Belonging to a team, in the broadest sense, is a result of feeling part of something larger than yourself. It has a lot to do with your understanding of the mission or objectives of your organization.

In a team-oriented environment, you contribute to the overall success of the organization.

You work with fellow members of the organization to produce these results. Even though you have a specific job function and you belong to a specific department, you are unified with other organization members to accomplish the overall objectives. The bigger picture drives your actions; your function exists to serve the bigger picture.

You need to differentiate this overall sense of teamwork from the task of developing an effective intact team that is formed to accomplish a specific goal. People confuse the two team building objectives.

This is why so many team building seminars, meetings, retreats, and activities are deemed failures by their participants. Leaders failed to define the team they wanted to build. Developing an overall sense of teamwork is different from building an effective, focused work team when you consider team building approaches.

12 Tips plays an major role in team building

Clear Expectations: Has executive leadership clearly communicated its expectations for the team's performance and expected outcomes? Do team members understand why the team was created?

Is the organization demonstrating constancy of purpose in supporting the team with resources of people, time and money? Does the work of the team receive sufficient emphasis as a priority in terms of the time, discussion, attention and interest directed its way by executive leaders?

Read more about Clear Performance Expectations.

Context: Do team members understand why they are participating on the team? Do they understand how the strategy of using teams will help the organization attain its communicated business goals?

Can team members define their team's importance to the accomplishment of corporate goals? Does the team understand where its work fits in the total context of the organization's goals, principles, vision, and values?

Read more about Team Culture and Context.

Commitment: Do team members want to participate on the team? Do team members feel the team mission is important? Are members committed to accomplishing the team mission and expected outcomes?

Do team members perceive their service as valuable to the organization and to their own careers? Do team members anticipate recognition for their contributions? Do team members expect their skills to grow and develop on the team? Are team members excited and challenged by the team opportunity?

Read more about Commitment in Team Building.

Competence: Does the team feel that it has the appropriate people participating? (As an example, in a process improvement, is each step of the process represented on the team?) Does the team feel that its members have the knowledge, skill, and capability to address the issues for which the team was formed? If not, does the team have access to the help it needs? Does the team feel it has the resources, strategies, and support needed to accomplish its mission?

Charter: Has the team taken its assigned area of responsibility and designed its own mission, vision and strategies to accomplish the mission. Has the team defined and communicated its goals; its anticipated outcomes and contributions; its timelines; and how it will measure both the outcomes of its work and the process the team followed to accomplish their task? Does the leadership team or other coordinating group support what the team has designed?

Control: Does the team have enough freedom and empowerment to feel the ownership necessary to accomplish its charter? At the same time, do team members clearly understand their boundaries? How far may members go in pursuit of solutions? Are limitations (i.e. monetary and time resources) defined at the beginning of the project before the team experiences barriers and rework?

Are the team's reporting relationship and accountability understood by all members of the organization? Has the organization defined the team's authority? To make recommendations? To implement its plan? Is there a defined review process so both the team and the organization are consistently aligned in direction and purpose?

Do team members hold each other accountable for project timelines, commitments, and results? Does the organization have a plan to increase opportunities for self-management among organization members?

Collaboration: Does the team understand team and group process? Do members understand the stages of group development? Are team members working together effectively interpersonally? Do all team members understand the roles and responsibilities of team members? team leaders? team recorders?

Can the team approach problem solving, process improvement, goal setting, and measurement jointly? Do team members cooperate to accomplish the team charter? Has the team established group norms or rules of conduct in areas such as conflict resolution, consensus decision making, and meeting management? Is the team using an appropriate strategy to accomplish its action plan?

Communication: Are team members clear about the priority of their tasks? Is there an established method for the teams to give feedback and receive honest performance feedback? Does the organization provide important business information regularly?

Do the teams understand the complete context for their existence? Do team members communicate clearly and honestly with each other? Do team members bring diverse opinions to the table? Are necessary conflicts raised and addressed?

Creative Innovation: Is the organization really interested in change? Does it value creative thinking, unique solutions, and new ideas? Does it reward people who take reasonable risks to make

improvements? Or does it reward the people who fit in and maintain the status quo? Does it provide the training, education, access to books and films, and field trips necessary to stimulate new thinking?

Consequences: Do team members feel responsible and accountable for team achievements? Are rewards and recognition supplied when teams are successful? Is reasonable risk respected and encouraged in the organization? Do team members fear reprisal? Do team members spend their time finger pointing rather than resolving problems?

Is the organization designing reward systems that recognize both team and individual performance? Is the organization planning to share gains and increased profitability with team and individual contributors? Can contributors see their impact on increased organization success?

Coordination: Are teams coordinated by a central leadership team that assists the groups to obtain what they need for success? Have priorities and resource allocation been planned across departments? Do teams understand the concept of the internal customer—the next process, anyone to whom they provide a product or a service?

Are cross-functional and multi-department teams common and working together effectively? Is the organization developing a customer-focused process-focused orientation and moving away from traditional departmental thinking?

Culture Change: Does the organization recognize that the team-based, collaborative, empowering, enabling organizational culture of the future is different than the traditional, hierarchical organization it may currently be? Is the organization planning to or in the process of changing how it rewards, recognizes, appraises,

hires, develops, plans with, motivates and manages the people it employs?

Does the organization plan to use failures for learning and support reasonable risk? Does the organization recognize that the more it can change its climate to support teams, the more it will receive in payback from the work of the teams?

Read more about culture change.

Spend time and attention on each of these twelve tips to ensure your work teams contribute most effectively to your business success. Your team members will love you, your business will soar, and empowered people will "own" and be responsible for their work processes. Can your work life get any better than this?

Keys to Successful Teamwork

These ten tips describe the environment that must occur within the team for successful teamwork to take place.

Successful teamwork is the cornerstone for creating a functioning, contributing team.

- **The team understands the goals** and is **committed to attaining them**. This clear direction and agreement on **mission** and **purpose** is essential for effective teamwork. Team members must have an overall mission that is agreed upon and that provides the umbrella for all that the team tries to do. This team clarity is reinforced when the organization has **clear expectations** for the team's work, goals, accountability, and outcomes.
- The team creates an environment in which people are comfortable **taking reasonable**

risks in communicating, advocating positions, and taking action. Team members **trust each other**. Team members are not punished for disagreeing; disagreement is expected and appreciated.

- **Communication is open, honest, and respectful**. People feel free to express their thoughts, opinions, and potential solutions to problems. People feel as if they are heard out and listened to by team members who are attempting to understand. Team members ask questions for clarity and spend their thought time **listening** deeply rather than forming rebuttals while their coworker is speaking.
- **Team members have a strong sense of belonging to the group**. They experience a deep commitment to the group's decisions and actions. This sense of belonging is enhanced and reinforced when the team spends the time to develop **team norms** or relationship guidelines together.
- **Team members are viewed as unique people** with irreplaceable experiences, points of view, knowledge, and opinions to contribute. After all, the purpose of forming a team is to take advantage of the differences. Otherwise, why would any organization approach projects, products, or goals with a team? In fact, the more that a team can bring out divergent points of view, that are thoughtfully presented and supported with facts as well as opinions, the better.
- **Creativity, innovation, and different viewpoints are expected** and encouraged. Comments such as, "we already tried that and it didn't work" and "what a dumb

idea" are not allowed or supported. The team members recognize that the strength in having a team is that every member brings diverseness to the effort to solve a problem, improve a process, reach a goal, or create something new and exciting.

- **The team is able to constantly examine itself** and continuously improve its processes, practices, and the interaction of team members. The team openly discusses **team norms** and what may be hindering its ability to move forward and progress in areas of effort, talent, and strategy. The team holds review meetings that assess the team's process and progress in approaching and accomplishing the team mission.
- **The team has agreed upon procedures for diagnosing, analyzing, and resolving teamwork problems** and conflicts. The team does not support member personality conflicts and clashes nor do team members pick sides in a disagreement. Rather, members work towards the mutual resolution of problems and disagreements.
- **Participative leadership is practiced in leading meetings**, assigning tasks, **recording decisions and commitments**, assessing progress, holding team members accountable, and providing direction for the team.
- **Members of the team make high quality decisions together** and have the support and commitment of the group to carry out the decisions made. They also gain the support and commitment of the people they report to in order to accomplish and communicate the team's progress and success.

If a team can get these ten factors right, success and a rewarding sense of teamwork will follow. It's not always the task at hand that challenges teams in their progress, it's the relationships and the little things that happen day-to-day. If team members can rise above the trench, they can achieve greatness. You know the success ingredients. Why not make them happen?

Conclusion:

channelize their individual strengths with proper coordination and consistency. The most challenging part is to understand the needs and expectations of each and every individual and bring them at the team level so that all can move forward together. The problem is that what may seem right to team member A, may seem absolutely inappropriate to team member B. Therefore, the first and foremost step should be to select a team leader that can understand, counsel, convince and motivate each of the team member to work together as one. The foundation of good teamwork is having a shared commitment to common objectives. Without this, all other forms of team building will have a limited impact. Therefore, before using any team building exercises and activities, or looking at relationships in the team, or embarking on other forms of team building, you need to put this foundation of shared commitment in place by:

- Clarifying the team goals, and building ownership/commitment to those goals across the team
- Identifying any issues which inhibit the team from reaching their goals, and removing the inhibitors
- Putting in place enablers to help the goals be achieved to higher standards
- Using team processes in the correct sequence to help the team climb one rung at a time up the ladder of performance

Team Building is therefore not just a single event (though events can play a part), nor is it something that can be done by someone outside

the team (though outside consultants can help). It is a task primarily for the team manager and the team members themselves. In conclusion, I will think that a person who is successful must believe in hard work and never stop to try your best for being a successful person. No matter you measure successful by wealth, career, health, material things, relationship, power or discoveries. To be enthusiastic about what you should do and put your effort in everything to hit the objective that you want to hit. Whether you are successful or not, the essence is you must be respectful and have good manners although others around you may not. It is the most important and interesting. If you are true successful person, you have to start the way to success and try to his best day by day.

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