Group work

Introduction:

objectives, asses ideas, make decisions, and work towards their targets together.
- Working with teams, whether as leader of a single team or manager of several, is an essential part of a manager's remit. Team working is rapidly becoming the preferred practice in many organizations as traditional corporate hierarchies give way to flat, multi skilled working methods.

- A true team is a living, constantly changing, dynamic force in which a number of people come together to work, team members discuss their objectives, asses ideas, make decisions, and work towards their targets together.

Hints:

- Remember that each member has something to add to your team.
- Formulate team objectives carefully, and always take them seriously.
- Remember that team members must support each other.
- Break long-term aims into short term projects.
- Allocate a clear deadline for each of your projects.
- Decide early on what style of team is appropriate for your objective.

Understanding leadership functions:

The team goals are achieved via these processes :
- Planning roles to be filled and selecting appropriate individuals.
- Leading the team in meeting, starting a discussion of team objectives and values.
- Ensuring that targets are met and that values above all .
- Analyzing and correcting failures swiftly and surely.

Analyzing team tasks:

- Repetitive task and familiar work require each team member to have a fixed role.

- Projects that require some creative input require team members to have fixed roles and working procedures.

- Work that demands constant creative input and personal contributions require people to work very closely as partners.

Special points of interesting:

1. Make use of the great power of friendship to strengthen a team .

2 . Fix goals that are measurable to keep your team focused.

3. Remember that everyone in a team thinks in a different way.

4. Pay close attention to lack of relevant experience in group members.

5. Take people out of the team if they do not perform.

6. Find people with a good level of personal skill, and help develop them.

7. Set challenging goals that are still realistic in view of your deadlines.

8. Not allow to failure of one part of a project jeopardize it's overall success.

9. Give you team the freedom to make it's own decisions.

10. Encourage positive contributions from team members.

11. Acknowledge publicize, and celebrate all team success.

12. Find an easily accessible way of display team progress daily.

13. Each team member should be able to cover the role of at least one other member.

14. People should be given the responsibility to act on their own initiative within a team.

15. Need to be aware of where their own responsibilities begin and end.

16. Each team member needs to be encourage to find their own best method of working.

Developing members roles:

Do's and don'ts

√ Do change your leadership style according to the needs of your team.

√ Do stress and support the values established by your team.

√ Do encourage individual and group learning at every stage of the team's development.

X Don't always dismiss conflict as somebody else's fault—look to see if you are to blame.

X Don't shirk any issues in which you feel strong management is needed for success.

X Don't miss the times .