Teamwork: An Open Access Practical Guide

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TEAMWORK

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PRE-SURVEY

- Please do the pre-survey on teamwork
- Link- https://uta.qualtrics.com/jfe/form/SV_2l8c1ZHMhMZaYxT

IMPORTANCE OF TEAMWORK

Your ability to articulate your teamwork skills and experiences will be a vital element on your resume. Prospective employers will usually want to see examples of effective teamwork and ask you about your teamwork experiences, skills, knowledge and abilities around teamwork when they are considering you for a job.

WHAT MAKES A TEAM

Teams are composed of individuals who:

- A shared collective identity
- Common goals
- Interdependence in terms of assigned tasks or outcomes
- Distinctive roles within the team

BENEFITS OF WORKING IN A TEAM

INTEGRATE KNOWLEDGE AND SKILLS

- A good team utilizes the wide range of knowledge, skills, and abilities of each team member. Team members have distinctive expertise, knowledge, and experiences that contribute to the team making effective decisions and avoiding errors.

COPING WITH COMPLEXITY

- A good team is effective in dealing with complex issues that require considering multiple perspectives and coordinating a series of concerted actions. The diverse perspectives of team members may help teams solve complex problems effectively.

MOTIVATION AND COMMITMENT

- A good team facilitates team members' participation in making decisions and taking actions. Research shows that individuals who are part of the decision- making processes are more committed to the decisions made and are more engaged in the decision-related actions.

CREATE SYNERGY

- A good team facilitates the creation of a whole that is greater than the sum of its parts. Proper elaboration of information and perspectives foster new ideas, that may not be available when an individual works alone.

DIFFERENT TYPES OF TEAMS

PROJECT TEAMS

- These teams are assembled in order to accomplish a time-constricted task. They draw on people with different areas of expertise

LONG-TERM OR STABLE

- This team is designed to work continuous array of projects

VIRTUAL TEAM

- Minimal face to face interaction is involved in this type of team. The team usually communicates through technology.

LEADERS VS. FOLLWERS

FOLLOWER

- Build a collaborative relationship with leader and colleagues

- Influence the leader in a confident and unemotional manner to help the leader avoid costly mistakes

- Challenge the team when necessary and maintaining a critical perspective on the group's decisions

LEADER

- Leaders play a key role ensuring that all team members feel safe to seek feedback, share information, experiment, ask for help, and talk about errors

- Create a understanding of the task, equipment, and the situation.

WHO ARE YOU IN A TEAM?

- **Linker,** Coordinates and integrates
- **Creator,** Initiates creative ideas
- **Promoter,** Champions ideas after they're initiated
- **Producer,** Provides direction and follow-through
- **Advisor,** Encourages the search for more information
- **Assessor,** Offers insightful analysis of options
- **Organizer,** Provided structure
- **Controller,** Examines details and enforces rules
- **Maintainer,** Fights external battles

HOW TO HANDLE CONFLICT

- **Use positive tones**, frame your disagreements in terms of improvement

- **Listen,** hear what others have to say about an issue

- **Avoid saying others are wrong,** acknowledge a person opinion before you disagree

- **Don't get personal,** focus on the task not personal things

ANNOUNCEMENTS

- This week's homework will be a 450-reflection answering the following questions:

  - What does effective teamwork look like to you?

  - What role do you play in a team and why? (look at slide 14)

  - Why do you think teamwork is important in the workplace?

- Also please do the post survey on teamwork Link-
  https://uta.qualtrics.com/jfe/form/SV_8tVRGbaqob1LSMR