

Linsey's Administrative Tips



Working in Teams

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A team is loosely defined as a group of individuals who work together to accomplish a common goal. Teamwork has become common in the workplace and is a very powerful tool. Teams are essential to generate new ideas and nurture open communication. Teams also provide motivation, improve problem solving and aid in decision making.

There are two types of teams that exist in the workplace. The first is a problem solving team. This is a team of individuals working to solve one particular problem. The second type of team is a working team. A working team is ongoing. They are there to manage and coordinate daily work together.

The information below can be applied to a problem solving team and a working team.

A team leader can use these tips to help develop a team:

- Create a vision statement.
- Encourage participation from all team members.
- Develop expectations and communicate these clearly.
- Explain why team members are part of the team and what each person is expected to contribute.
- Emphasize the overall goal to get “buy in” from the team members.
- Support the team and help them accomplish their goal.
- Allow team members to have freedom to accomplish their goals in a creative and innovative way.

- Clearly communicate any limitations and boundaries.

In order for a team to be effective, it needs to have certain characteristics. Team members need:

- Time to get to know one another.
- To have respect and trust toward one another.
- To be able to rely on one another to complete the project or goal.

Once the team is developed, the Supervisor should:

- Establish roles within a team to help members be more organized and productive and have a clear understanding of each other’s expectations.
- Hold members accountable for their actions and contributions to the team.
- Give recognition and feedback to team members for their contributions.
- Ask team members to reflect on how the team is working together to achieve the common goal(s).



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