communication
ethnicity diversity concept office talking
strategy friendship plan descent
success support collaboration
togetherness unity connection power
planning relationship successful
teamwork
adult group ideas team together
community strength union hands
people cooperation
business meeting partnership
corporate brainstorming human
organization agreement

Team Work

Skill Development
Session-2

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LIVEWORKSHEETS

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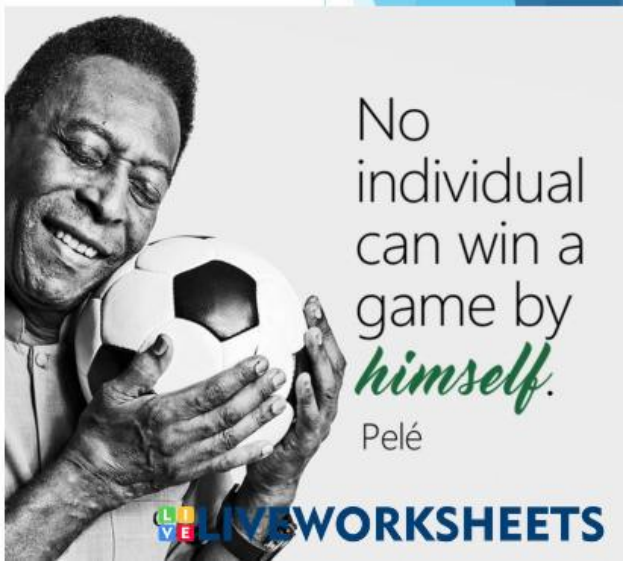
What is Team Work ?

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." - Andrew Carnegie (Scottish-American industrialist, business magnate, and philanthropist)

"Great teamwork is the only way we create the breakthroughs that define our careers."- Pat Riley
(American Basket Ball player)



Team- Teamwork:

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Key to Successful Team Work:

1. **The team understands the goals** and is committed to attaining them.
2. **Communication is open, honest, and respectful.**
3. **Team members have a strong sense of belonging to the group.**
4. **Team members are viewed as unique people**
5. **Creativity, innovation, and different viewpoints are expected** and encouraged.
6. **The team is able to constantly examine itself** and continuously improve its processes, practices, and the interaction of team members.
7. **The team has agreed upon procedures for diagnosing, analyzing, and resolving teamwork problems** and conflicts.
8. **Participative leadership is practiced** in leading meetings, assigning tasks, recording decisions and commitments.
9. **Members of the team make high quality decisions together**
10. **Team members have a strong sense of belonging to the group.**

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Tips for Better Teamwork

Team understands the goals and is committed to attaining them

Communication is open, honest, and respectful

Creativity, innovation, and different viewpoints are expected

People are comfortable taking reasonable risk

Members of the team make high quality decisions together

the balance

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Why Team Work is- Important & Effective?

- Teamwork allows work to be done faster and better.
  - Teamwork allows each person to work in the area which they are better.
    - Teamwork has a combination of strength, so for every situation there should be at least one person who know how to deal with it?
      - Teamwork provides the group with different options.

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Teamwork VS Individual Work:

TEAMWORK

- Agree on goals / milestones
- Establish tasks to be completed
- **Communicate** / monitor progress
- Solve problems
- Interpret results
- Agree completion of project

INDIVIDUAL WORK

- Work on tasks
- Work on new / revised tasks
- Research / development
- Networking

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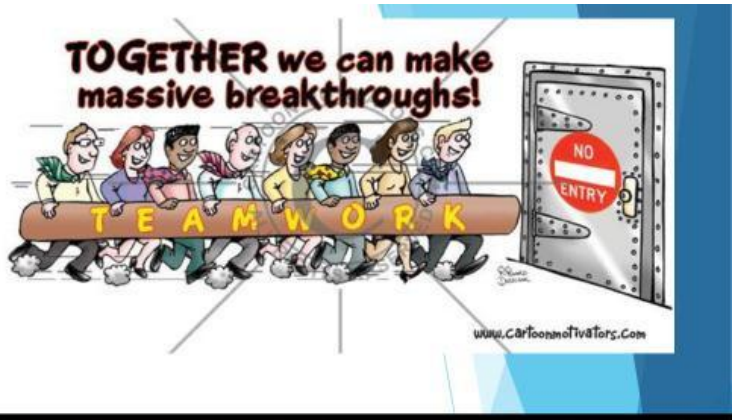
TOGETHER we can make massive breakthroughs!
TEAMWORK
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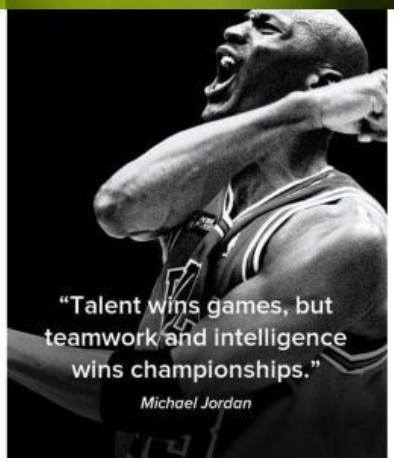
"Talent wins games, but teamwork and intelligence wins championships."
Michael Jordan

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Teamwork Skill Involves..

- Good Leadership
- Clear Communication
- Role Establishment
- Support
- Respect
- Trust

Good Leadership:
Good Leadership involves having a definite leader in a group. Leader have to know the strength and weakness of team members in order to divide the work.

Clear Communications:
Communications is important for successful teamwork. Team usually produce good results if each group members are willing to share ideas. Also, communication in teamwork avoid confusion.

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Role Establishment:
Who is assigned what job to do is very important. All group members must agree on what needs to be done, and who does what so there won't be any confusion among the group members. Everyone in the team needs to be responsible for their own roles.

Team Support:
Good members should support each other. If a group can support each other, they will be able to perform better because they can get support if they face any difficulties. This make a group able to solve any problem and will more likely to success.

Respect:
Group members communicate their opinions in a way that respects others, focusing on ''What can be improve?", rather than "Why it is wrong?''
If the group cannot respect each other, it will take a lot of time to make any decision.

Trust:
Group members should trust each other and share their own ideas and feelings, they also should believe in each other. Otherwise they will fail at teamwork because of having to faith on each other for important tasks.

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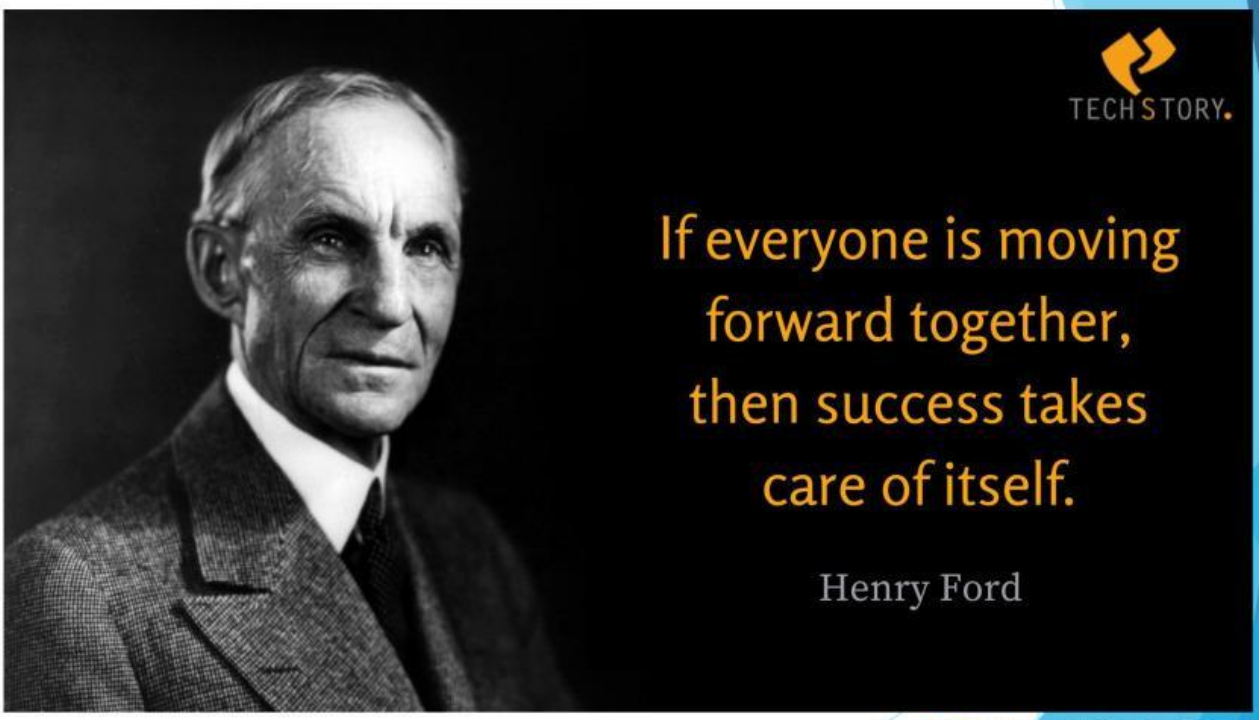

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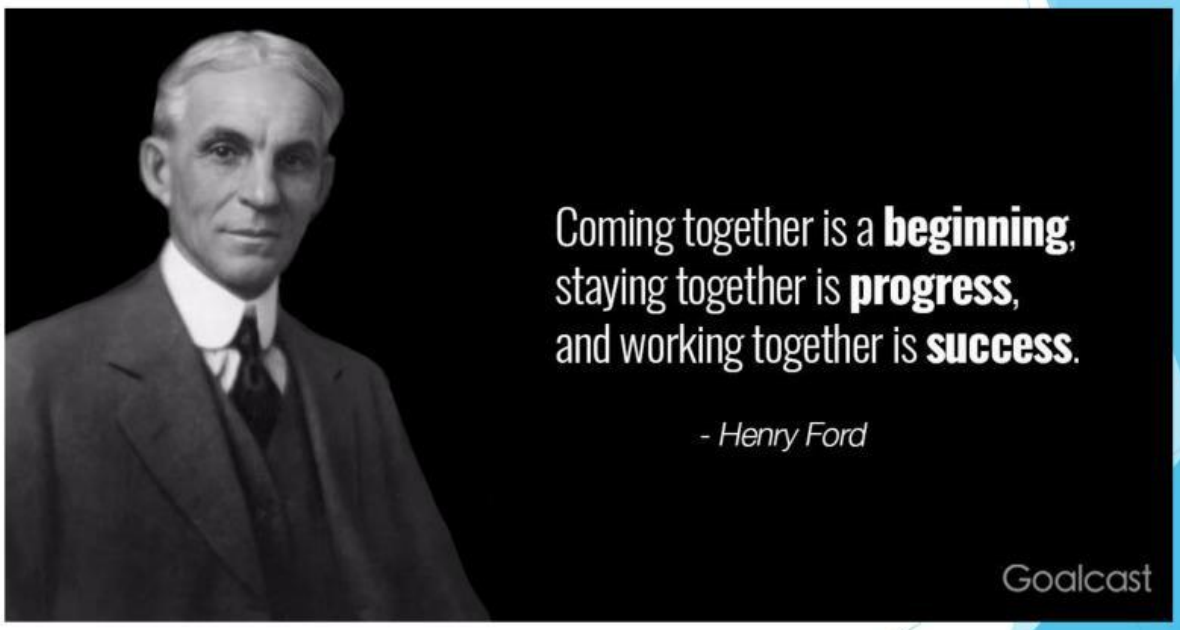

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