



communication
diversity
friendship
success support
togetherness unity
planning relationship
adult group ideas team together
community strength union hands
people cooperation
business corporate meeting partnership
organization brainstorming human
agreement



Team Work
Skill Development
Session-2

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LIVE WORKSHEETS

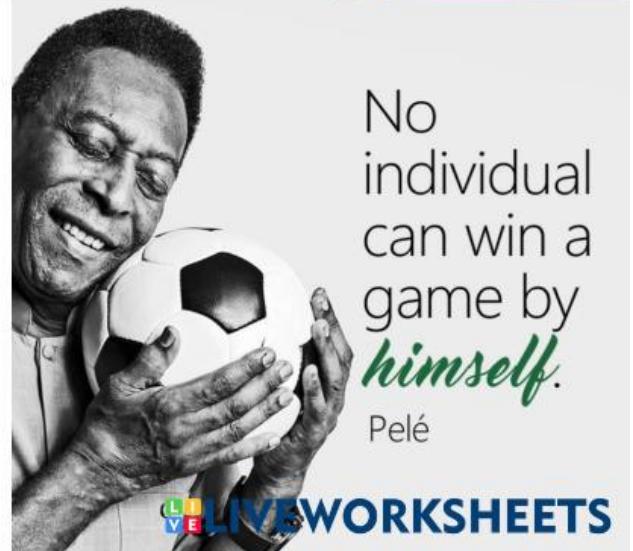


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What is Team Work ?

“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)

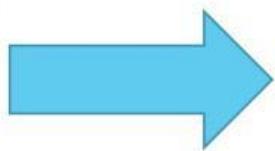
“Great teamwork is the only way we create the breakthroughs that define our careers.”- Pat Riley (American Basket Ball player)



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Team- Teamwork:

T together
E everyone
A achieves
M more



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.

Team work is less 'ME'
and more 'WE'



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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



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:



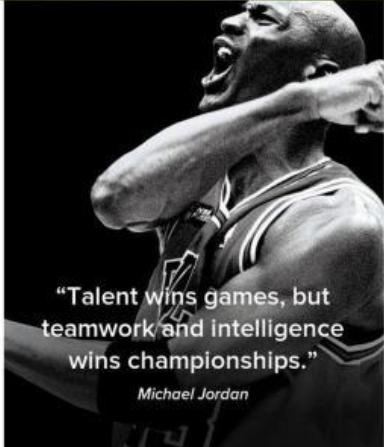
TEAMWORK

- 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



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.

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.

Respect:

Group members communicate their opinions in a way that respects others, focusing on "What can be improved?", rather than "Why it is wrong?"

If the group cannot respect each other, it will take a lot of time to make any decision.



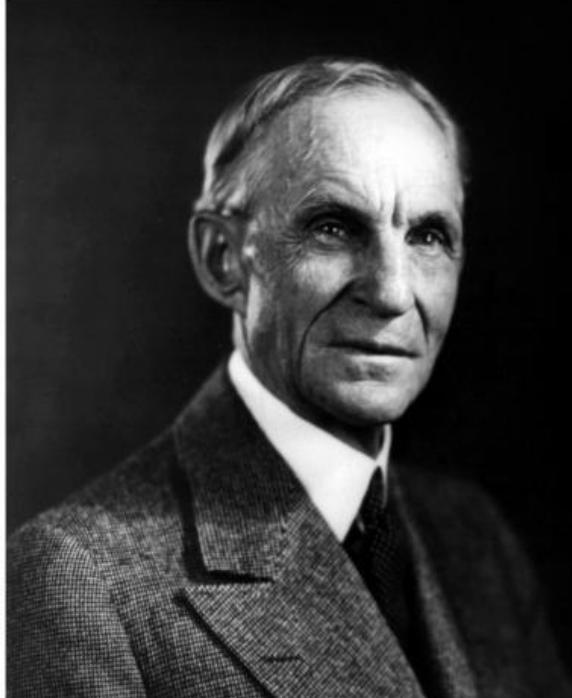
Team Support:

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 makes a group able to solve any problem and will be more likely to succeed.

Trust:

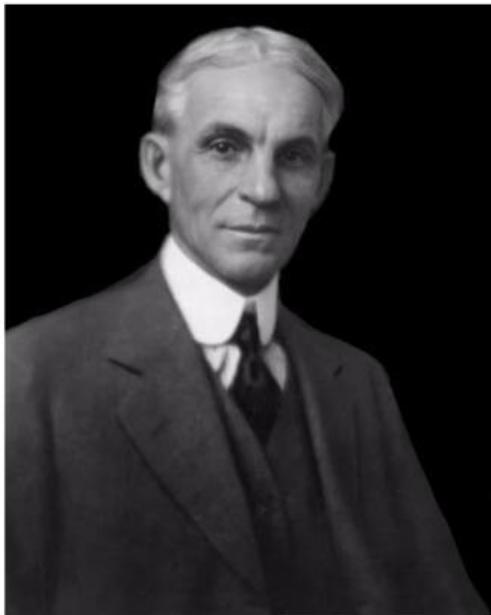
Group members should trust each other and share their own ideas and feelings, they also should believe in each other. Otherwise they will fail at teamwork because of having to faith on each other for important tasks.

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If everyone is moving
forward together,
then success takes
care of itself.

Henry Ford



Coming together is a **beginning**,
staying together is **progress**,
and working together is **success**.

- Henry Ford

Goalcast

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