

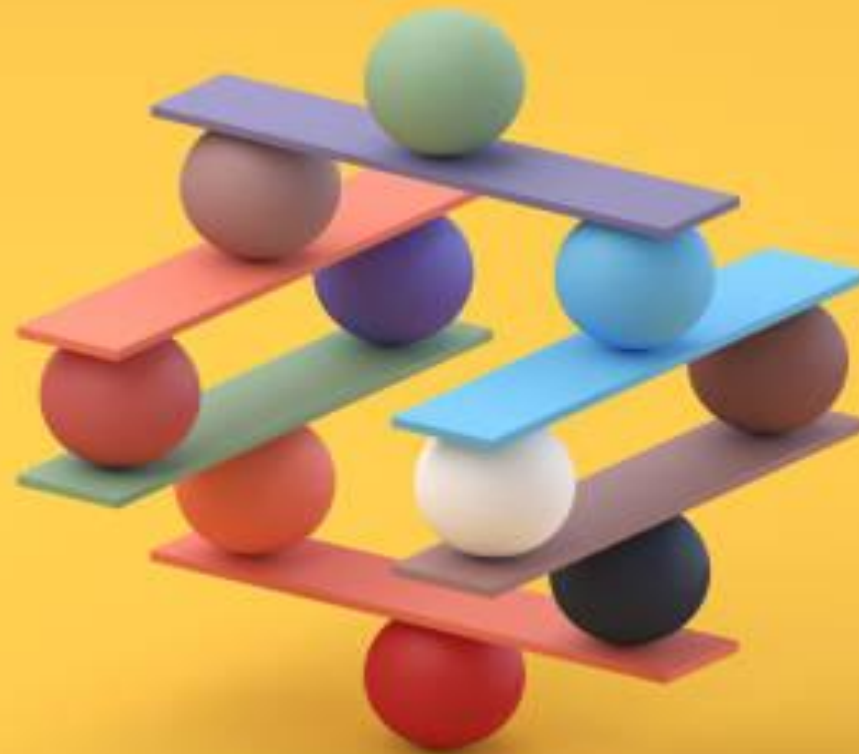
The Effective Teamwork



Prof Ahmed Hassan Fahal

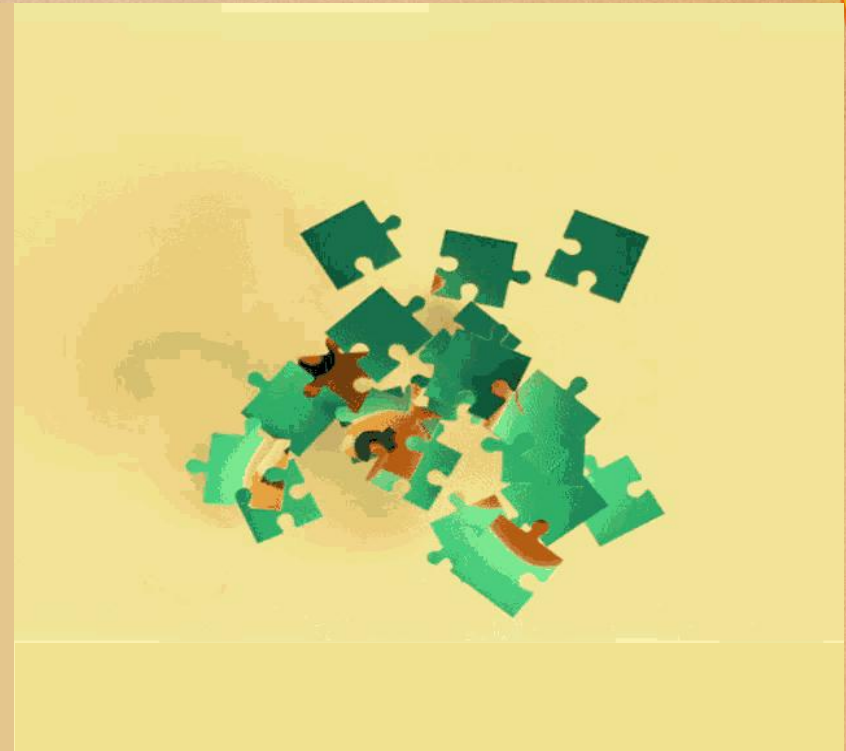
MBBS, FRCS, FRCSI, FRCS (G),
MS, MD, FRCPath,
FRCP(London)

University of Khartoum



I Declare no conflict of interest

Images obtained from **Open Sources**





What is Team



The work may be interdependent and team members share responsibility and hold themselves accountable for attaining the results





Outline

1

Objectives



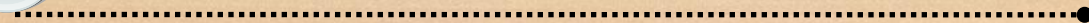
2

Contents



3

Conclusions



4

Take Home Messages





What are your Objectives



To know how
can we work
in a Team

Objectives





Objectives

To Keep your
Team Happy

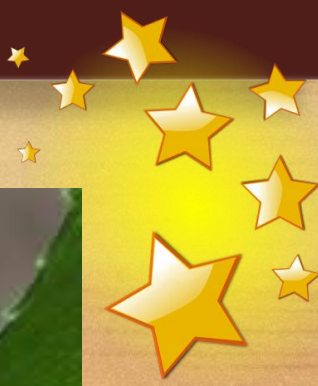




Conclusion



What is a Team





What is a Team



A group of individuals who have a commitment to producing a result



What is a Team



A number of persons associated together in work or activity





What is Team

A small number of people with complementary skills

Who are committed to a common purpose, performance goals and approach for which they are jointly accountable





What is Team

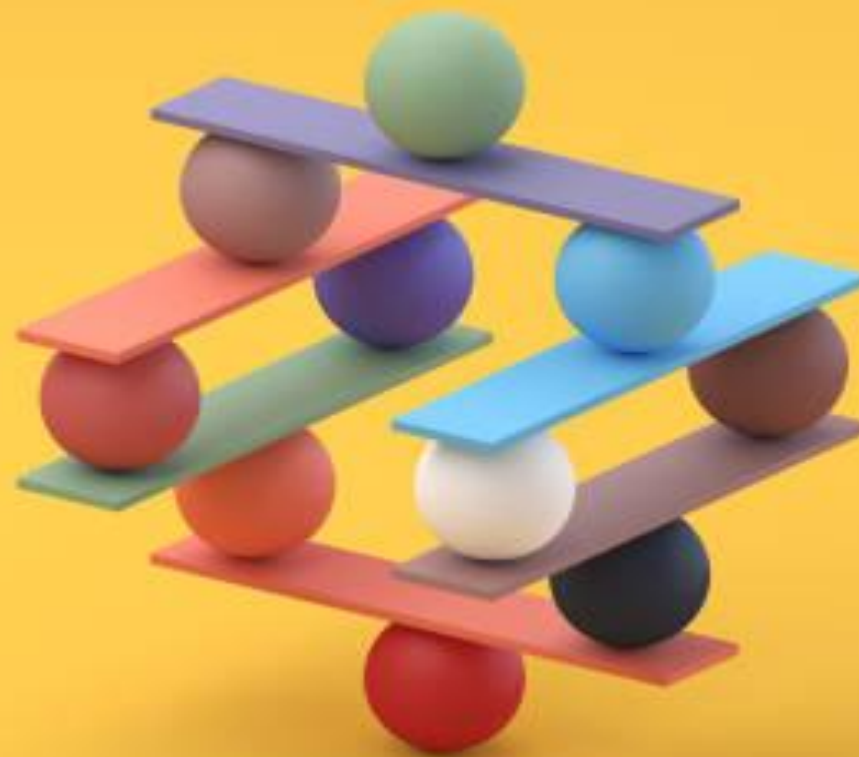


People working together in a committed way to achieve a common goal or mission.





What is An Effective Team





What is an Effective Team



Is a group of people who work toward a common purpose with the actions and activities of the members interlinked to achieve the goal or purpose





What is a Teamwork



A Common Goal

The ability to cooperate and communicate effectively together to achieve





What is a Teamwork



**The ability to cooperate and communicate effectively together to achieve
A Common Goal**





What is a Teamwork



It is about working cooperatively across cultures and organizational boundaries to achieve shared goals





What is Teamwork



A powerful fuel that allows common people to attain uncommon results





What is Teamwork



Members create an environment that allows everyone to go beyond their limitations





Why we need an Effective Teamwork



The prime goal of all
people working
together for the
same organization is

To Make It Beneficial





What is Teamwork

Coming together is a **Beginning**

Keeping together is a **Process**

Working together is a **Success**





What is Teamwork



gifs.com





What is an Effective Team

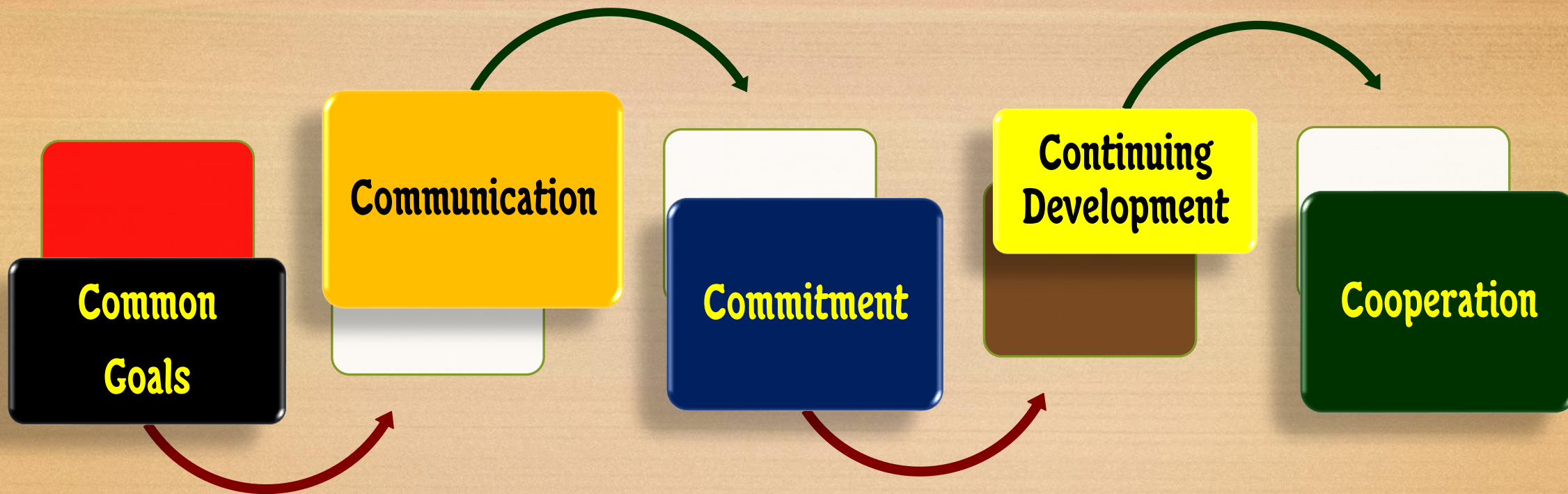
Has certain
Characteristics
to allow its members
to function more
Efficiently &
Productively

crea **T**ive
effe **E**ctive
innov **A**tive
com **M**unicative





What is an Effective Team



The 5 C Team-building Strategy





Effective Team Characteristics

**Common
Goals**





Effective Team Characteristics

Common Goals

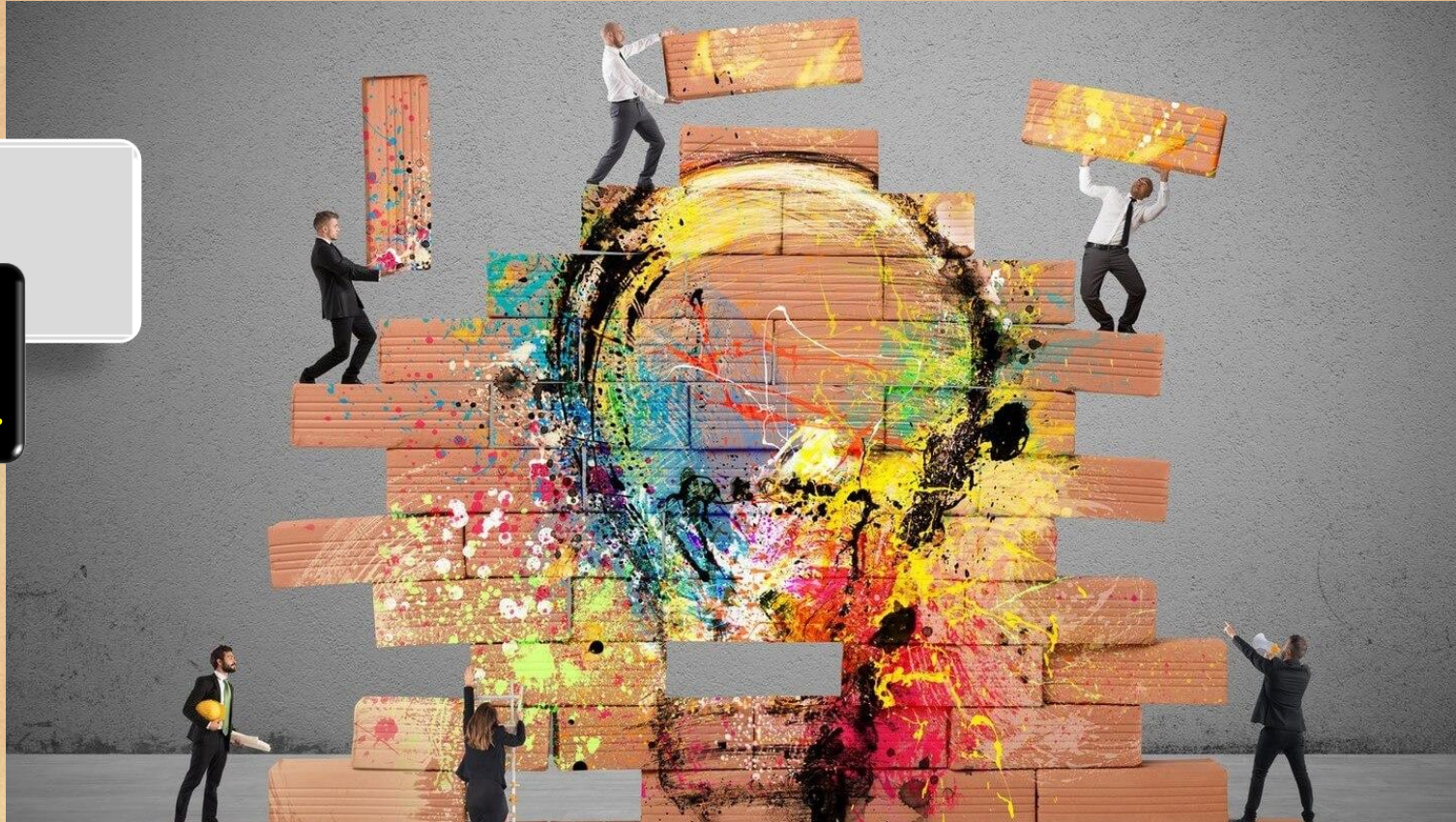




Effective Team Characteristics



**Effective
Communication**





Effective Team Characteristics

An effective team
begins and ends with
Effective Communication





Effective Team Characteristics



Effective Communication

To share information
and performance
feedback effectively
with the team





Effective Team Characteristics

Effective
Communication



Pros & Cons of 360-Degree Feedback

Feedback on performance should be two-way and constant





Effective Team Characteristics

Effective Communication

Pros & Cons of 360-Degree Feedback

Pros:

Cons:





Effective Team Characteristics



Listening

Is a feature of that effective communication





Effective Team Characteristics

**Team
Commitment**





Effective Team Characteristics

Team Commitment



Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work.

(Vince Lombardi)

izquotes.com





Continuing Development





Effective Team Characteristics

**Team
Cooperation**





Effective Team Characteristics



**Team
Cooperation**





Effective Team Characteristics





The Effective Teamwork

**Team Leader
&
Members**





The Effective Teamwork



Team Leader Role



Control



Inspire



Adjust



Update



Advice



Consult





Team Leader Role





Team Leader Role



Effective Leader 5 Habits



Walk the Talk

Passion

Communication

Vision

Courage





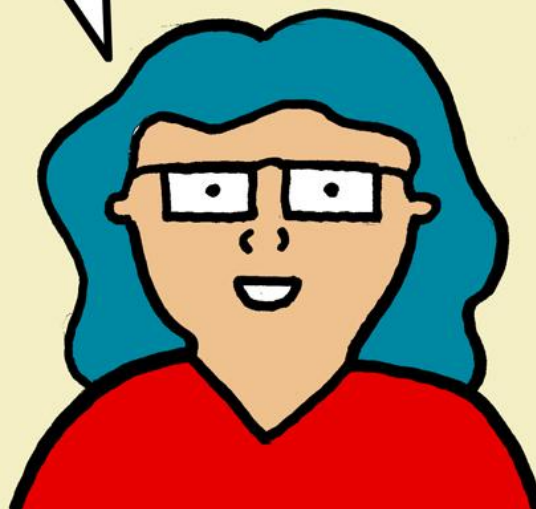
Team Leader Role

There is no I in
Team
But there is an M
and E, and that

Spells ME!



It's all
about ME!!



It sure is...





Team Leader Role

Spells ME!





How to be An Effective Team Member



Communicate

If you have a problem with someone in the team, Talk to them about it





How to be An Effective Team Member

- Don't blame others
- Pointing fingers will only make you look cowardly



 **How to be
An Effective Team Member**

**Before pointing fingers
Make Sure Your
Hands Are Clean**





How to be An Effective Team Member



Support the Group

- Nobody knows it all
- Support your team members' ideas





How to be An Effective Team Member

**No
Bragging**



TRUMP IS A BRAGGART



I am the best
president ever





How to be An Effective Team Member

Get Involved

- Take a time to help your fellow teammates
- If you have helped them in past, they will be more than happy to lend a helping hand



 **How to be
An Effective Team Member**

Listen Actively



Look at the person who is speaking to you, nod, ask, probing questions and acknowledge what is said by paraphrasing points that have been made



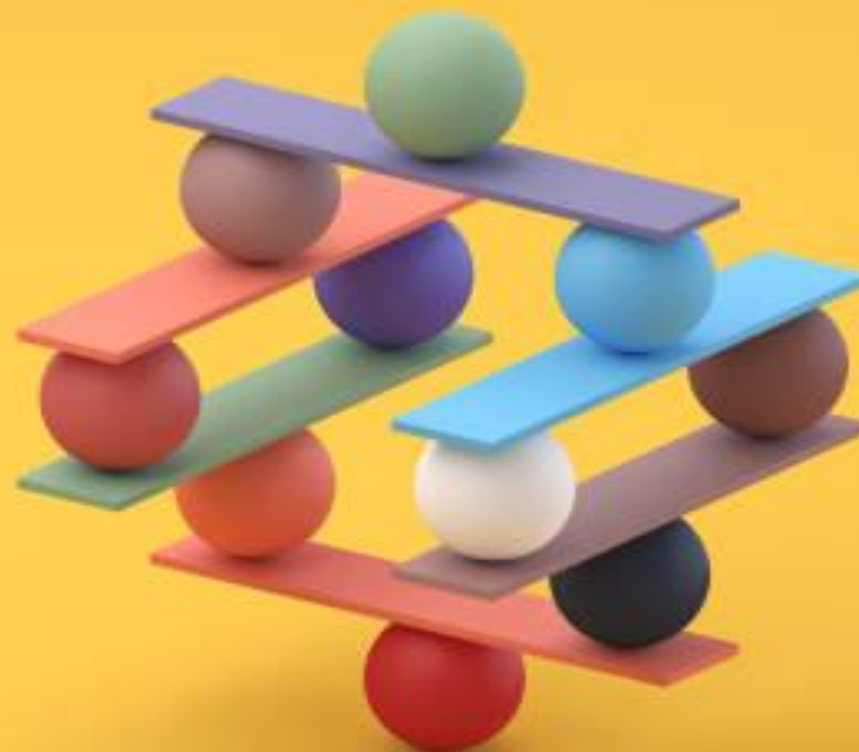


Effective teamwork





Teamwork Development





Teamwork Development





Teamwork Development

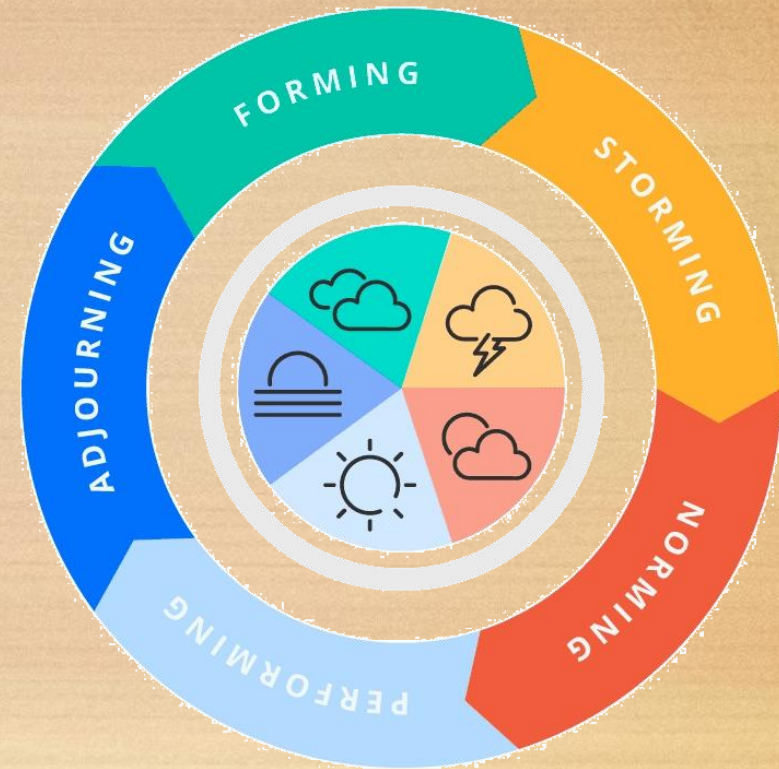




How do we develop an Effective Great Team

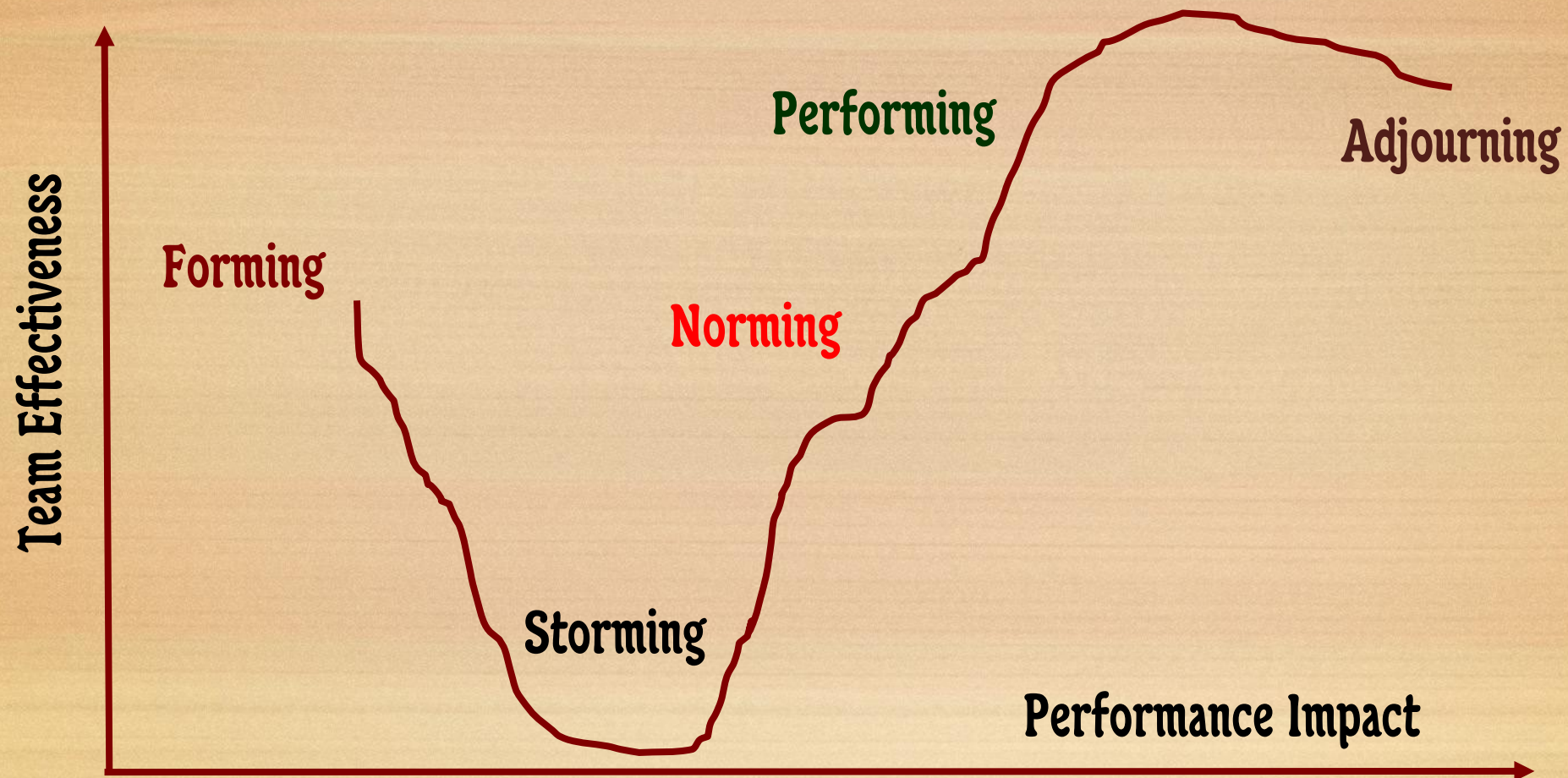


- Team formation takes time
- Usually follows some easily recognisable stage
- As the team journeys from being a group of strangers to becoming united team with a common goals





Teamwork Development Stages





Teamwork Development Stages

Forming

Storming

Norming

Performing

Adjourning





Teamwork Development Stages

Stage 1 Forming





Teamwork Development Stages

Stage 1 Forming

Provide clear
direction to
establish the
team's

**Purpose
Setting
Goals**

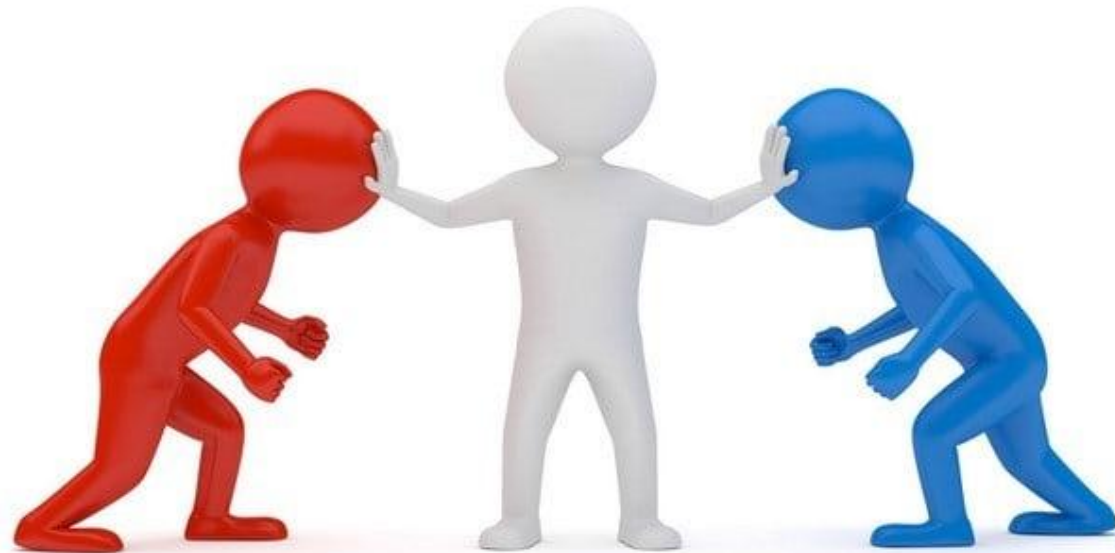




Teamwork Development Stages

Stage 1 Forming

**Provide
Individual Team
Member Roles**





Teamwork Development Stages

Stage 1 Forming

**Develop
The Team
Norms**





Teamwork Development Stages

Stage 1 Forming Develop The Team Norms

Are a set of rules or operating principles that shape team members' interactions.

Team norms establish clear, agreed-upon behaviour, how the work will get done, and what team members can expect of each other.



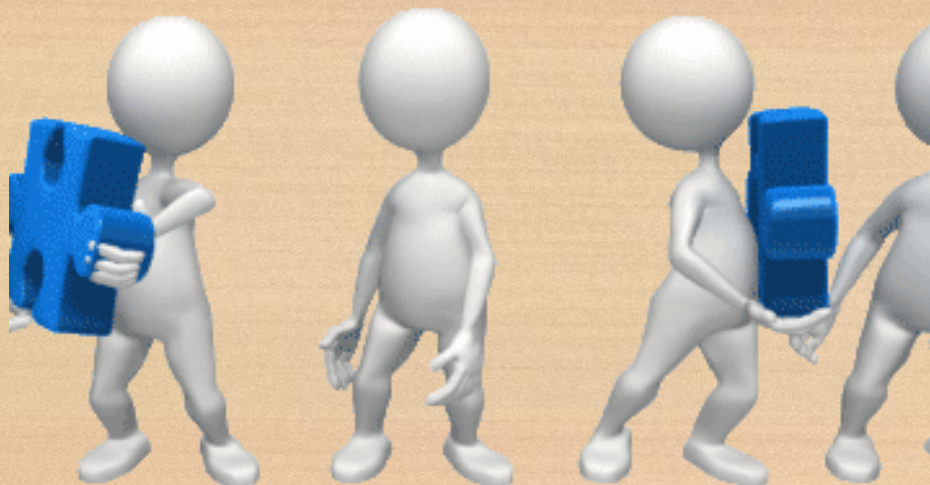


Teamwork Development Stages

Stage 1 Forming



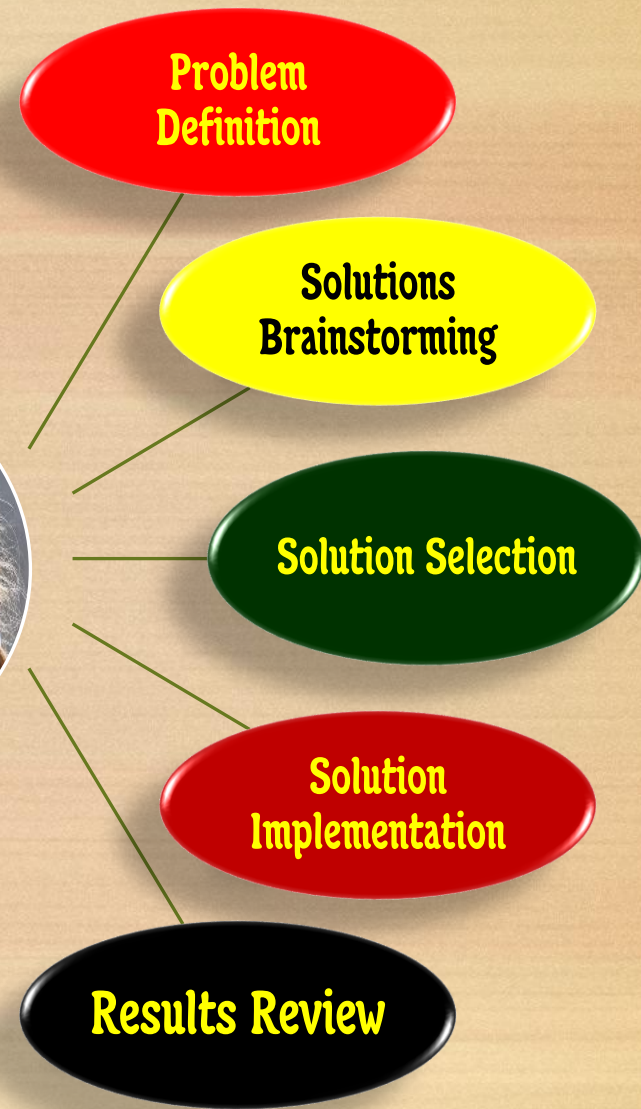
Tasks
Determination





Teamwork Development Stages Stage 1 Forming

Define Problems & Strategy





Teamwork Development Stages

Stage 1 Forming

Identify
Information Needed





Teamwork Development Stages

Stage 2 Storming





Teamwork Development Stages

Stage 2 Storming



During this stage team members

- Realise that the task is more difficult than they imagined
- Have fluctuations in attitude about the chance of success





Teamwork Development Stages

Stage 2 Storming

During this stage team members

- May be resistance to task
- Have poor collaboration





Teamwork Development Stages

Stage 2 Storming



**Provide strong, hand on leadership to keep people
talking and task focus.**





Teamwork Development Stages

Stage 3 Norming





Teamwork Development Stages

Stage 3 Norming

During this stage team members accept

- **Their team**
- Team rules and procedures
- Team members realise that they are not going to crash and burn and start helping each other





Teamwork Development Stages

Stage 3 Norming

During this stage

- Behaviour codes become established
- An identifiable group culture emerges



what are other
words for
code of honour?



standard, ideals, morals,
ethics, principles, rule, canon,
moral principles, ideal,
code of behaviour





Teamwork Development Stages

Stage 3 Norming



People begin to enjoy each other company and appreciate each other contributions.





Teamwork Development Stages

Stage 4 Performing





Teamwork Development Stages

Stage 4 Performing

Team members have

- Gained insight into personal and team processes





Teamwork Development Stages

Stage 4 Performing



Team members have

- **Developed a close attachment to the team**
- **A better understanding of each other's strengths and weakness**





Teamwork Development Stages

Team members have

- Gained the ability to prevent or work through group conflict and resolve difference

Stage 4 Performing





Teamwork Development Stages

Stage 4 Performing

Team members have

- Commitment to
Shared Goals





Teamwork Development Stages

Stage 4 Performing

Team members have

**Achieved results
Easily and enjoyable**





Teamwork Development Stages

Stage 5 Adjourning





Teamwork Development Stages

Stage 5 Adjourning

- Most of the project goals completed
- Workload diminished
- Team members move to other projects





Teamwork Development Stages

Stage 5 Adjourning

- It is important to achieve closure for the group on a positive note.





Teamwork Development Stages

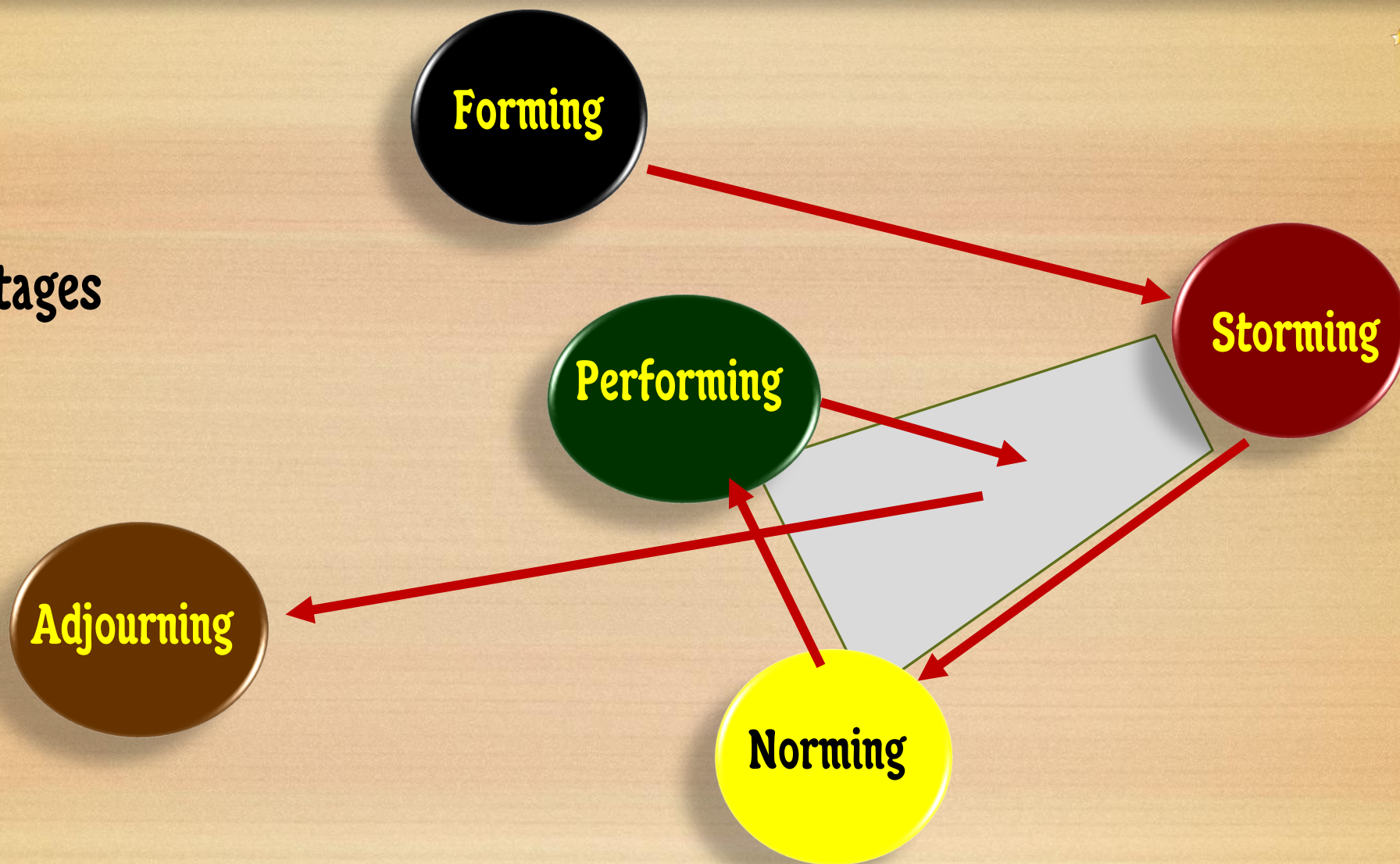
- It is important to recognise the group members for their accomplishments and celebrate the group overall success

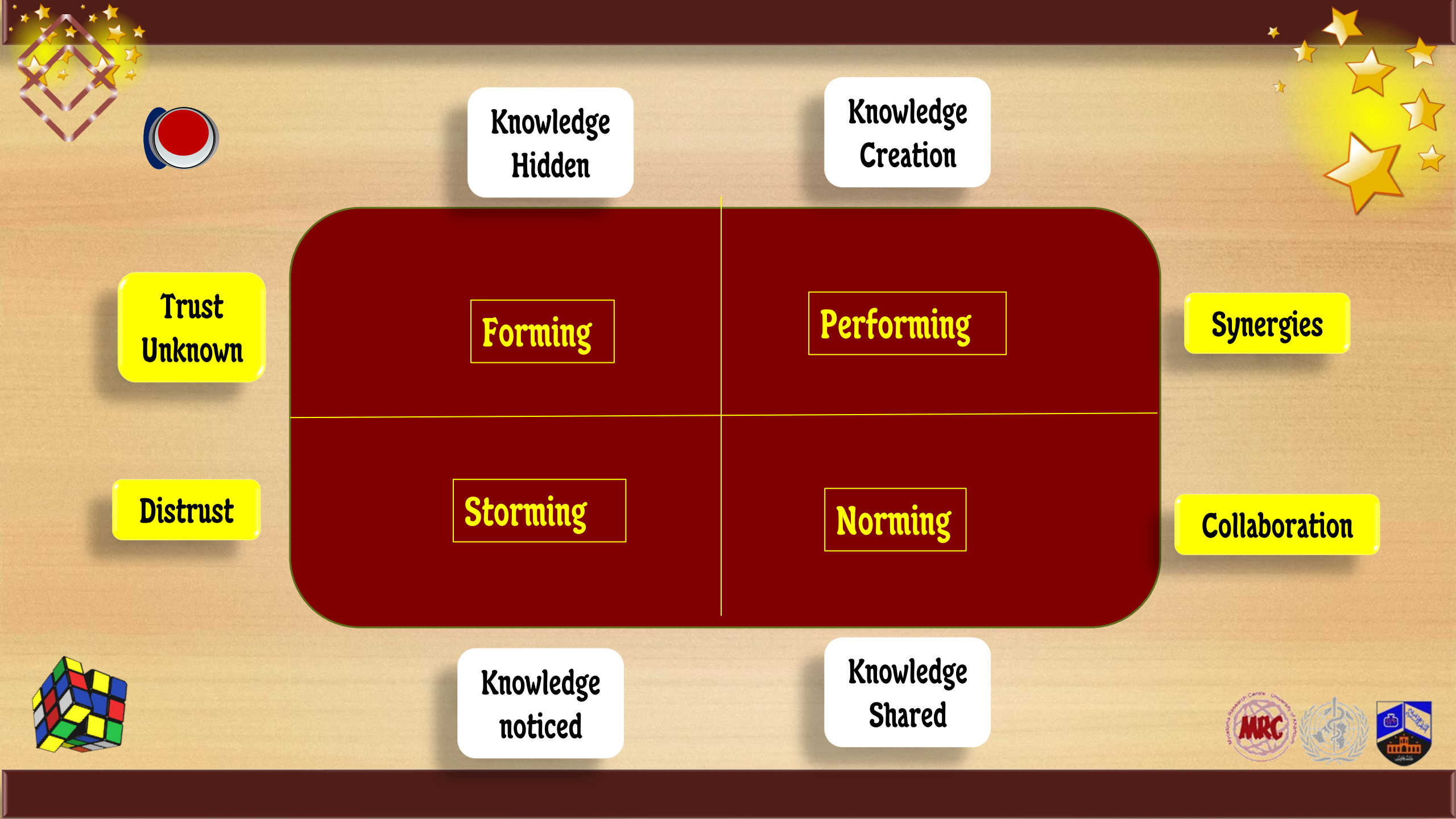
Stage 5 Adjourning





Teamwork Development Stages





Knowledge
Hidden

Knowledge
Creation

Trust
Unknown

Forming

Performing

Synergies

Distrust

Storming

Norming

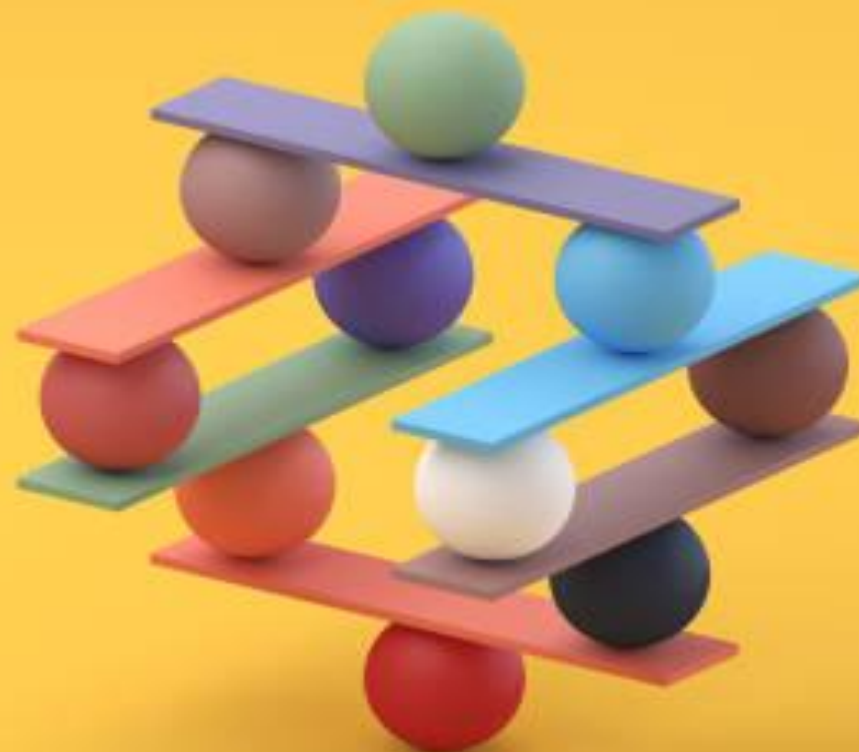
Collaboration

Knowledge
noticed

Knowledge
Shared

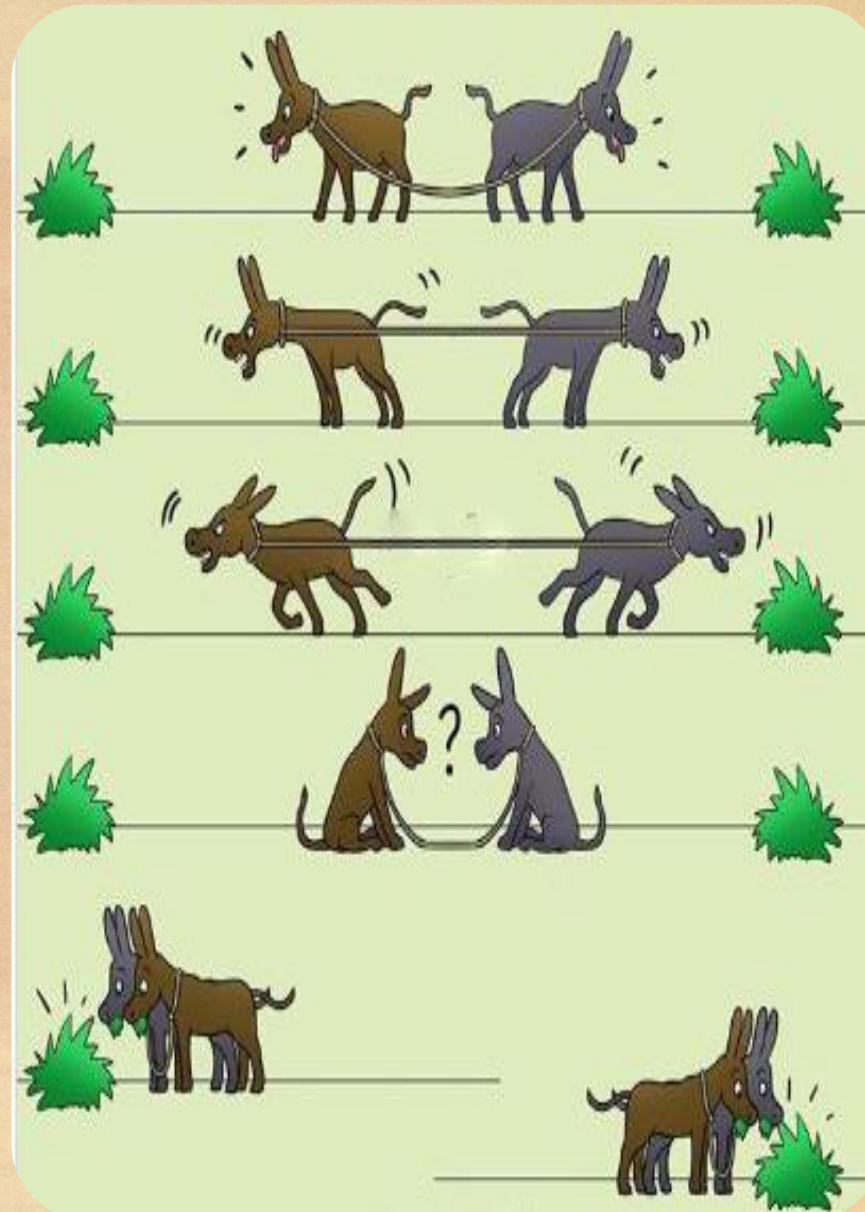


Benefits of Teamwork

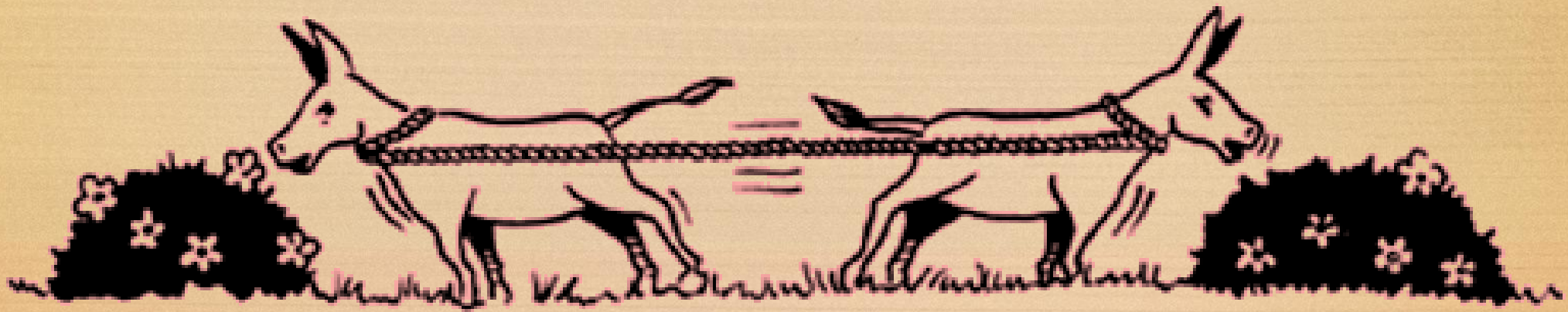


Benefits of Team Work

What is the Message ?



Benefits of Team Work





Benefits of Team Work



Together everyone achieves more





Benefits of Team Work



Working Well Together
Is an enjoyable and bonding experience





Benefits of Team Work

- Quick solution
- Improved productivity
- Work load distribution
- Diversity of ideas
- Better decision
- Motivation
- Learning

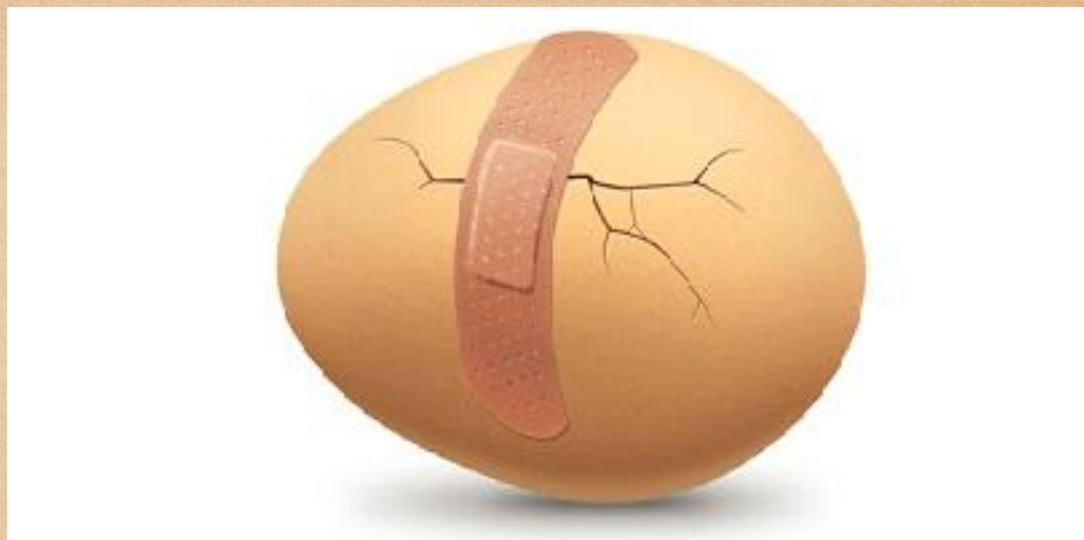


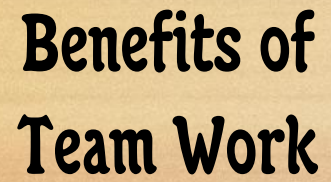


Benefits of Team Work



**Quick
Solution**





Improved Productivity





Benefits of Team Work

Workload
Distribution





Benefits of Team Work



**Diversity
of Ideas**





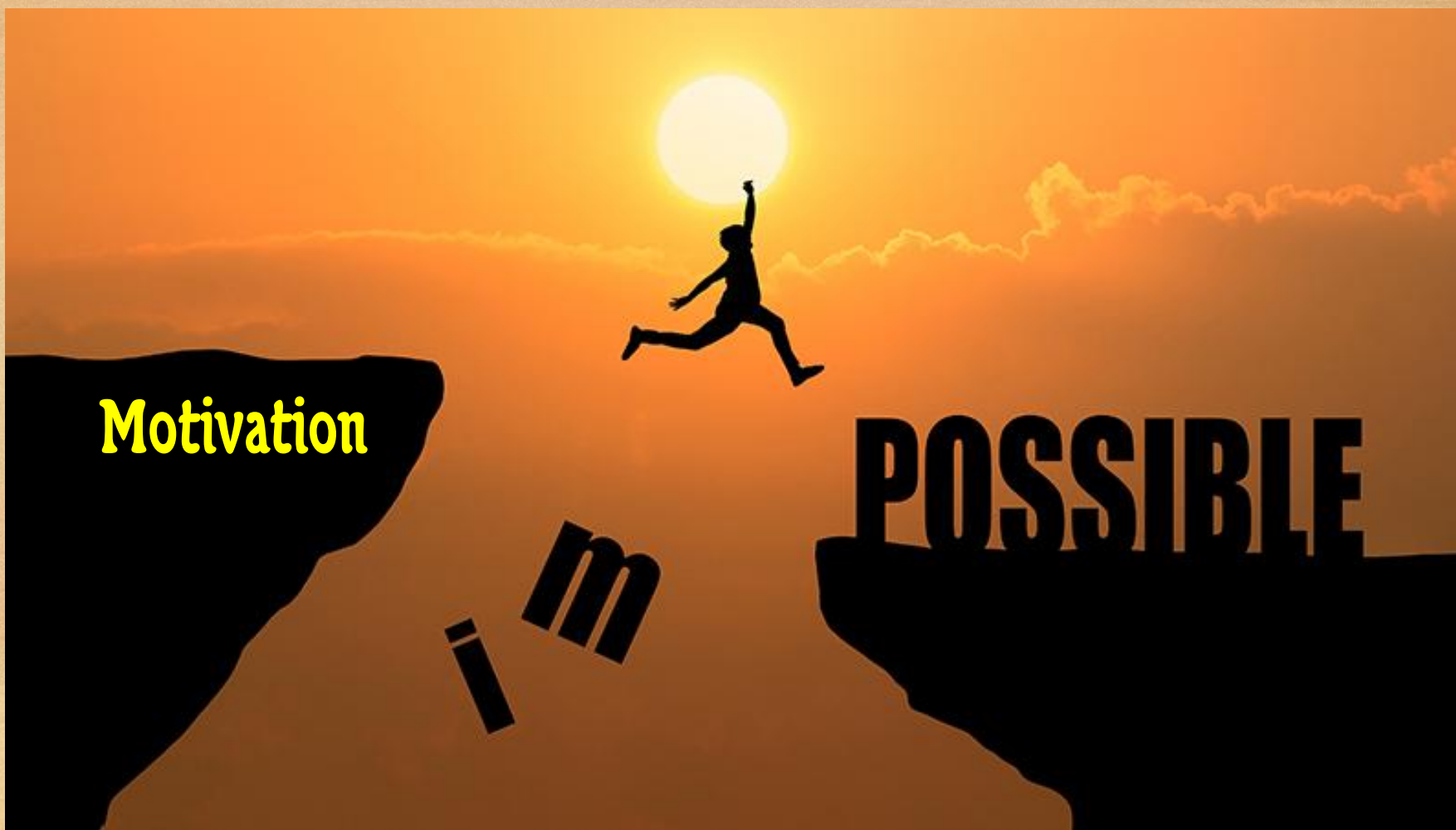
Benefits of Team Work

**Better
Decision**





Benefits of Team Work





Benefits of Team Work



Learning
Experience

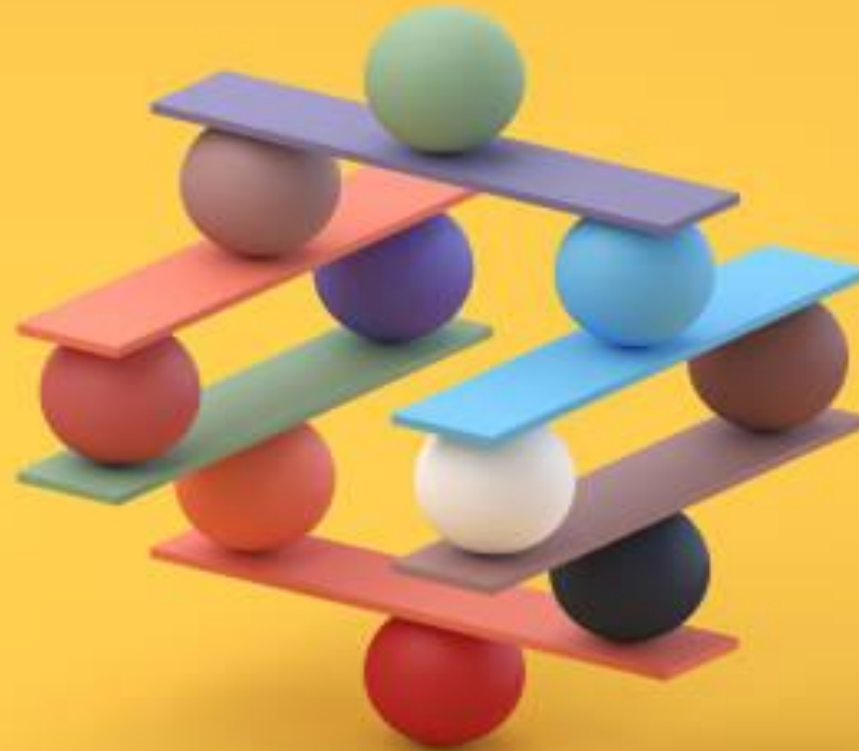


Effective Team Work Building The 10 C





Tips For Effective Teamwork Development





**Tips For
Effective
Teamwork
Development**





Tips For Effective Teamwork Development

The Stand Up Meeting

Short meetings at the
beginning or end of every day

They should be short 15 minutes





Tips For Effective Teamwork Development



The Stand Up Meeting

- What are you doing ?
- What do you plan to accomplish today ?
- Is there something preventing you from getting your task done ?





Tips For Effective Teamwork Development



Is not

The Stand Up Meeting

- Status meeting from the Boss
- Complaint sessions
- Witch hunts
- Meant to go beyond 15 minutes





Tips For Effective Teamwork Development



**One bad apple can
Distract
& Deflect
Effective Teamwork**





Tips For Effective Teamwork Development

A sign of a **Great Leader** is the proper placement of people





Tips For Effective Teamwork Development



The sign of a good leader is not
how many followers you have

But

**How Many Leaders
You Create**



Mahatma Gandhi.





Tips For Effective Teamwork Development



Communication Interaction fuels Action





Tips For Effective Teamwork Development



The strength of the team is impinged by its weakest link





Tips For Effective Teamwork Development



Good Leadership
Appoint smart member
A lot of training





Tips For Effective Teamwork Development



**Idea Generation
Anytime - Anywhere**

**Everyone Performs
Differently**

**Under Different
Circumstances.**

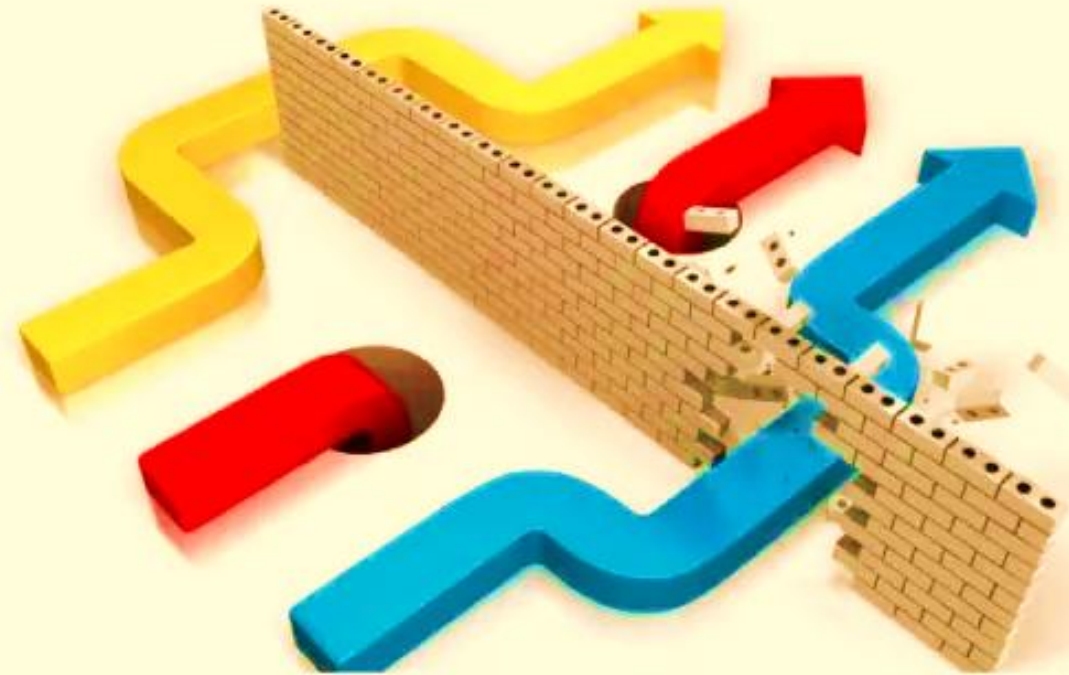




Tips For Effective Teamwork Development



The Barriers





Tips For Effective Teamwork Development

The Barriers Remedies





Conclusions





Conclusions

Teamwork is essential in any
Great Human Endeavour





Conclusions

Building a
winning team is a
Process





Conclusions

Teamwork

Coming together
Sharing together
Working together
Succeeding together





Conclusions



Winning teams have players who make things happen





Conclusions

Vision gives team
members

**Direction &
Confidence**





Conclusions

The strength of the team is
each individual member

The strength of each
member is the team





Conclusions

The key to effective teams is to work to support and encourage each other to success





Conclusions





Conclusions

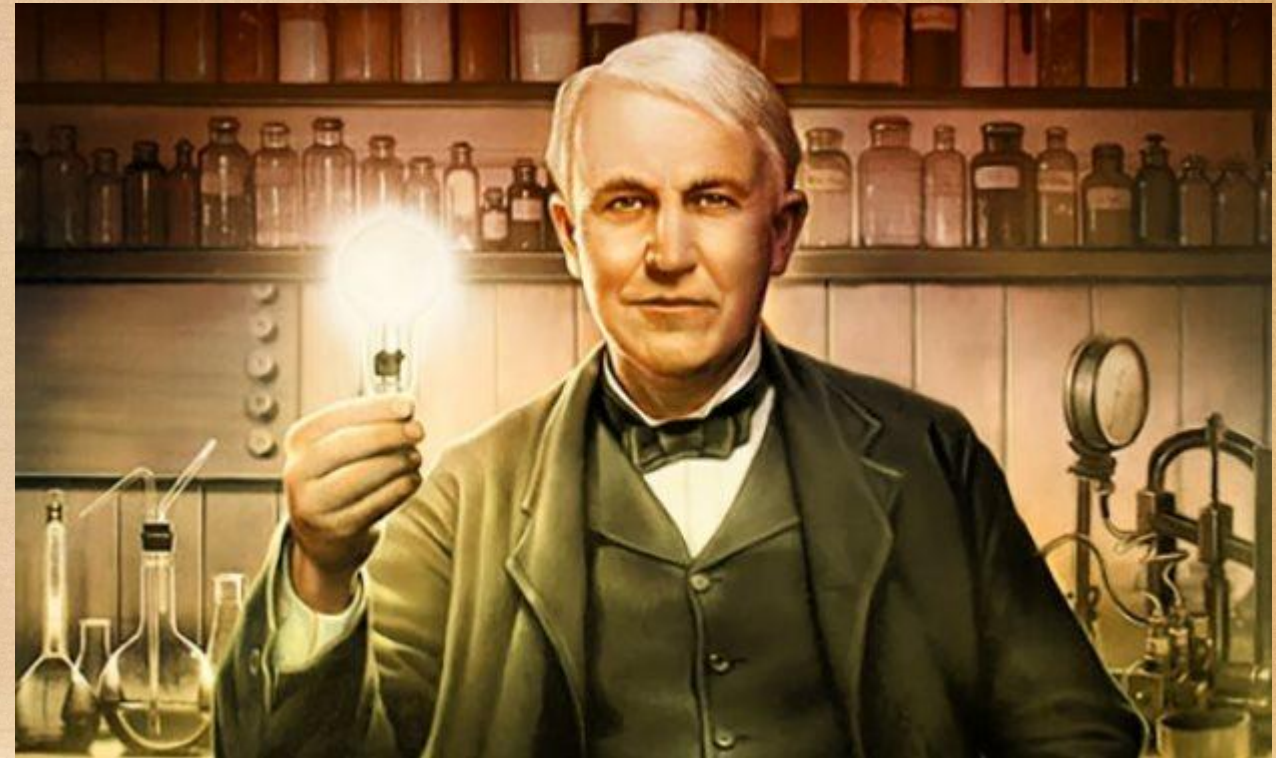
When asked why he had a team
of 21 assistants

If I could solve all the
problems myself,

I would



Thomas Edison





Conclusions

A leader who produces other
leaders multiplies their influences.

John C. Maxwell

**One is too small a number to
achieve greatness**

quote fancy





Conclusions

**It is the time to come together
We all have the power to change
So what we are waiting for?**

Yann Arthus-Bertrand

quote fancy





Thank you very much
indeed for your kind
attention



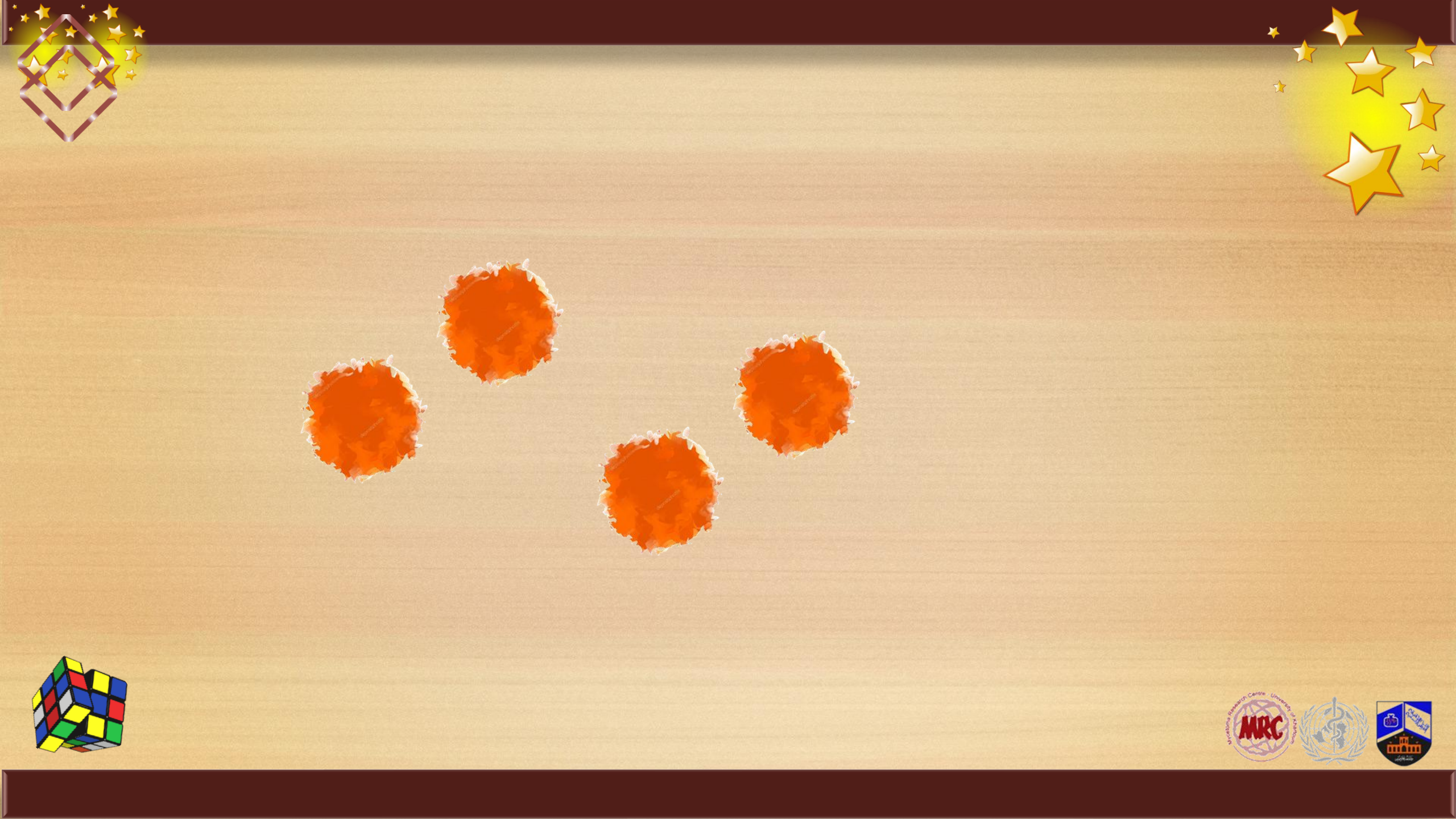


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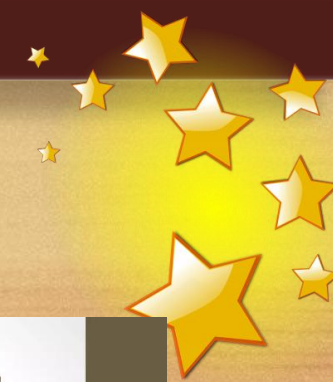




Conclusions

Look for the big picture

The goal is more important
than the role



LAW OF THE BIG PICTURE

*The goal is more important
than the role.*





Conclusions

**A group
has individual goals**

**A team
has common goals**





What is Team Work





• Exploration why we are together	What are we supposed to do together Do I want to et involved in this
• Testing to identify the boundaries of both interpersonal and task behaviour	Is everyone committed to this How can I contribute
• Assessing other team members and the commitment	What will be expected of me
• Evaluating potential risks and rewards	What are the pros and cons to being on the team How do these people get along
• Establishing relationships with leader and other team members	What will you contribibute Can I trust you

Structuring Stage

The Challenge	Team Dynamics	The Questions
Creating a purpose and manage team membership	•Exploring why we are together	•What are we supposed to do together?
	•Testing to identify the boundaries of both interpersonal and task behaviors	•Do I want to get involved in this?
	•Assessing other team members and the commitment	•Is everyone committed to this?
	•Evaluating potential risks and rewards	•How can I contribute?
	•Establishing relationships with leaders and other team members	•What will be expected of me?
		•What are the pros and cons to being on this team?
		•Who are these people?
		•Will we get along?
		•What will you contribute?
		•Can I trust you?





Leader action strategies

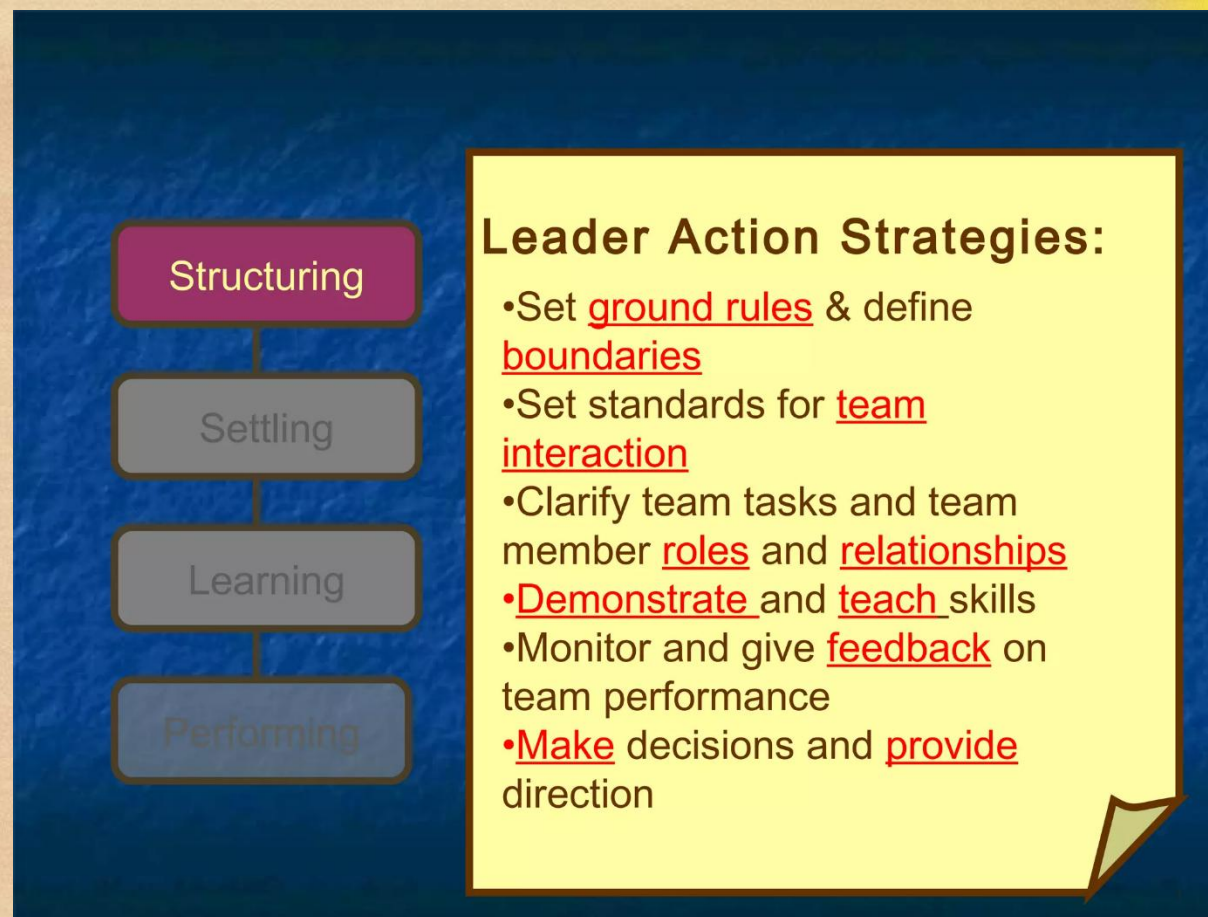
Set ground rules and define boundaries

Set standards for team interaction

Clarify team tasks and team member role and relations

Demonstrate and teach skills

Monitor and give feedback on team performance make decisions and provide direction





What is Team Work



Settling Stage

The Challenge

Managing
expectations
and **roles**

Team Dynamics

- **Challenging** the team's purpose
- **Splitting** into subgroups
- **Struggling** for power and control
- **Resisting** tasks and authority
- **Avoiding** dealing with underlying tension and hidden agendas

The Questions

- Why are we doing this?
- What's the point?
- Why are we doing it this way?
- Why don't we do it that way?





What is Team Work



Leader Action Strategies:

- Focus on agenda
- State and restate expectations
- Take full advantage of the strengths each team member brings to the table
- Let each person know how he/she fits into the overall plan





What is Team Work

Learning Stage



The Learning stage develops teams
with
greater self-direction and problem-solving skills.





What is Team Work

Learning Stage



The Challenge

Managing
relationships
and **task**
efforts

Team Dynamics

- **Implementing** the team's performance expectations
- **Re-establishing** specific roles and operating procedures
- **Defining** rules for problem solving
- **Clarifying** processes for resolving team conflicts
- **Building** team culture

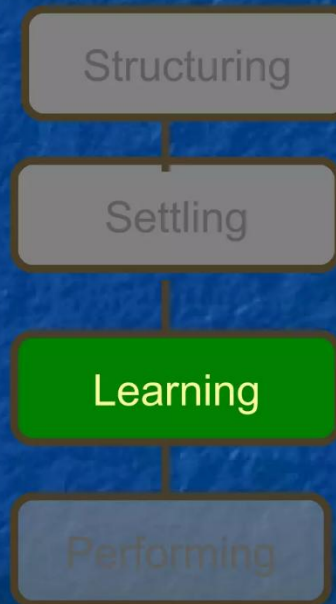
The Questions

- Who does what and when?
- How often will we meet?
- How do we resolve problems?
- How do we make decisions?
- How do we handle conflicts?
- What makes our team special?





What is Team Work



Leader Actions:

- More of an observer
- Guides team members and only steps in to move things along if the team gets 'stuck.'
- Ensure team members are working collaboratively
- Cross-train team members





What is Team Work



Performing Stage



Reaching the Performing stage is the result of all team members working effectively together.





What is Team Work



Performing Stage

The Challenge

Managing
task
completion,
evaluating
results,
striving for
improvement

Team Dynamics

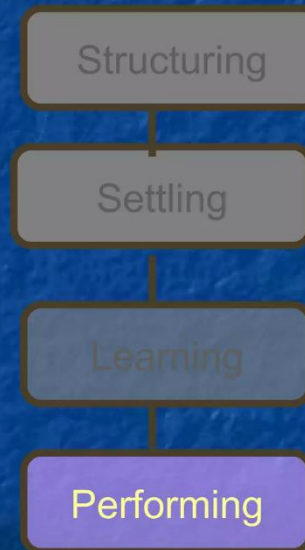
- Alignment.**
Each person has an integral role in the team's work
- Accomplishment.**
People and the team as a whole are meeting and exceeding role and task expectations.
- Cohesion.**
Feeling like a "team"
- Commitment.**
To each other, the team and to accomplishing the team's goals.
- Loyalty and trust**

The Questions

- How can we improve this?
- Is there a better way?
- What more can we do?
- How can I help?



What is Team Work



Leader Action Strategies:

- Continues to monitor the progress of the team
- Celebrates achievements with the team
- Continues to build team camaraderie
- Serves as the gateway when decisions need to be reached at a higher level





What is Team Work

Solving Problems as a Team

There are solutions: even to the hardest problems



BRAINSTORMING as a team

©2001 Rick London/Johann Wessels



First monday of the month the corporate group gets together for a brainstorming session..





Building consensus

The team leader Facilitates
helps the team solve its
own problems



BUILDING CONSENSUS as a team leader

Facilitating helps the team solve its own
problems.



Team Characteristics

- 1 Work Effortlessly
- 2 Trust
- 3 Good Communication
- 4 Supportive
- 5 Participation
- 6 Innovative
- 7 Motivation

Team Characteristics

Lesson 1: First of All, Knowing Your People

First of all, you need to have a good understanding of your people. Spend time with them. Talk to them. This way, you will come to understand what they care for individually. You will also discover what makes them come alive. That is very important if you wish to win them over and initiate an organization that uses teamwork to its fullest potential!

TEAM
WORK





Team Characteristics

Teamwork simply stated,
it is less me and more we





Team Characteristics

Choosing the right team members



Lesson 2: Choosing the right team members

Each person should be given the responsibility for handling a proper situation. If all members will interfere in every aspect of the work being done, then it may lead to ruin the output of the team. These are the facts that you should look at while concerning about teamwork or else your team work can lead the way to downward. So be cautious while choosing good team members.



Team

Having one common goal

Lesson 3: Having one common goal

Hence, there must be one common goal for the group and each individual act should complement the actions of the other members of the team and vice versa. Each member of the team must be able to sacrifice whatever personal views and interests he may have for the interest and efficiency of the team. Making the team more effective goes beyond whatever you can achieve individually.





Team

When we have a sense of
community and focus we create
trust and can help each other to
achieve our goals



When we have a sense of community
and focus, we create trust and can
help each other to achieve our goals.





Team

Developing teamwork requires commitment

Lesson 4: Developing teamwork requires commitment

It is a two-way street. The managers and leaders have to take the lead and the employees have to respond. This way, there will be cohesiveness and better harmony in the organization. When that is done, the employees can simply come together, talk and pursue the goals of the organization. They can also become more loyal to the organization in this way.



Team Characteristics

" Individual commitment to a group effort - that is what makes a team work a company work, a society work, a civilization work."
- Vince Lombardi (1913-1970)



Team Characteristics

Lesson 5: Sharing Information

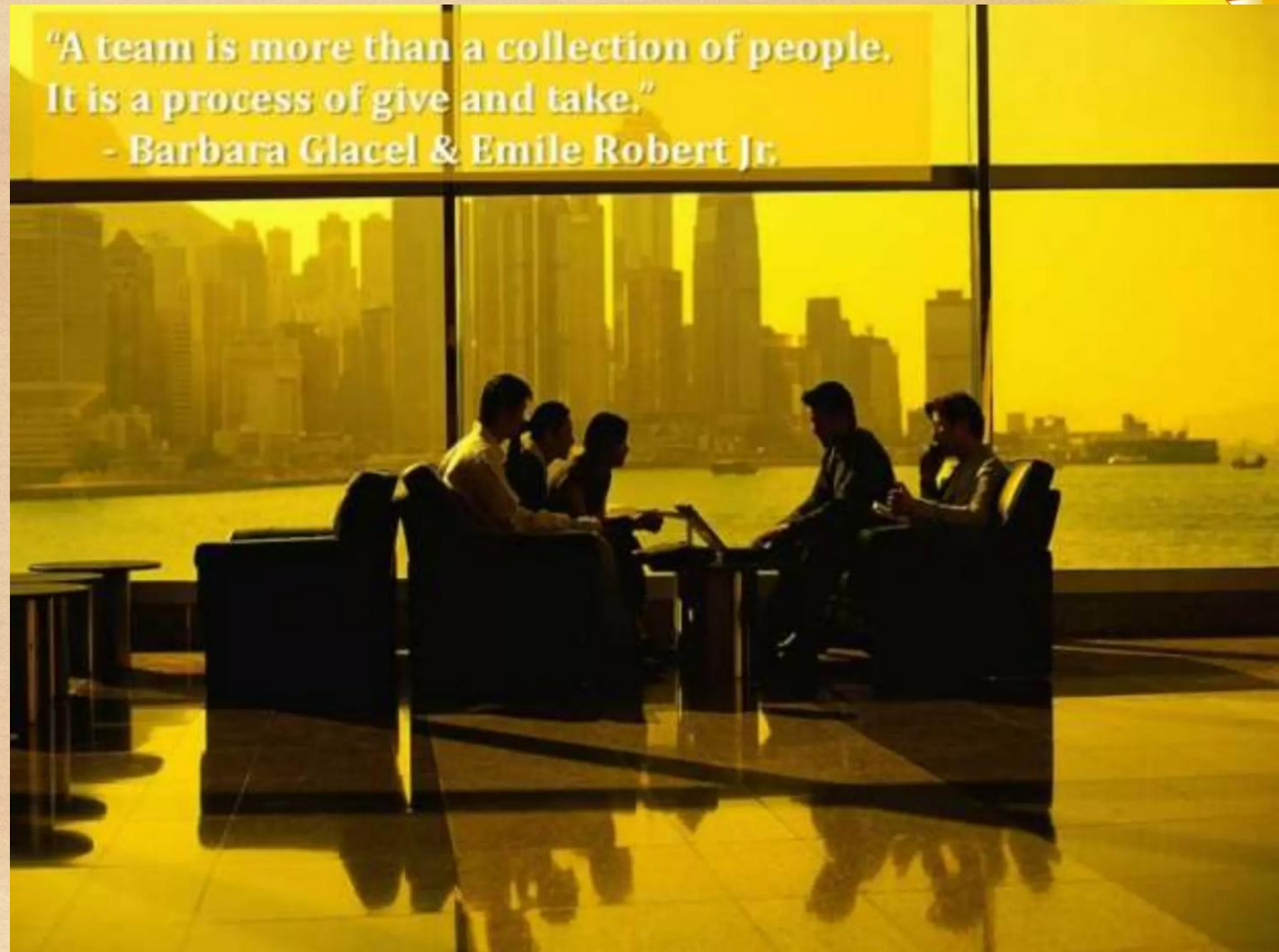
When a team has reached this stage in its development, it can handle even greater levels of pressure and performance and should be stretched for higher levels of achievement. The management at this stage of the team's development should push for even more opportunity and information sharing and should create even more important sales projects for the team to work on.





Team

Is more than a collection
of people it has a process
of give and take
Characteristics





Team Characteristics

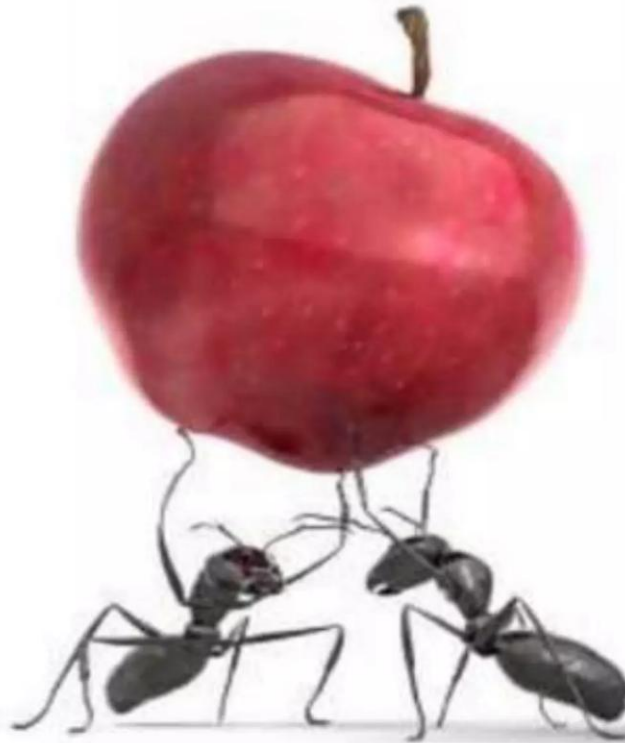
Lesson 6: Empowering the team

Making your employees feel like they are a valuable part of the team. Everyone needs to receive positive feedback at times so that they understand that they are an important, contributing team player. It will make a world of difference and if anything, you will find that it only increases and enhances the strength of your team member which in turn improves the whole team.



Team Characteristics

"An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success."



Team Characteristics

Lesson 7: Facilitating open communication

Imagine a team whose members communicate? Sure, they talk during team meetings and then work afterwards but they fail to update each other and fail to seek counsel together. Such a team is on the verge of failure. When there is openness and free communication in the team, it is easier to get things done. It is therefore the job of the leader to facilitate open communication.



Team Characteristics

Bad human communication
leaves us less room to grow.
- Rowan D. Williams

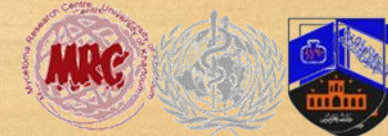




Team Characteristics

Lesson 8: Creating problem solving environment

A problem solver can help a team when they are in a bind. A problem solver can come up with resources when a business is out of funding to buy more. He or she can find ways to use the current resources within a company. They can think of ways to handle and deal with problems in a creative way. A problem solver is a good asset for business teamwork.



Team Characteristics

Lesson 9: Measuring teamwork performance continually

Teamwork performance has to be measured regularly so as to ensure that these teams are truly working for the benefit of the organization. You have to work toward protecting the interests of the team members while delivering excellent results! That is the sure way to excellent teamwork performance.





Team Characteristics

"It is an immutable law in business that words are words, explanations are explanations, promises are promises but only performance is reality."
- Harold S. Geneen



Team Characteristics

Communication within Team

When the team doesn't work, 99 out of 100 times there is a communication break.

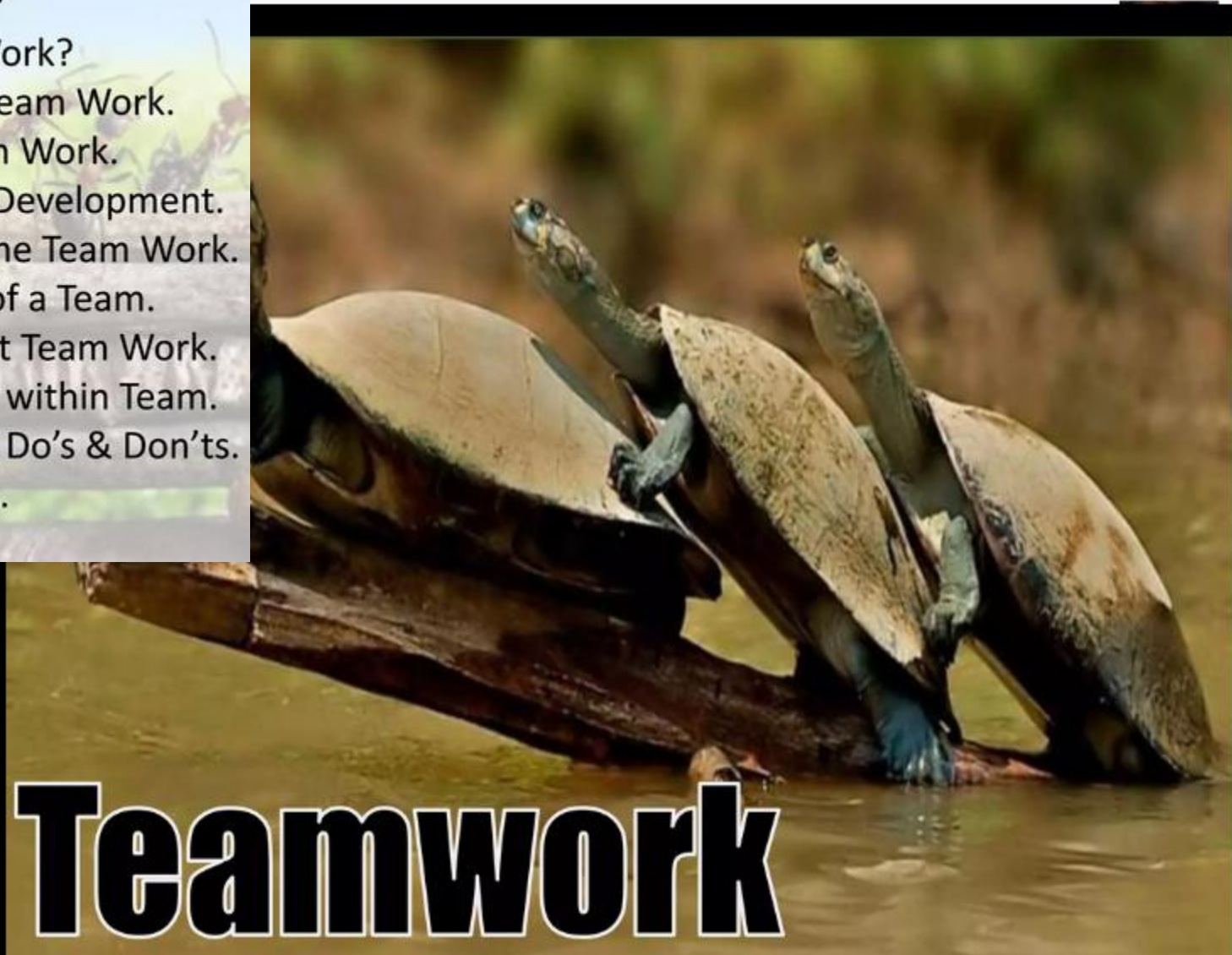
Effective communication is a vital part of any team.



Test
Character



- ▶ What is a Team?
- ▶ What is Team Work?
- ▶ Importance of Team Work.
- ▶ Benefits of Team Work.
- ▶ Stages of Team Development.
- ▶ Examples of some Team Work.
- ▶ Characteristics of a Team.
- ▶ 10 lessons about Team Work.
- ▶ Communication within Team.
- ▶ Communication Do's & Don'ts.
- ▶ Closing Thought.

A photograph of two turtles resting on a log in a body of water. The turtles are facing each other, and their heads are raised. The water is calm, and the background is a soft-focus natural setting.

Teamwork



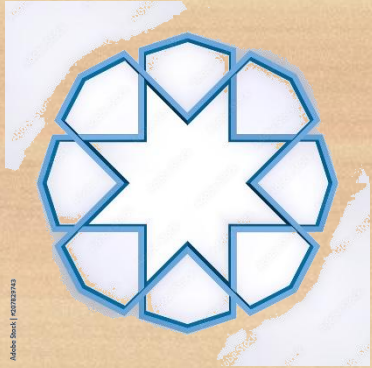
Effective Team Characteristics



Communication



on performance should be
two-way and constant





What is an Effective Team



Effective Leadership
5 Habits





What is an Effective Team



**Effective Leader
5 Habits**

<http://daytrack.in/blog/post/5-habits-of-an-effective-team-leader/>





Benefits of Team Work



Diversity
of Ideas





Team Work Development Stages

Examples

