



# TEAM WORK

Definition and the importance

# Definition

- Teamwork is the process of working collaboratively with a group of people in order to achieve a goal. Teamwork means that people will try to cooperate, using their individual skills and providing constructive feedback, despite any personal conflict between individuals. (Bussines Dictionary)
- Teamwork is a cooperative process that allows ordinary people to achieve extraordinary results. (J. Scarnati)
- Team has a common goal or purpose where team members can develop effective, mutual relationships to achieve team goals. Teamwork relies upon individuals working together in a cooperative environment to achieve common team goals through sharing knowledge and skills. (P. Harris & K. Harris)

# The importance of team work for students

- Employers expect employees to be team players. Teamwork is required for almost every industry, ranging from business solutions to information technology to food services.
- Candidates with strong teamwork skills demonstrate leadership, collaboration, and good communication, among other things.

# The purpose of teamwork

- Increased efficiency
- Complement each other's strengths
- Innovation through constructive conflict
- Less employee turnover
- Workforce flexibility

# Disadvantages of Teamwork

- Groupthink
- Complex process
- Conflict
- Evaluating an individual's contribution
- "Analysis paralysis"

# TEAMWORK SKILLS



# Types of Teamwork Skills (1)

## Communication

Being a good team member means clearly communicating your ideas with the group. You must be able to convey information via phone, email, and in person. You want to make sure your tone is always professional but friendly. Both verbal and nonverbal communication are important when working within a group setting.

## Conflict Management

An important teamwork skill is being able to mediate problems between team members. You need to be able to negotiate with your team members to settle disputes and make sure everyone is happy with the team's choices.

# Types of Teamwork Skills (2)

## Listening

Another important part of communication is listening. You must be able to listen to the ideas and concerns of your peers in order to be an effective team member. By asking questions for clarification, demonstrating concern, and using nonverbal cues, you can show your team that you care and that you understand their ideas or concerns.

## Reliability

You want to be a reliable team member so that your coworkers can trust you with time-sensitive tasks and company information. Make sure you stick to deadlines and complete any assigned work. This will help you gain your colleagues' trust.



# Types of Teamwork Skills (3)

## Respectfulness

People will be more open to communicating with you if you convey respect for them and their ideas. Simple actions like using a person's name, making eye contact, and actively listening when a person speaks will make your team members feel appreciated.

## Decision-making

Making decisions may seem like a pretty straightforward thing to do. And that's the case when everyone agrees on the course of action. But everything changes when opinions start to differ, and you need to make an unpopular decision. What distinguishes great team players from the average ones is the ability to see the big picture, put their egos aside, and work towards the common goal.

# Types of Teamwork Skills (4)

## Problem-solving

- The very idea behind organizing a team is to solve a problem. That's why problem-solving skills are fundamental for each and every team member. The ability to look at an issue from multiple angles and allocate time and effort on the basis of individual team member's skills drive the entire team's performance and success.

## Organizational and planning skills

- To solve any problem effectively and efficiently you must be able to devise a master plan that every team member understands, follows, and knows where it leads to. Once the plan is agreed upon, all team members will be able to organize their tasks, establish deadlines, and orchestrate their efforts.

# Types of Teamwork Skills (5)

## Persuasion and influencing skills

Being persuasive isn't a character trait. It's a skill you can learn. In the context of teamwork, this applies mostly to team leaders who must inspire everyone to contribute to achieving team goals and objectives

## Tolerance

Tolerance and respectfulness go hand in hand. Be open-minded and eager to learn. People of different ethnicities, religions, or minorities are what makes this planet such a fascinating place to live. Again, you don't have to see eye to eye with everybody. But soak in as much diversity as you can, and form your opinions afterward. Don't let any common misconceptions fool you.

# References

- <https://zety.com/blog/teamwork-skills>
- <https://activecollab.com/blog/collaboration/what-is-teamwork-actually>