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Teamwork & Leadership in the Workplace

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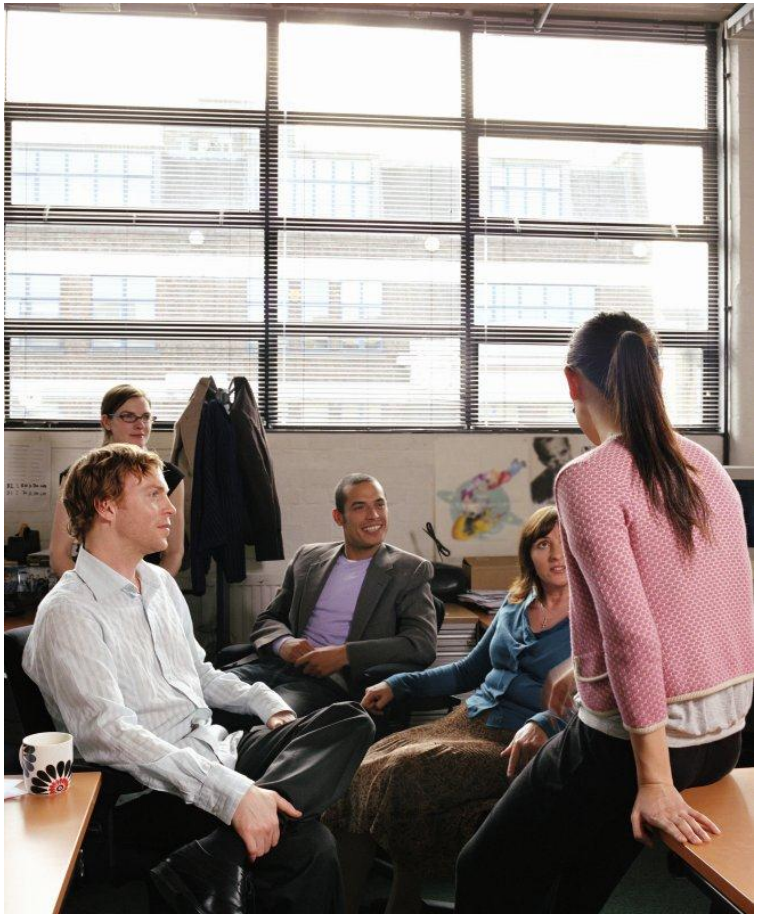
Agenda

1. Types of teams
2. Problem solving in teams
3. Stages of team development
4. Practical teamwork exercises.

Examples of Teams

- Study Groups
- Tutorial Groups
- Class mates
- Office Group
- Sporting or other Club
- Professional organisations
- Charitable organisations
- Family
- Friends



Common Thread that Links Teams?

A team has a common purpose

A team is greater than the sum of its parts.

Working with others - The Clock

Your team task is to:

- Draw lines to divide this clock face into four individual parts where the sum of the numerals on each part must be the same.
- When finished raise your hand and we will note the time.
- If you finish before 15 minutes there is more than 1 solution, see how many other solutions you can find.

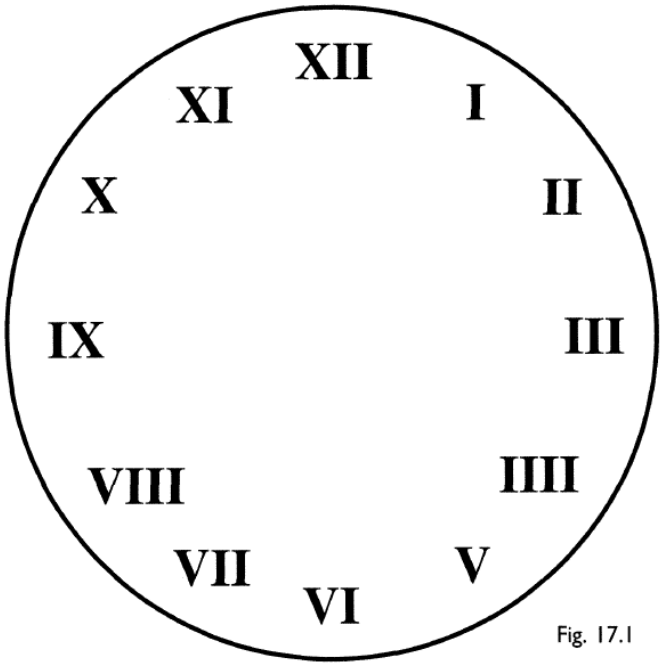


Fig. 17.1

Solutions

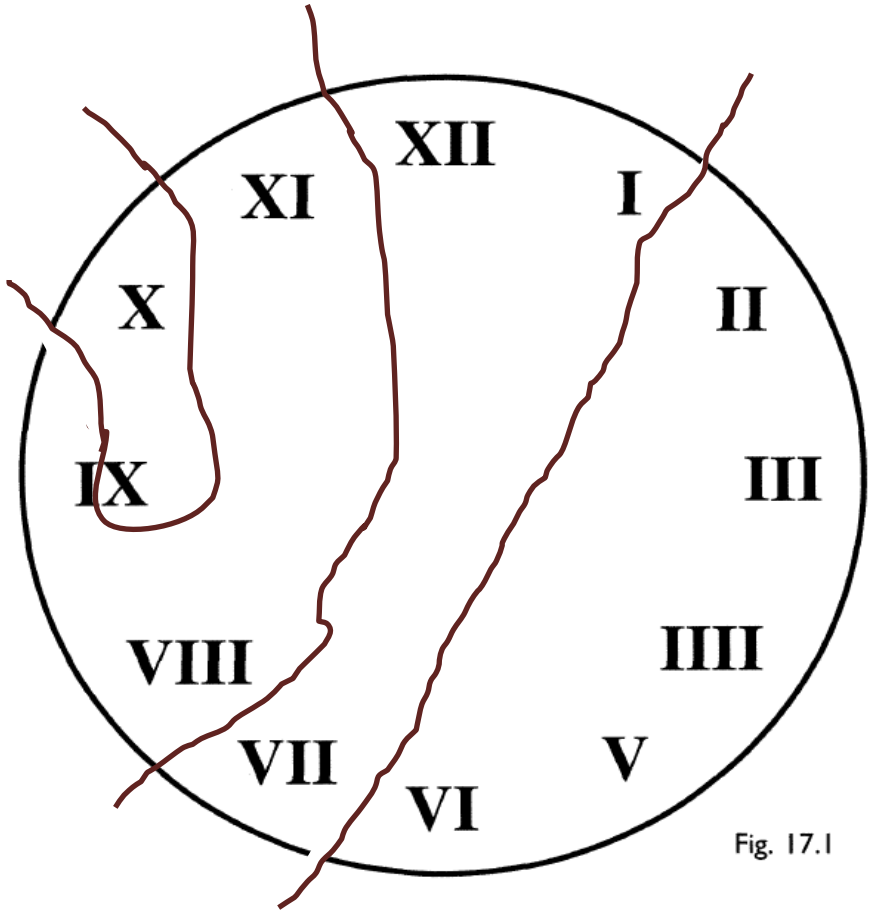


Fig. 17.1

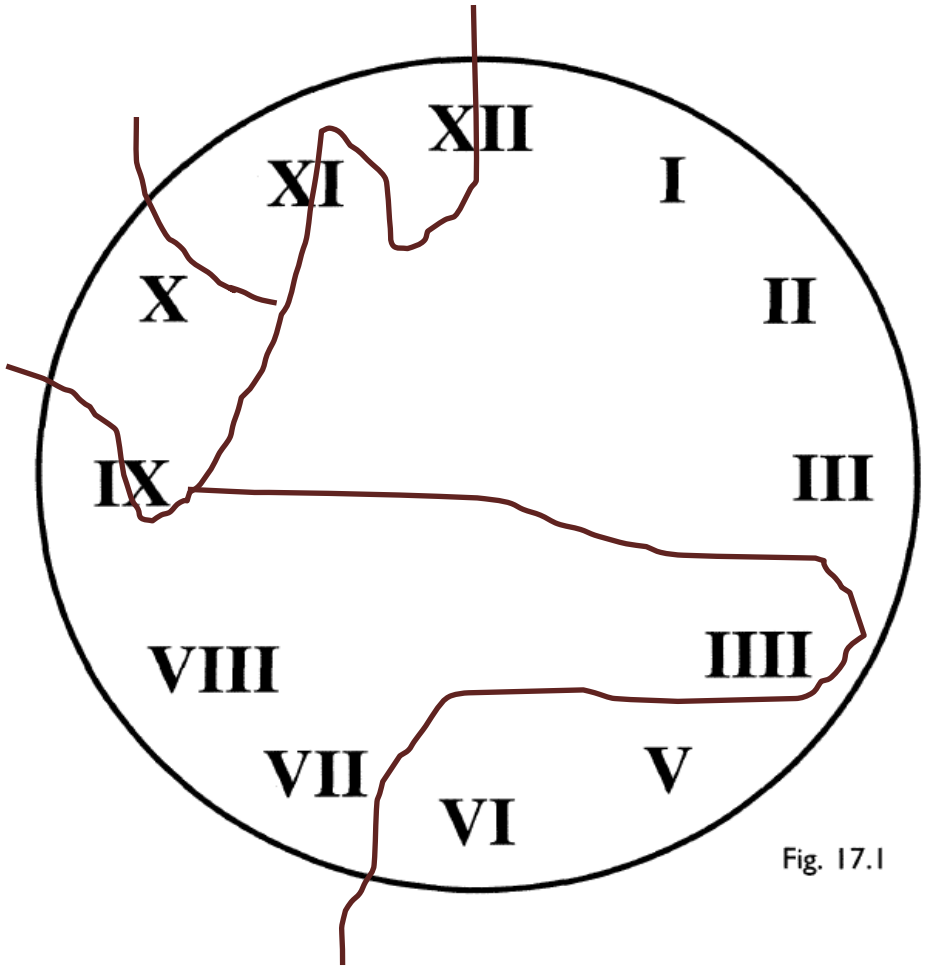
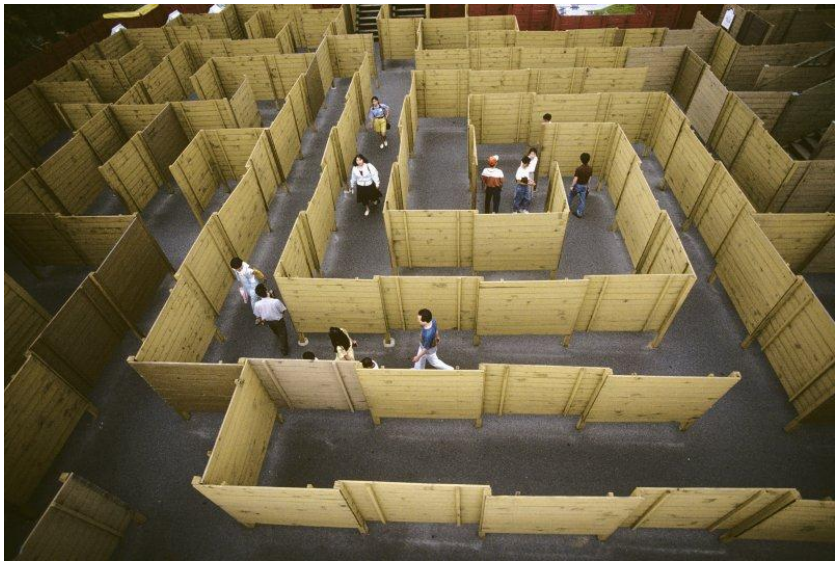


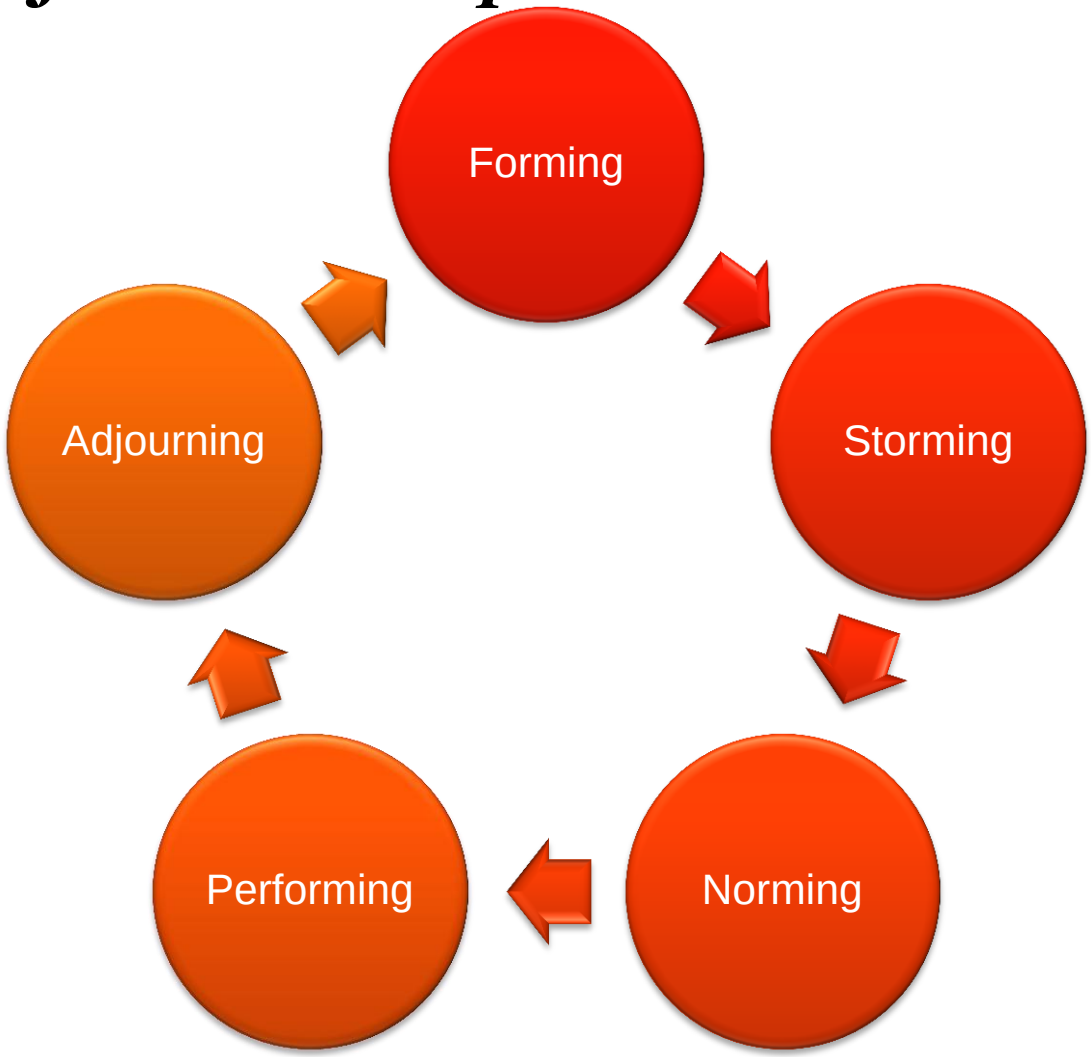
Fig. 17.1

Exercise Debrief

- Was the task difficult to perform?
- Did you work as a team?
- Did someone lead?
- How was communication?
- Level of frustration/anxiety?.



5 stages of team development



Forming

This stage of team development can last a very long time - some teams never move out of it:

- The group is not yet a team
- Setting up of rules and norms
- Team members become acquainted
- Assign roles and responsibilities.

Behaviours demonstrated at this stage might include:

- Formalities are preserved
- The team discuss the tasks of the team.

Storming

Most groups go through a stage of conflict following the initial forming stage:

- hidden agendas may be revealed
- can lead to the drafting of more realistic objectives
- this stage is particularly important to the formation of trust within the group.

Behaviours demonstrated at this stage might include:

- Impatience will surface over lack of progress
- People may get into one another's territory, causing irritation.

Norming

The next stage of team development is norming:

- Establishes norms and patterns of work
- A group consensus emerges.

Behaviours demonstrated at this stage might include:

- Ground rules and formal behaviours that may have been overlooked in the forming stage are now taken more seriously.

Performing

The next stage that a team might enter is performing:

- The team will only reach an optimum performance level when the previous three stages have been successfully completed.
- Group structure & behaviour are understood and accepted.
- Disagreements and misunderstandings are handled effectively.

Behaviours demonstrated at this stage might include:

- Trusting
- Flexible
- No importance in hierarchy.

Adjourning

The final stage that a team might enter is adjourning:

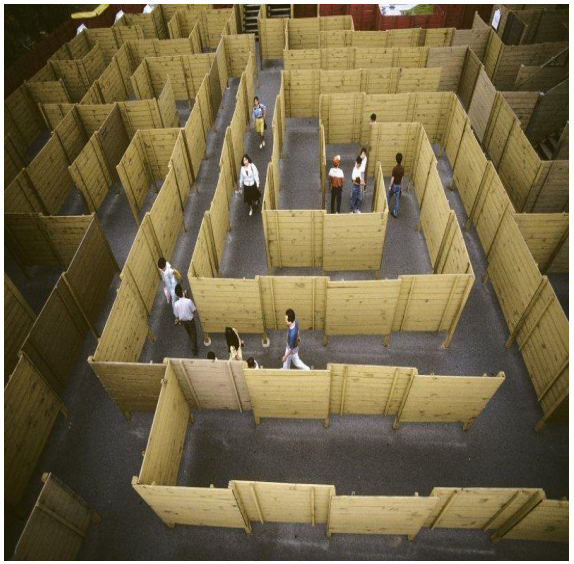
- This is about completion and disengagement.
- Individuals will be proud of having achieved much.
- They need to recognise what they've done.
- Some authors describe stage 5 as "Deforming and Mourning".

Behaviours demonstrated at this stage might include:

- Thanking
- Reflection.

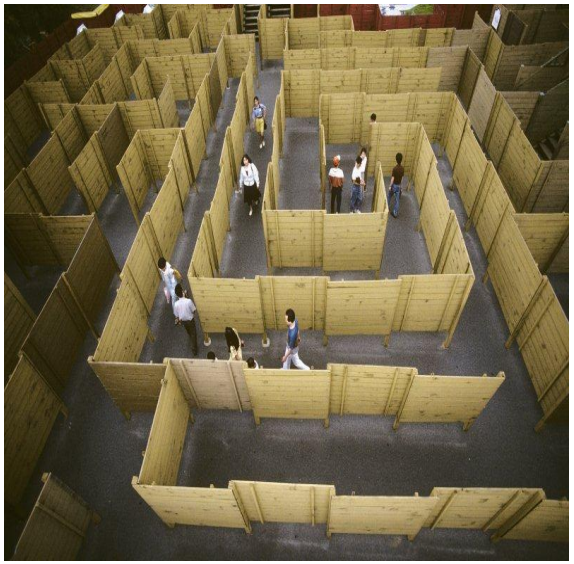
Viking Attack

- *Date*
- *Year*
- *Where*



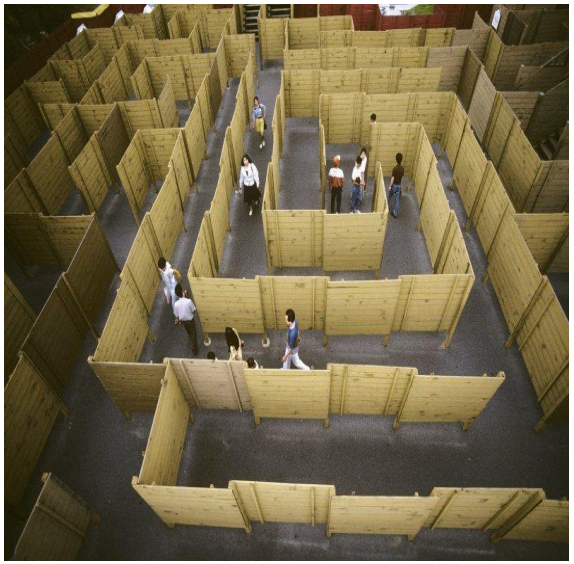
Team Instructions

- *You will all receive a number of cards*
- *You may share the information on the cards with other members but you may NOT show your cards to each other*
- *When your group has reached the solution, please write your three answers on the card and hand it to the facilitator who will ask you for your rationale*



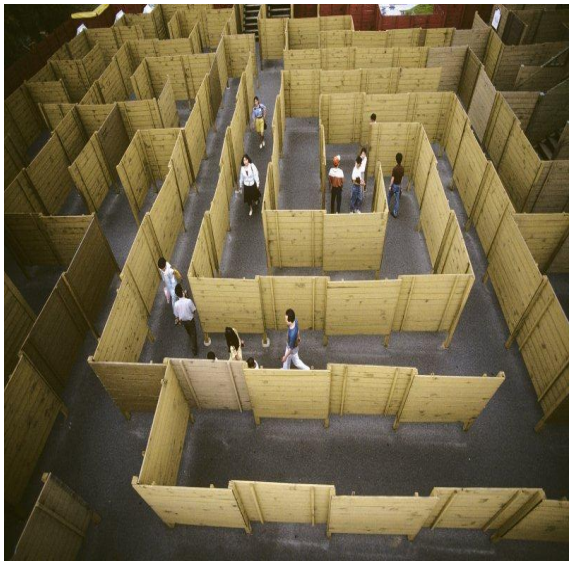
Answers

- *Date: June 30th*
- *Year: 864*
- *Place: Rouen*



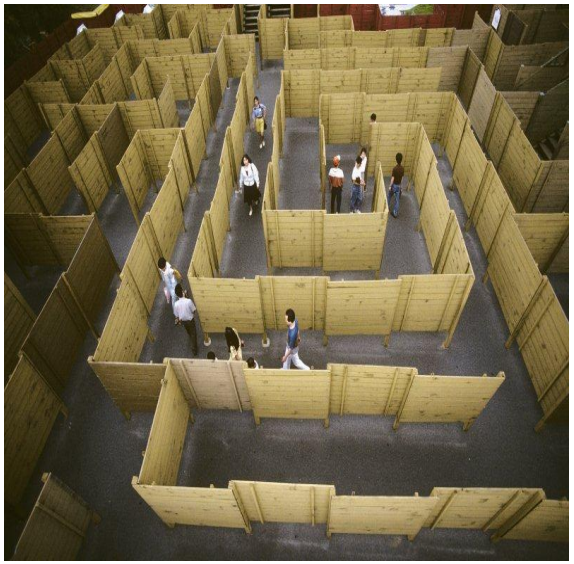
Viking Attack - Objectives

- *To allow you to practice Team Building Skills*
- *To show how successful teams have complementary skills.*
- *To underline the vital importance of listening to other team members*
- *To demonstrate the need for leadership in a team*



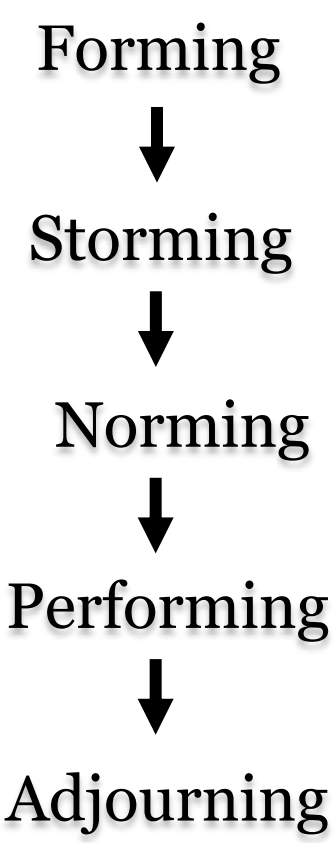
What did you observe?

- *Leadership*
- *Planning*
- *Organising*
- *Communicating*
- *Interdependence*



The 5 stages of Team Development

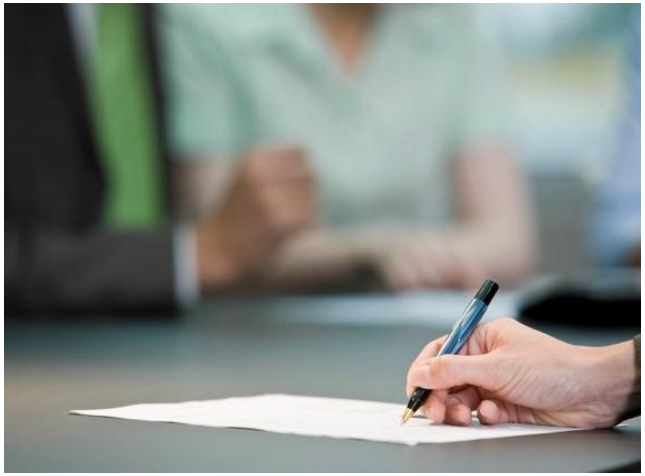
- Which of the stages do you think your team went through in the last exercise?
- List any behaviours from the above stages that you noticed occurring.



Conclusion

- Types of teams
- Problem solving in teams
- Stages of team development
- Practical teamwork exercises.

Thank you

Olivia Colgan & Laura Curry

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