

TEAM BUILDING AT WORK



Vocabulary

Ice breakers : A thing that serves to relieve tension between people

Harmonizing: To be in agreement in action, sense, or feeling

Delegate : Entrust (a task or responsibility) to another person, typically one who is less senior than oneself

Consensus : A general agreement

Hostility : Hostile behaviour

What Is Team Building?

A team is a group of people working towards a common goal. 'Team Building' is the process of enabling that group of people to reach their goal.



Tips for Team Building :

- Form teams to solve real work issues
- Hold department meetings to review projects and progress
- Build fun and shared occasions into the organization's agenda
- Use ice breakers and teamwork exercises at meetings
- Celebrate team successes publicly



Steps to build an Effective Team :

- Consider each employee's ideas as valuable
- Be aware of employees' unspoken feelings
- Act as a harmonizing influence
- Be clear when communicating
- Encourage trust and cooperation among employees on your team
- Encourage team members to share information
- Delegate problem-solving tasks to the team



- Facilitate communication
- Establish team values and goals; evaluate team performance
- Make sure that you have a clear idea of what you need to accomplish
- Use consensus
- Set ground rules for the team
- Establish a method for arriving at a consensus
- Encourage listening and brainstorming



Symptoms that Signal a Need for TEAM BUILDING :

- Decreased productivity
- Conflicts or hostility among staff members
- Confusion about assignments, missed signals and unclear relationships
- Decisions misunderstood or not carried through properly
- Apathy and lack of involvement
- Lack of initiation, imagination, innovation; routine actions taken for solving complex problems



- Complaints of discrimination or favoritism
- Ineffective staff meetings, low participation, minimally effective decisions
- Negative reactions to the manager
- Complaints about quality of service



Outdoor Team Building Activities



Indoor Team Building Activities



Questions

- 1) Are there conflicts between certain people that are creating divisions within the team?
- 2) Do team members need to get to know one another?
- 3) Do some members focus on their own success, and harm the group as a result?
- 4) Does poor communication slow the group's progress?
- 5) Do people need to learn how to work together, instead of individually?
- 6) Are some members resistant to change, and does this affect the group's ability to move forward?
- 7) Do members of the group need a boost to their morale?

Reviewed By	Reviewed On	Comments / Changes Made
Mayuri	05.09.2015	Formatted the 10 th slide