



Being part of a team gives you time to enjoy your work—and your co-workers.

It is important to feel that one is an integral part of your organization. Team building takes little effort in contrast to the great impact it has on you, the staff and the overall goals of your company. To achieve various goals, you can form many types of teams. Your department might work together in a goal such as work simplification to build a happy and productive work environment. Special teams can be formed for exploring creative solutions to problems or for considering management issues. In a work team, all employees participate in problem solving, the managers have an opportunity to network with peers and staff and the staff is aware of and accountable for the weekly performance review.

How To Build A Support Team

As manager you want your staff members to see how they fit into the “we” of your organization. You can praise their best work and tell them how their talents benefit the department and the company. Let them participate in setting the department’s goals so they are working with the rest of your staff as a team. Let them know how much you value them. Reward them when you can.

You will also want to train and to delegate responsibilities to key subordinates. By training possible successors, you are including your staff in decision making, conveying your trust in their judgment and making

TEAMWORK

Promoting Cooperation

yourself more promotable.

You want to surround yourself with a support team of at least four people who complement your management talents. In an effective team, each member should have at least one of the following: a talent for crunching numbers and obtaining hard facts, an intuition for analyzing the data and deriving “the big picture,” an enthusiasm for selling ideas to subordinates and managers or a knack for keeping ideas practical and real.

Often a support team will tap into a manager’s knowledge and expertise, but the most benefit will come from allowing the team to be creative and independent. With limited controls, allow them to act on, revamp and evaluate their own ideas.

A Teamwork Model

A support team should include a supervisor, key employees to perform the task and an uninvolved third party. Start with a brainstorming session to speculate on ways to attain a specific goal. Evaluate the ideas and formulate a flow chart, but keep in mind the feasibility and cost. After management approval, the team should implement the plan by training, evaluating and following up where necessary for success.

This process can be applied to any type of team. It succeeds because the employees are working for improvement and change. They are not reacting to what someone has told them, since they are in control of the process. By initiating the solution and having an investment in the results, they are more inclined to accept change.

Group Dynamics

One of the biggest difficulties of teamwork is that everyone is not a team player. The group dynamics of getting ideas formulated and work done can be hard if you have a bossy, negative or monopolizing member. If you are frustrated with such problems, ask for help from your manager or someone trained in group dynamics. If you feel the team’s work is not truly appreciated, talk to your supervisor about how to make it vital.