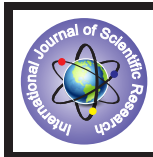


Organizational Efficiency Through Team Work



Economics

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The term "team" is often used to refer to groups that meet over time to complete a project or is used to describe a group that operates solely as a team, with the role of leader or a traditional staff that meets as a group on an ongoing basis to discuss operating issues. Here the word team is used; it is a synonym for "teamwork."

Teamwork is defined "as a cooperative process that allows ordinary people to achieve extraordinary results". 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. The literature consistently highlights that one of the essential elements of a team is its focus toward a common goal and a clear purpose. Teams are an integral part of many organizations and should be incorporated as part of the delivery of tertiary units. Successful teamwork relies upon synergism existing between all team members creating an environment where they are all willing to contribute and participate in order to promote and nurture a positive, effective team environment. Team members must be flexible enough to adapt to cooperative working environments where goals are achieved through collaboration and social interdependence rather than individualized, competitive goals

We must pay careful attention to all the elements of effective teamwork, adjusting your approach as necessary to accommodate the personalities of the team members. But with thoughtful planning and organization, as well as the right kinds of motivation, you can make any team more effective. It has been observed by organizations and institutions that working in teams gives better results than working individually. However, this is only possible if the team is good and capable. Effective teamwork brings success to the entire team and organization as well. Here's a look at some of the finest teamwork quotes "Individually, we are one drop, together we are ocean"

When people work together in an atmosphere of trust and accountability toward a common goal, they put aside issues and politics and focus on the tasks to be done. This focus of resources overcomes barriers, helps to identify new opportunities, and builds a momentum that leads to three major bottom-line benefits:

1. Better problem solving
2. Greater productivity
3. More effective use of resources

Unless you have built a sense of teamwork among your employees, they will have no shared performance goals, no joint work efforts, no mutual accountability, which can increase productivity. There is also a group of softer benefits of teamwork that greatly enhances the workplace: (a) People enjoy working together and teamwork satisfies a need for socialization. (b) Working together helps people grow as they learn from each other and develop important skills. (c) Working together toward a common goal provides a sense of purpose that is motivating and fulfilling.

Make our group work well together: There are three important factors for successful group work below, with some suggested tips:

1. Time & space to work together: To succeed, the group obviously needs enough time when all the group members are available to meet, including a space which has what

you need for your work. There is a lot of useful software for group work, including free versions. Some online resources may have already been provided for your unit of study.

2. Clear goals for the group and individuals: The first step towards successful group work is to make sure everyone knows what the goals are, for the group and for each individual - e.g. what the group should produce at the end, what grades the different members would like the group to achieve, etc.

3. Supportive and responsible cooperation: A group often contains a mixture of different personalities, cultures and levels of confidence and experience, so a special effort is needed for group work to go smoothly. eg. everyone needs to have a chance to express their ideas. Group members should be positive and encouraging to one another.

Everyone needs to respect the group by being responsible for their own workload, arriving on time, replying to e-mails, etc.

Characteristics of teamwork: Productive teams usually share many characteristics. They have a common purpose each member is committed to. They stay involved until the objective is completed. They care about each other: and, in keeping with this, they are concerned about how their actions and attitudes affect each other. They listen to each other and respect all points-of-view, and are sensitive to each other's needs. And their leaders encourage everyone's participation in the decisions to be made.

Openness : The more reluctant people are to express their feelings and be honest with each other, the more likely suspicion and distrust will exist. When real teamwork is present, team members, because they basically trust each other, are more open and honest with each other.

Acceptance of assignments: However, this is unrealistic. Still, when real teamwork exists, team members willingly accept assignments. Motivated by peer pressure, they also work hard to get their jobs done right the first time and to meet deadlines.

Understood and accepted goals: A team needs purpose, direction, and goals. These are accepted by the members of the team, and they work collaboratively to achieve them. Committed to their accomplishment, they assist one another to make them a reality.

Progress and results assessed: Teamwork requires that members be results-directed as opposed to process-oriented. Their focus is on their objectives, and their activities are directed toward those goals. Periodically, under direction of a leader, the team assesses its progress. This includes identification of barriers and what can be done to rid the team of them.

Shared trust: In a healthy team, members essentially trust one another. Despite occasional conflict, members get along well and enjoy each other's company. They cooperate and get the work done.

The secrets to successful teamwork:

It is through relationships with others that you often obtain the greatest rewards. Your office/workplace is where you spend many hours of your life, so getting along and working productively with your colleagues is very important. Unfortunately, many employees experience stress because team members argue, give each other the silent treatment or allow one person to do all the work.

Trust and respect are two essential elements for building relationships in the workplace and beyond. It's all about the relationships you have with people – which doesn't necessarily mean friendships. Relationships are built over time, when one person has respect for another. Gradually, trust begins to build, too. You don't have to be a close personal friend with everyone at work, but you do always need to show each person respect and professionalism.

Guidelines to facilitate accountability & trust:

Define the duties. Eighty percent of the job is specified by your job description and responsibilities. Twenty percent of your time, however, is spent helping colleagues and clients. Create an atmosphere where everyone bends over backward for the other person. A successful, trusted and well-respected team member uses words like, absolutely or certainly when asked for help. Look for things that need to be done and do them without being asked! This is the true definition of teamwork.

Clear the employees during the interview process. True teamwork demands that all employees are held to the same standards and, most importantly, do whatever is necessary to take care of the customer.

Workplace policy manual. A personnel policy and workplace manual should cover individual and team responsibilities such as:

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| a. Office and working hour | b. leave time |
| c. Professional appearance | d. Salary |
| e. Other benefits | f. outside employment |
| g. Probationary period | h. Performance reviews |
| i. Absenteeism | j. Discipline |
| k. Termination | h. Sick leave/well pay bonus |
| l. Holiday | m. Personal phone calls |
| n. Smoking | o. Internet and cell phone usage |

4. Careful to not overload: They will get discouraged and burned out. Instead, focus on delegating one task at a time, communicating the objective and timeframe clearly.

5. Check on progress: You don't check on progress, the task may not be accomplished. Find out how the project is progressing and show interest.

Avoid showing favoritism toward specific team members. To build trust and accountability, businesses need consistent leadership. One way is to have effective team meetings on a regular basis for feedback and input on projects.

Effective teamwork creates its own set of characteristics that makes it possible to see the cohesion in a group. When an efficient team gets to work, the structure that has been put into place helps the group obtain productive results. In order to create a productive team, you first need to be able to identify the characteristics of effective teamwork. In order for a team to act as a team everyone must be participating in the creation of a solution. A team does not have extra members. Each member of a team is essential to the team's success, and when the group is given a task, each member knows what their job is and sets out to put in their fair share of the effort. Brainstorming is one way that groups come up with the solution to a problem. An effective team is able to gather information from each member and formulate that information into a response. The team becomes adept at dismissing ideas that will not work, and including effective ideas into what would become the team's solution to an issue.

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