TEAM SKILLS

For Bright Career

Authors:

Smt. G.Vani Raju
Governing Body Member, GRES

Dr. K.V.S.Raju
Dean Training
GRIET

Dr. T. Jagannadha Swamy
Dean Career Guidance
GRIET

GOKARAJU RANGARAJU
Institute of Engineering and Technology

(Autonomous)

Griet
SKILL
SERIES

TEAM SKILLS

For Bright Career

Authors:

Smt. G.Vani Raju
Governing Body Member, GRES

Dr. K.V.S.Raju
Dean Training
GRIET

Dr. T. Jagannadha Swamy
Dean Career Guidance
GRIET

Leading a team can be inspiring, rewarding and exhausting. Busy working environments can leave little time for team leaders to check-in with team members and ensure they're feeling happy, creative and on track. Team management is not always easy. Most of the time it means navigating different personalities, work habits and motivations while balancing your own tasks and keeping the company goals in mind. It takes a lot of work to get this right, but we've put together a few secrets that are aimed to help every manager, from seasoned and senior through to those new to the role.

Working well in a team means:
- Working with a group of people to achieve a shared goal or outcome in an effective way
- Listening to other members of the team
- Taking everyone's ideas on board, not just your own
- Working for the good of the group as a whole
- Having a say and sharing responsibility
- A successful team is one where everyone's unique skills and strengths help the team achieve a shared goal in the most effective way.
- If you have good people skills you'll make a good team player, and skills like communication and having a positive attitude make a team great.

With the right knowledge and approach we can all be good team players. Here is information to help you build the skills required to work well in a team.

Contribute:

Teamwork requires each member of the team to contribute. A member can contribute in several ways. For example with strategy suggestions, ideas and effort. Of these contributing effort is very important, teams where effort is shared work better.

Cooperate:

Teamwork requires cooperation. There will usually be several persons contributing and they will need to have good coordination. As a team member you should be open to working together with other members of the team.

Communicate:

Teamwork requires good communication skills. Your team members will appreciate your inputs best when you communicate them well. So put forward your thoughts clearly and in an easy to understand way. If you feel you are not able to communicate well you should work on your communication skills.

Assign roles & responsibilities:

Teams usually bring together diverse talents. Therefore assigning a proper role to leverage each talent is important. There may also be hierarchy among the roles such as team leaders and group leaders. For the success of teams clarity of roles and responsibilities is very important. If you are assigned a role you should know it well and understand your responsibilities.

Be respectful:

When you work in teams you will find a variety of approaches, ideas, customs, opinions and preferences. The diversity of opinions is a key strength of a team. A key aspect of being respectful is listening attentively. You should give due consideration to the opinions of others. You should comment on the opinions respectfully. This will enable you to participate in group decision making.

Be open & share your thoughts:

An open and free exchange of ideas makes sure a team

evaluates a wide range of options. Do not worry too much about how your ideas will be received. Speak your mind if you have something to say. If there is criticism of your ideas don't take it personally. You can either defend your idea or if the criticism is valid, learn from it. Good teams will encourage openness and benefit from it.

Accept team decisions:

Not everything that the team decides will be aligned with what you had wanted. A broad consensus is often not possible. One option is to be flexible, avoid conflict and let two different outlooks co-exist. It is important that once a plan has been made, everyone works to make it succeed.

Be reliable:

Teamwork depends a lot on each person fulfilling their assigned tasks. Team members who can be relied on, are valued highly. Being able to work in a team will give a person a lot of strength. A person's self-belief will go up. Especially when the person realizes that others depend on the person and the trust is vindicated. A

person's vision broadens with the realization that diverse talents can work together towards a common goal.

The obvious way to enhance your teamwork skills is to be part of a team! There are lots of opportunities to do this in college and education. You could work on a class project in pairs or as a group. You could join a college sports team, Robotics club or any cultural club. You could participate in a college-wide charity event/ NSS and encourage friends and family to contribute and take part too.

Building teamwork skills in will help you:

➤ Boost your confidence in contributing ideas to a project
➤ Listen to others and take their ideas on board
➤ Play an active part in creating a positive energy and atmosphere during the project
➤ Support any fellow students who need extra support, and take instruction well from team leaders
➤ Take responsibility for your tasks in a project

Here are some areas to work on when you're building your teamwork skills:

➤ Do you show a positive attitude instead of seeing the negative side of the task involved?
➤ Do you support any team members who are struggling with something you can help with?
➤ If there is a problem with the project, do you try to use your communication skills in a friendly and diplomatic way?
➤ Do you use your problem solving skills to find and share insights that might help the team overcome a problem?
➤ During group meetings do you listen to other people's ideas and try to avoid talking over them?
➤ If problems come up or you don't know something, do you share that with the team so that you can learn something new and help the project get done faster?

1. Keep a marathon mentality

When you step up or over into a new management position, it's very easy to be excited about the ideas you have. This enthusiasm is definitely a good thing but it's very important to pace yourself. Before you start any major projects, give yourself time to understand your role and the inner workings of your team and team members.

As a team manager, you may not always have the luxury of time and quick changes are sometimes essential. Still, take the time to consult with and understand your team to make sure you don't throw the baby out with the bath water. If you've got big ideas that you can't work on just yet, make a note of them somewhere you will remember and come back to them when you've settled in to your position.

2. Set realistic expectations

As a manager, you use your knowledge of the big picture to move your team toward each goal. Nothing encourages a team more than success, no matter how small a victory it is. In the same way, a team can become discouraged if you set goals they can never meet.

If you want to create a new policy, set a new objective or make a change, you need to understand whether or not you've set realistic expectations. This might mean looking at your allocated budget or the workload of those whose help you'll need. But also remember that even the biggest projects that seem hard to achieve can be broken down into more manageable tasks. It may take longer to reach the end goal but those little wins along the way will be a great morale boost for the team.

3. Know what your team does

If you're looking to make a change or want to see what changes are needed, sit down with your employees to find out how they do what they do. It's important team management skill to make sure you understand their role before you go about changing it.

Ask them questions about what problems they have to deal with and possible solutions. They may have some insight that you can't see from your office.

4. Find real motivators

The promise of a raise might propel some employees toward the finish line, but others might not be moved by

money. There are lots of different motivators that you should consider, such as the chance to work from home, some extra personal time or even just verbal appreciation of the effort they put in.

When you discover the real motivators for each individual you can use this information to encourage your team when they're in a slump.

5. Explain why

It's difficult for employees to conquer a challenge if they don't understand why they are doing it. Take the time to explain the reasoning behind any changes or ambitions. Always paint the bigger picture and make sure your team know how their work contributes and propels the company towards its goals.

Likewise, feedback is essential. Effective team management includes sitting down with your employees to tell them how they did or did not meet your expectations so they know how to improve.

6. Develop independent workers

An independent worker is an effective worker. You want to develop your team to be educated about what they do, enthused about what the company does and

empowered to best help customers.

You hold the authority to give them the necessary resources. Equip your team with proper training, excellent tools and adequate resources so that they can work to the best of their abilities. On your part, you also need to delegate work effectively and avoid micromanaging. If you don't let them run with their ideas they will never learn to fly.

7. Recognise your employees' talents

Each employee will bring a different skill set to the company and respond to different employee recognition strategies.

They all have their own employee strengths that, if nurtured in the right way, can be used to benefit the company.

It's on you, as their manager, to identify and draw out these talents. Once identified, you can work with the employee to figure out the best way to use their skills and what additional training they might want or need to take it to the next level.

8. Focus on team culture

Your relationship with each employee is important, but

the way the whole team interacts is vital. You'll find that teams who enjoy coming to work have more motivation

9. Be a model

When you step into a managerial position, your team will take cues from your attitude, enthusiasm and work ethic - or lack thereof. In the same way that attitudes trickle down, so does behaviour. For example, if you want everyone to be on time to team meetings, show up early yourself.

Practice what you preach or your employees won't be happy when you expect from them what you don't give yourself.

10. Keep your door open
Avoid being the last to know about issues with projects or between team members by making yourself approachable. Learn to listen first before responding and show respect for what your employees say when they do come to you. In this age of remote offices, letting employees know you're available takes more than just leaving your office door open.

GOKARAJU RANGARAJU

Institute of Engineering and Technology

(Autonomous)

Bachupally, Kukatpally, Hyderabad - 500 090, INDIA
Ph : 072077 14441 www.griet.ac.in