



# TEAM WORK

PERSONAL DEVELOPMENT

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A team is “two or more people who must coordinate their activities to accomplish a common goal”. The common goal and the required coordination make them a team. It is not enough for people to want to coordinate because it would be nice. Coordination must be required to accomplish the task in order to be a team.

Why teamwork?, because it improves  
Quality  
Flexibility  
Coordination  
Satisfaction and Development  
Productivity/Cost



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# Benefits of Teamwork

- Enhances success.
- Promote creativity.
- Builds synergy.
- Promotes trade-off and solves problems.
- Is fun and reduces tension and conflicts.
- Helps both large corporations and small groups.
- Responds to the challenge of change.



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# Tips For Creating Teams

Defining the Mission. A mission is your team's ultimate purpose.

- Why do we exist?
- Who do we serve?

Communicating the Vision and Formulating Overarching Goals.

- A vision is something to aspire to. It is not a mystical thing, but a practical thing. The vision is, a way of communicating the organization's strategy and objectives so that they excite people, challenge people and attract them.



## Blending Individual Styles.

- Utilizing strengths, minimizing weaknesses
- Motivating various styles
- Managing conflict successfully



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## Establishing Roles.

- Functions
- Authority
- Accountability
- Priorities

- Marketing the team
- Celebrating success-recognition.
- Action-Planning



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# Basic Elements of a Power Team

- Each Goal is the Responsibility of all Team Members.
- Team Goals are as Important as Individual Goals.
- Individual Competitiveness is Reduced on a Winning Team.
- Communication is Increased among Team Members.
- Mutual Understanding, Respect, and Cooperation exist among Team Members.



# How do you achieve good teamwork?

- Good teamwork starts with a shared understanding of its importance. Many organisations recruit people with an aptitude for and leaning towards teamwork. Their induction process emphasises it. The way teams work demonstrates it. Although team members have clear and designated responsibilities, they help others when required. Good teamwork behaviour is recognised and rewarded. Teamwork is built into the organisation culture - it is a part of 'the way we do things around here'. It has to be carefully nurtured.





# Key Factors in Team Development

- Commitment
- Trust
- Purpose
- Communication
- Involvement
- Process Orientation



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# Personal reflection

- Is teamwork used extensively in your organisation?
- Are teams achieving what you expected?
- Are teamwork problems being addressed?



# Conclusion

- Teamwork as a concept has grown over the last 20 years. However, teamwork success is not automatic. Teams have to be established for the right reasons. Team member selection is very important, as is ensuring that the team purpose is clear and agreed upon.
- Teams may be organised in different and more complex ways, but teamwork is still very important. There are still issues with team management, but the benefits still outweigh the costs.



Individually, we are one drop. Together we are an ocean."