

The Value of Teamwork and the Skills Needed to Achieve It

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Introduction

Over time, the concept of group work has evolved. Collaboration has always been there. Historians claim that the earliest reported humans would hunt and gather in teams. These hunting teams were hugely successful in killing an animal. With time, the concept of teamwork was applied by other civilizations as well. However, it was not until after the idea of nation-states and standing armies became popular, that people began asking about military tactics in their everyday life. Thanks to the military, corporations today, use several military tactics in their management styles. Back then, it was common to hear military officers form small teams for essential missions. Over time, this concept of teamwork became a trend in the corporate sector as well. This report is about the importance of cooperation and the skills needed to make collaboration a success in the corporate industry today.

Teamwork is a fundamental attribute to getting work done. In history, all great empires grew and became great because their civilizations worked together. The ancient Egyptians built the great pyramids, by working together. Even today, scientists have not come up with an answer to the question of how such a magnificent structure was built by people more than two thousand years ago. People who had no advanced technology and no alien involvement built structures that not even today's people can make. Teamwork involves the multiple potential efforts of one person in the number of people involved and accomplishing the task in less time.

Difference Between A Team And A Group

Titles like groupings and teams are used and vice versa, though there may be many differences between the two, depending on how you look at it. According to the dictionary, a group is defined as some people who come together to work on something. On the other hand, a team is defined as people who choose to accomplish a task with each other. Another difference that can be considered is the focus on the relationship among the members. It so happens that team members are close to each other and their tasks become intertwined with that of others. Secondly, teams are a closed network of goal-oriented individuals who are working jointly on some function, while a group refers to an open cluster of some individuals. Members of a group have come together, mostly for an administrative purpose. Most of these team members may not know each other from the start, though working together on a project may bring them close to each other. The combined support of other team members might help build long-lasting relationships with other members, which may help them

in the future.

Important Task Required To Run A Team

In light of team building concepts, a joint action motivated to accomplish a goal is considered a prime factor that symbolizes that the members are involved in a team. Considering the purposes of a customer service representative, whose job is to respond to customers and maintain quality service. To accomplish this task, we would need to be on the same page as the other members and any customer query would be handled cooperatively. All team members must be aware of their job objectives and goals and know their colleague's roles and tasks. In such situations, there has to be a leader among the members. A leader can be a person who motivates and persuades others to accomplish the required tasks needed to be done. A leader can also act as an arbitrator between the team members and the outsiders.

A Healthy Cooperation Between Team Members

Apparently, the interaction between team members and cooperation on the task at hand is the most critical factor for the team's performance. This is because this can help the team achieve its goals effectively. The dictionary claims interaction is an action in which two or more persons affect each other through communication. Hence, exchanging opinions, ideas and information on a particular issue helps the team's overall performance and makes it more efficient and efficient. Interpersonal skills are something that is not necessarily taught to someone in a school. People develop them over time and cultivate their styles of communicating with their colleagues. Each team has a separate culture and might be different from that of the rest of the organization. These independent teams build up a body and, hence, a bigger picture, producing the overall results.

The one benefit of working in a team is that individual negative qualities are offset, and the positive attributes of all members produce quality work. Usually, independent groups are known to provide the best possible job. For this, the cooperation between members, such as decision-making, assigning work, and brainstorming, holds members accountable and ensures team success. The factor that brainstorming leads to bringing all members on one page is an important one.

Personal Portfolio

A Self-improvement Plan is an apparatus that contains activities or yearnings situated towards any of the accompanying points, and it ought to be viewed as a steady procedure that includes upgrading and advancing capacities, abilities, and learning. Obviously, an abilities review is critical for everybody who might want to set up PDP. An aptitude review is an apparatus that is intended to help you recognize your qualities, shortcomings, and zones for improvement inside different abilities zones.

There are four skills which are useful for team building;

Leadership Skill

In the working environment, the chief ought to have the capacity to propel a colleague to move in the direction of a shared objective and take care of business, keeping in mind the end goal to make the over-execution more compelling and useful. To enhance this expertise, I set a few exercises, for example, taking part in any gathering undertaking perusing the book “Authority Aptitudes for Directors.” Amid a half year of enhancing initiative aptitude, I have been picking up considerable learning from where I received several opportunities to rehearse my ability. Fundamentally, I can convince individuals to concur with my thoughts. Furthermore, I learned to take a leadership role during group tasks, discussions, and presentations. Reading leadership literature also helped me distinguish management from leadership and understand the importance of integrity, consistency, and responsibility when guiding a team.

Skill of Setting Priorities

Organizing abilities are vital for the chief since the great director is a man who figures out how to design the timetable and partition time similarly between undertakings, which might be an advantage for the association. The aptitude is fundamentally merely an ability that allowed me to manage a most noteworthy analysis of all my skills. Last year, I enhanced this talent a ton, particularly during the MBA course. By and large, numerous projects must be presented punctually. Hence, this aptitude is extremely helpful since I could organize every one of my works chip away at the most imperative at every minute and present all my tasks on time.

Communication and Interaction Skills

Relational abilities are imperative for functioning as a group. Functioning as a group, Bad correspondence will unavoidably prompt loss of pay or more awful. My relational abilities toward the start of the course were sufficiently bad. The dialect was my obstruction since English isn't my first dialect. Hence, taking part in any gathering assignment was an action that was helpful for enhancing these aptitudes. During my course, I got many opportunities to enhance my relational abilities, for example, talk class, filling in as a gathering, and imparting to other gathering individuals. Besides, I have learned a ton of frames about the book's correspondence. Keeping in mind the end goal of being noticeably a more powerful communicator, I have learned various correspondence stations, such as notices, messages, gatherings, remote coordinating, and texting.

Skills Required for Planning

Arranging ability is an aptitude that enables a director to expect issues and be ready in case they emerge. My activity to enhance this expertise was perusing and inquiring about articles that are identified with a task. Recently, I read a lot of books that were helpful to my task, for example, the book about Human Resources. Aside from understanding, I practiced a few activities previously(*Direct Labor Budget / Format / Example / Master Budget*).

Information Technology Related Skills

As anyone might expect, IT aptitudes are vital in many parts of each work environment since IT abilities are still sought after, and IT might be the most vital factor for long-haul vocation achievement. From my expertise review above, I gave myself a low evaluation because I got just vital capacity about IT. Accordingly, I wanted to enhance these aptitudes by doing a great deal of rehearsing in some PC applications which I now have the essential information about, for example, the Microsoft Excel web application. Moreover, I have learned more about some PC applications that I had never utilized, for example, Autofill with Formulae and capacities(*What Are the Characteristics of Effective Teams – 1 What Are the Characteristics of Effective Teams A Team That Works Effectively Must Have a Clean*).

Self Analysis Of My Skills

In light of the skills given above, I did a self-analysis of myself. I studied myself and decided whether I had the qualities to build a team and accomplish the expected feats. In the below paragraphs, I have made a brief analysis and ranked my skills according to what I noticed about myself.

I have noticed that I need to develop leadership skills. As mentioned, leadership is the process of influencing or affecting someone to do what I want them to do and understand my perspective. Leadership skills are considered vital to building a team. Even if I do not become a team leader, I would still need leadership skills to voice my opinions and make people understand my point of view. It is considered that leaders can build teamwork positively and efficiently.

My leadership skills are not up to the mark. Though I am working on them, and I think that they are improving as I practice them more and more. My previous experience of group work during class has helped me considerably. It has helped boost my confidence level. Recently, I have started reading motivational books on leadership by famous personalities like Robin Sharma. Reading has helped me visualize myself as a confident person who can have anything done.

My second analysis is related to the skills needed to set priorities. I was of the opinion that this ability does not require much effort and can be acquired easily. However, during my studies, I realized that

our management styles affect our decision-making. I understand that I lack this skill and need to adapt myself to the organization I am working with, mastering it.

Another analysis was the communication and interpersonal skills. The key to generating practical and workable ideas through brainstorming is communication skills. During my classes, I have come to the opinion that two-way communication is effective during classes. This is because students must answer the professor and present their ideas. I have realized that I can communicate well in a two-way communication and am more vocal during it.

Fourthly, I need to arrange aptitudes, as per the way that I need to present the more significant part of my assignments on time, along these lines, and organize, for example, what I need to do, which book I need to peruse, etc. These helped me to present the majority of my assignments on time, and I got a sensible imprint for every one of them. This expertise can be applied to any exercises that should be done at a specific time.

Finally, the skills most required are information technology (IT) skills. It is essential in an office setting, considering that jobs these days need employees to work on computers. I understand the value of making PowerPoint presentations and spreadsheets. I must say that I have done quite hard work to learn these skills. However, I am not good enough and need more practice to master my skills. I suppose more practice will polish my IT skills and help me become fluent in it.

Conclusion

An individual with a potential aptitude is continuously required in any business territory. Hence, aptitude improvement is critical for anyone wanting a decent position. For the most part, for a vocation searcher as well as it is for somebody who needs to enhance his/her abilities with a specific end goal to play out his/her errand more viable. By and by, this individual aptitude advancement has caused me to distinguish my capacity and abilities, which I have to enhance and propel myself to accomplish my objective by setting an activity design. Despite the fact that I have not performed every one of my plans as of now, I trust that if I keep taking after my activity design, I will achieve my objective later on.

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