



What is a team ?

A team is a group of individuals, all working together for a common purpose. The individuals comprising a team ideally should have common goals, common objectives and more or less think on the same lines. Individuals who are not compatible with each other can never form a team. They should have similar if not the same interests, thought processes, attitude, perception and likings.



Management Lesson

Never start a project unless all resources are available

Difference between Group and Team

A group is not necessarily a team. A group can have individuals with varied interests, attitude as well as thought processes. It is not necessary that the group members would have a common objective or a common goal to achieve.

What happens in a political rally? The political leader appeals to the individuals to cast the votes in his favour only. Do you think all of them would cast the votes in favour of the leader? There would always be some individuals who would support his opponent. This is example of a group. All individuals



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gathered on a common platform but had dissimilar interests and likings. Some were in favour of the leader while some against.

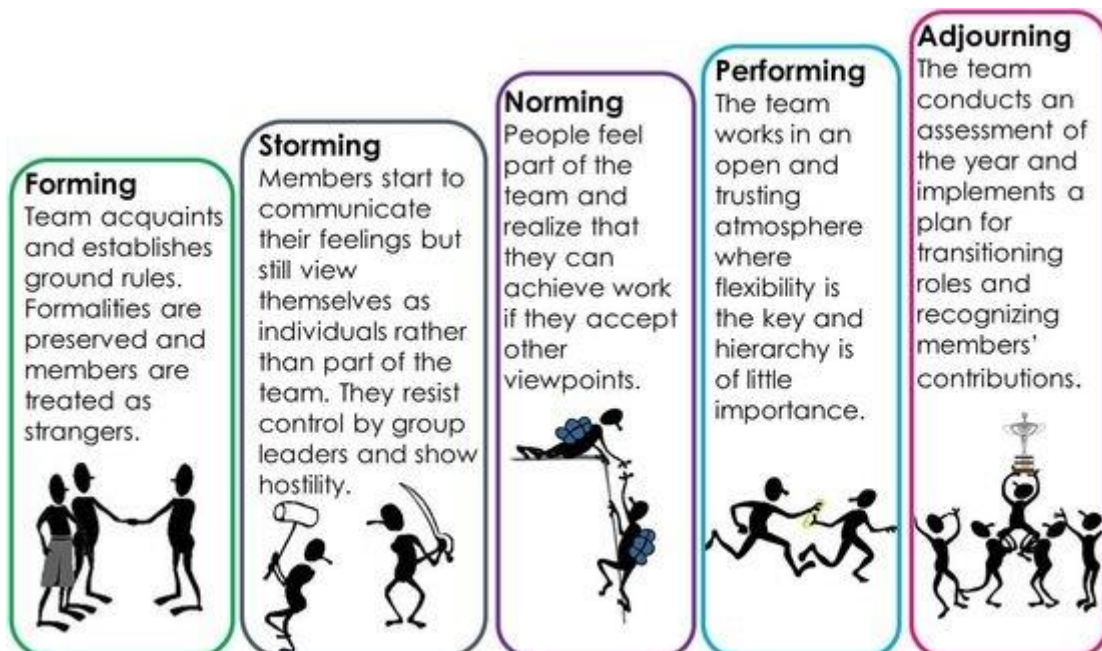
A team must have individuals with a common objective to achieve. They should all work together and strive towards the achievement of a common goal.

Team Size

The team size depends on the complexity of the task to be accomplished. Ideally a team should consist of 7-10 members. Too many members also lead to confusions and misunderstandings.

It is not always that we require a team. Teams should be formed when the task is a little complicated. A single brain can sometimes not take all critical decisions alone, thus a team is formed where the team members contribute equally making the task easy. A team can actually create wonders if all the team members work in unison.

Teams are becoming a key tool for organizing work in today's corporate world. Teams have the potential to immediately amass, organize, relocate, and disperse. But, teams are an effective tool of employee motivation. It is essential to consider the fact that teams develop and get mature over a period of time. Team development creates a captivating atmosphere by encouraging co-operation, teamwork, interdependence and by building trust among team members.



Stage 1: Forming

During this stage, group members may be anxious and adopt wait-and-see attitude. They will be formal towards each other. There would be no clear idea of goals or expectations. Besides, they may not be sure why they are there.

This is the stage where the team needs to write its own charter or mission statement as well as clarify goals. The most important thing here is that goals must have a personal buy-in.

By doing this the team will be able to establish boundaries as well as determine what is expected. Team members will get to know each other doing non-conflict laden task. This builds the commitment towards one larger goal.

Thus, during the forming stage, the team members are in process of knowing each other and getting at ease with them.

Stage 2: Storming

During this stage, team members are eager to get going. Conflict can arise as people tend to bring different ideas of how to accomplish goals. At this time, they notice differences rather than similarities. This leads to some members dropping out mentally or physically.

At this stage, communication is important. Tensions will increase. So recognizing and publicly acknowledging accomplishments also become important. It becomes important to participate in meetings and diversity needs to be valued.

Thus, during the storming stage, the team members begin showing their actual styles. They start getting impatient. They try to probe into each other's area, leading to irritation and frustration. Control becomes the key concern during this stage.

Stage 3: Norming

This stage is when people begin to recognize ways in which they are alike. They realize that they are in this together. Hence, they tend to get more social and may forget their focus in favour of having a good time. This is the time to help with training if applicable. It becomes important to encourage them in order to feel comfortable with each other and with systems. Also, the group needs to stay focused on goal.

Thus, during the norming stage, there is conflict resolution. There is greater involvement of team members. There is a greater "we" feeling rather than "I" feeling.

Stage 4: Performing

This stage is when team members are trained, competent, as well as able to do their own problem-solving. At this time, ways need to be looked at in order to challenge them as well as develop them. The team is mature now. The members understand their roles and responsibilities. They would require more input in processes. The members would be self-motivated as well as self-trained. Thus, their efforts need to be recognised. Growth has to be encouraged. This is done by giving new challenges to the team.

Thus, teams at the stage of performing are self-controlling, practical, loyal as well as productive. Focus is there on both performance as well as production.

Forming an Effective Team

This is the general approach to forming a successful work team. But not all will take the same steps as discussed above. Success is usually hinged on taking all of the steps just discussed. We have a tendency to want to surround ourselves with people who are just like us. In case you get to choose a team, instead of organizing a pre-formed team, then you'll look for a team of people with a variety of strengths. In case of a team that is already in place, organizing can be more subtle. Like, all the workgroups can be called together in order to discuss what goals you want to accomplish and how everybody can help.

You will also find that imposing goals on people doesn't work nearly as well as having them tell you as to what goals they will strive for. But setting goals is not easy work. Too often they end up in being too unrealistic, too vague, impossible to measure, or just stretching into eternity without any deadline.

What is Team Management?

Team management refers to the various activities which bind a team together by bringing the team members closer to achieve the set targets. For the team members, their team must be their priority and everything else should take a back seat. They should be very focused on their goals.

Let us understand Team Management with the help of a real life situation.

Maria was representing the training and development vertical of a leading firm. Joe, Kathy, Sandra and Tim were reporting to Maria and helped her in designing the various training programs. Maria left no stone unturned to ensure that all her team members were satisfied with their job responsibilities. The workload was shared equally among four of them. Ideas were discussed on an open forum and each of them contributed to his level best. They went out for movies and stayed in touch even after work. Maria being the team leader was actually responsible for bringing her team members closer so that none of them feels left out and all are motivated to deliver their level best. With the help of the team management activities, she managed to create a positive ambience at the workplace and promoted healthy competition in her team.



15 Project Management Terms you Should Know

Project management profession which is the most sought after profession in the whole world has a huge knowledge base. In fact, there are multiple project management methodologies that enterprises rely on to complete the projects in a successful manner. Project management approaches such as the PMBOK®, PRINCE2, Agile, Kanban etc have certain project management terms that every project manager or project team members should be aware of.





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Management is essential in every walk of life. Even what we eat should be managed. You just can't put anything in your mouth. One needs to be cautious. In the same way, a team must be managed effectively to expect the best from the team members. The team leader plays an essential role in managing his team well.

For effective team management, it is important that the team leader is more of a mentor to his team members rather than just being a strict boss. Understand your team members well. Gone are the days when people used to fear their bosses. Now a days employees share a healthy relation with their superiors and the comfort level has increased to a large extent. Don't impose things on them.

Ensure that each and every team member willingly participates in team discussions. Debates are important, but make sure you don't end up fighting with each other. Suggestions must be invited from all and do not discuss issues separately with individuals. Call every one on an open forum and formulate strategies keeping in mind every body's inputs. Policies should be made best suited to all. The objective of the team must be clearly set and circulated among all the team members. Everyone should be aware of his roles and responsibilities in the team.

Communication among the team members must be clear and transparent for an effective team management. Every team member should get the same information and should have an easy access to the superiors in case of any query.

The team members must not pass on any information to anyone outside the team. Learn to keep things to yourself. It is unethical to share your professional secrets with others. Don't leak information or any confidential data.

The team members must be motivated on a regular basis. Appreciation is a must. If any team member has performed extraordinarily, do give him a pat on his back. Performance appraisals, perks, incentives, trophies, prizes are all instrumental in motivating the team members to perform even better the next time. Avoid criticizing any of your team members.

Loose talks, blame games, dirty politics should find no place in the team. They spoil the environment and people lose interest in their work and organization. If you come to know anything about someone, it's better to discuss with him face to face, else ignore.

It is easy to create a team but it is actually difficult to bind the team members together and even make them work. Team management techniques help in strengthening the bond among the employees and creating an environment where they can trust each other. People actually become friends and start working together as a result of team.



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6 Qualities of Great LEADERS



1 VISION

Being able to turn big ideas into executable plans while keeping your team on track are crucial parts of leadership.

- Mapping out your journey is the first step 
- Be able to clearly describe your vision to other people 
- Always stay one step ahead by anticipating & embracing change 

Destiny is not a matter of chance, but of choice.
Not something to wish for, but to attain.

William Jennings Bryan





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Find time for personal reflection & observation



Admit mistakes & admit when you need to improve



Be open to criticism, it will help you become a better leader

2

HUMILITY

You should act with humility by seeking out feedback & focusing on the needs of others.

“

A good leader is a person who takes a little more than his share of the blame and a little less than his share of the credit.

John Maxwell

3

SELF AWARENESS

Understand & manage your emotions, as well as the emotions of other people.

Control your actions to positively affect outcomes



Inner-calm & outer resolve comes down to self-control



Understand how you handle emotions & how it affects others



Life is 10 percent what happens to me and 90 percent of how I react to it.

Charles Swindoll

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When you're sincere you
build lasting trust & loyalty



Honestly will positively assure
people of your intentions



Leaders have an obligation to
adhere to strong moral principles

4

INTEGRITY

Having strong
values, beliefs, ethics
and character allows
others to clearly
identify with you.

“

Example is not the main thing in
influencing others. It is the only thing.

Albert Schweitzer

5

COMMITMENT

Learn to appreciate
the journey more
than the destination
& know how to face
adversity with
confidence.

You need to be bold
& stand by your idea



The key to making
things work, is hard work



Show loyalty by nurturing key
people to become leaders



Leadership is the art of getting someone
else to do something you want done
because they want to do it.

Dwight D. Eisenhower

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Team Work

A single brain sometimes is not capable of taking critical decisions alone. An individual needs the support and guidance of others to come out with an effective solution. When individuals come together on a common platform with a common objective of accomplishing a task, a team is formed. Ideally the team members should be from a common background and have a common goal to ensure maximum compatibility. The team members must complement each other and work in close coordination as a single unit to deliver their best.

As they say “There is no I in Team Work”, every individual must think of his team first and the personal interests must take a back seat.

The success of any team is directly proportional to the relation among its team members and their collective efforts.



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TEAMWORK

Acting as one.
Believing in each other.
Committing to excellence.
Doing whatever it takes.
Embracing a common vision.
Fostering group intelligence.
Giving the benefit of the doubt.
Harnessing the power of many.
Inspiring cooperation, not competition.
Juggling skills and talents.
Kindling collaborative genius.
Looking out for each other.
More "we" and less "me" thinking.
Not minding who gets the credit.
Overcoming obstacles together.
Putting principles before personalities.
Quickly resolving differences.
Recognizing each other's strengths.
Sharing the workload.
Treating each other with respect.
Utilizing everyone's skills.
Valuing everybody's input.
Working side by side.
Expecting exponential results.
Yearning to succeed together.
Zestfully making a difference.

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