



An Accredited Institution of the University of Westminster (UK)

Seminar 3

Teamwork and Time Management

Team building activity

Crossword Puzzle solving

Instruction:

- Discuss in the rooms the questions/answers and nominate one person to write the words into a crossword.
- The system automatically chooses a moderator of the discussion. This moderator has to share his/her screen within his/her breakout room. With the clues of the group-mates the moderator needs to write the words into the boxes.
- After filling in, press enter. If the word is correct, it will be highlighted green and a green check mark will appear near the clue.
- If the word is wrong, it will show word as red and a red cross near the clue

Team and team building: definitions

Team:

- Refers to people working together as a group in order to achieve something

Team Building:

- The process of encouraging members of a group to work well together, for example by having them take part in activities or games

How teamwork works

- Establishing contact with each member of the team
- Appointing roles in the team
 - a) Leader - provide direction to the team, vision and motivation to the team
 - b) Facilitator- helps the team to make the decision.
 - c) Coach - provides one-to-one support (if there's any problem team faces coach would be the first person to go to)
- Creating the ground rules for the team

Conflicts in the team

- Conflict- an active disagreement between people with opposing opinions or principles (Cambridge Dictionary, no date)
- Conflicts in the teamwork may be inevitable. They may cause stress and discouragement. However, there are some methods to address the conflicts.



The team has been complaining frequently about the team leader. She... (team leader)

- Tells the team members how to do their tasks
- Provides information on a “need to know” only basis
- Must attend and control every team meeting, even sub team meetings
- Discourages conversations on any variety of issues (problem solving, etc.) and makes decisions herself and tells the team what the decision is (with no explanation as to why)
- Has no tolerance for “small talk” during team meetings
- Many of the team no longer want to work with her. Some are afraid of her.

Question: What should be done to fix the issues the team is having with the team leader?

Possible solutions to the case

- Providing a coach (in organizations) that works alongside the team leader to guide her as she works to change her interactions with the team.
- Sharing leadership on the team (e.g., allowing others to lead meetings or problem solving sessions)
- Encouraging participation in resolving issues and addressing conflicts on the team, following collaboratively-developed processes

- Communicating frequently, openly and honestly with the team, sharing information about the project
- Enabling for opportunities for the team to socialize and team build, which will enable for a much stronger and committed team
- Taking time to understand the expertise and skills of each member of the team to ensure the team members have the right roles and responsibilities and are able to take on assignments that enable for learning opportunities

One of the biggest problems why individuals/teams function not effectively may be **poor time management** of team members. Therefore, learning about time management and strategies to manage time will help the team members to progress in their work.

Look through the materials for the next seminar.