

## **Table of Contents**

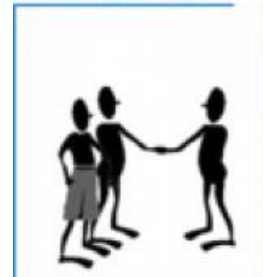
<b>1</b>	<b>Team forming Stage</b>	<b>3</b>
1.1	Role of the Leader	3
<b>2</b>	<b>Developing and facilitating team cohesion</b>	<b>3</b>
2.1	What is Team cohesion?	3
2.2	Hire with Care	3
2.3	Value everyone's Contribution	3
2.4	Resolve Conflict within the Team	4
<b>3</b>	<b>Information need to provide stake holder with?</b>	<b>4</b>
<b>4</b>	<b>What facilitating teamwork what should make sure you do?</b>	<b>4</b>
4.1	Make sure you do:	4
4.1.1	Don't be afraid to lead	4
4.1.2	Define the roles of each member	4
4.1.3	Reward team performance	4
<b>5</b>	<b>Steps for handling poor performance:</b>	<b>5</b>
5.1	Don't delay	5
5.2	Improve your own performance	5
5.3	First written warning	5
5.4	Final written warning	5
<b>6</b>	<b>Supporting team members Involve</b>	<b>5</b>
6.1	Look at the big picture	5
6.2	Be decisive and confident	5
6.3	Build on your strengths	5
6.4	Build on the strengths of others	5
6.5	Provide challenges	5
<b>7</b>	<b>Explain how team dynamics can support or hinder team</b>	<b>6</b>
<b>8</b>	<b>Strategies that can support team cohesion</b>	<b>6</b>
8.1	Strategies support team performance	6
8.2	Strategies to improve team participation:	7
<b>9</b>	<b>Strategies for gaining consensus</b>	<b>7</b>
9.1	Ensure and Encourage Participation	7
9.2	Participation	7
9.3	Co-operation	7

<b>10 Issue resolution strategies .....</b>	<b>8</b>
<b>10.1 Don't Avoid Conflict.....</b>	<b>8</b>
<b>10.2 Choose a Neutral Location.....</b>	<b>8</b>
<b>10.3 Start with a Compliment.....</b>	<b>8</b>
<b>10.4 Don't Jump to Conclusions.....</b>	<b>8</b>
<b>10.5 Offer Guidance, Not Solutions.....</b>	<b>8</b>
<b>References .....</b>	<b>9</b>

## 1 Team forming Stage

The forming stage involves a period of orientation and getting acquainted. Just like as a student first day in a university and you take the orientation session because you don't have enough information about that institute. In this stage, most team members are usually positive and polite. Some people are very nervous because they are first time engage in such type of environment. And sometimes without a clear understanding of what the project is about. This stage lasts for some time, as people start working together, getting to know each other and their responsibilities.

### Forming



### 1.1 Role of the Leader

As a team leader you have to play a role like hero because all the peoples are new and they all are seek for help from you, so try to communicate with each member personally and ask him/her for the interpersonal development and firstly looking for the development of communication with other members.

## 2 Developing and facilitating team cohesion

### 2.1 What is Team cohesion?

Team cohesion is the strength and extent of interpersonal connection existing among the members of a group. Due to this all the members are ready to participate in each module of the task and have their opinions in every meeting there is very less chances of hesitation between the members.

### 2.2 Hire with Care

There are two ways through which leaders can form teams. Firstly hire the employees with care what is your need to develop a team and what they were expected from you if these two matters are different then they may cause a problem. Secondly hire a member with the help of other team leaders like how they hire these members with excellent skills and all that.

### 2.3 Value everyone's Contribution

Once a leader has chosen the right members for his team, the next step is to ensure that everyone participates. Because the team in front of you is according to your needs you must have to considered everyone's point of view and ask him/her for the more brainstorming. It will definitely help you for achieving your goals.

## **2.4 Resolve Conflict within the Team**

All though the conflict can be occurred in two cases we need to look at the both scenarios first of all the conflict of working stress and working competition between the team members are positive sign because they struggle for the better result and ask each other that their solution of the problem is more appropriate but the conflicts of the team members with each other which consist of the personal problems this can harmed the team cohesion and cause a major problem so the manager should need to resolve the conflict between these types of members.

## **3 Information need to provide stake holder with?**

To share the better information with the stake holders you need to survey and look deeply what they need exactly. Because if you have the better knowledge what they are looking for then you provide the better information off course because you have enough research about the need of stake holders. As a whole the basic informations need to provide is a service or functional, operational, interface, environmental, human factors, maintenance, design, production, verification, usability, quality, safety and security. You can also get the requirements from the stake holders by:

- ✓ Brainstorming techniques
- ✓ Personal meetings
- ✓ Requirement issues
- ✓ Questionnaires
- ✓ Documentation
- ✓ feedback

## **4 What facilitating teamwork what should make sure you do?**

Remember before giving a new task to your team please look at the requirements and needs which will facilitate each member to easily complete their task. They surely need some Equipment, tools, software, and other necessary things depends on the project type. And the important thing is that the environment you provide to your team is working where they feel free to work easily and communicate with each other and also there is some time for refreshment.

### **4.1 Make sure you do:**

#### **4.1.1 Don't be afraid to lead**

As a leader don't be afraid to lead your team. Most of the team leaders afraid to give more projects more tasks to their team this approach is not great for better outcomes. You need to lead the team from front. Be brave to ask anything from your team and look at the task you provide to each member.

#### **4.1.2 Define the roles of each member**

Clearly define the role of each member in the team and ask him/her to only concentrate on their task.

#### **4.1.3 Reward team performance**

After the completion of your team project. If the project is successfully done and all the outcomes according to your need then surely appreciate the hard work and performance of your team.

## **5 Steps for handling poor performance:**

### **5.1 Don't delay**

The first step for handling poor performance is to don't wait enough for the better performance because this will kills your all the effort. Time is very precious so, be active and ask the members time by time if your team is not so good then ask him for improvements and make a sessions of meeting to boost their weak points.

### **5.2 Improve your own performance**

You should look at your performance. How much you are interested in your team and how you communicate with your team members. Because most of the team leaders are too harsh with their team as a result team members hesitate to communicate and share their points of view, so finally look at yourself and improve it accordingly.

### **5.3 First written warning**

This is normally the appropriate action after a first formal meeting.

### **5.4 Final written warning**

You need to consider a final written warning if a first written warning has previously been issued and if there is still no improvement in the employee's performance

## **6 Supporting team members Involve**

### **6.1 Look at the big picture**

Sure you are busy because you are running the team as well as the other matters. But look at the big picture what you are seek for so take a step back and try to make yourself also involve in the team project.

### **6.2 Be decisive and confident**

When the time comes to make a decision, make it firmly. **"Great leaders are take the decision and make it correct"**, so be confident on your decision and work hard for the completion of your decision with your team members.

### **6.3 Build on your strengths**

You know what your strengths are. Make good use of them by taking on projects and tasks that showcase your true talents. Your core strengths will differentiate you from the rest of the pack, allowing you to create your unique brand.

### **6.4 Build on the strengths of others**

Great leaders also build their structure on the strength of other. So firstly try to find one of your excellent team member on whom you trust that this is the person you are looking for. Once you decided them start working on him/her and polish their skills more according to your need.

### **6.5 Provide challenges**

For the better outputs you need to provide the better challenges. Because when your team is already too strong then they don't care for any sort of difficulties they surely find the solution of any problem.

## **7 Explain how team dynamics can support or hinder team**

As we probably are aware, group elements can be significant in conveying a fruitful item. Be that as it may, their impact can likewise run a lot further into your association. A pessimistic group dynamic can make individuals be troubled, prompting a high staff turnover rate while an extraordinary dynamic can help execution.

Imagine that inside a group of six individuals you have two people with an especially solid friendship. This is a dynamic and it could have either a positive or a negative impact in the group.

It may be the case that these two people communicate a lot, normally drawing other individuals into the discussions. This can make a social climate, fabricating a bond between the entire group and significance every part feels included and appreciates cooperating. This then invokes commitment and motivation, leading to better performance and a better result.

In any case, it may be the case that other colleagues feel avoided by the two companions, which can prompt feelings of resentment and partitions the gathering into two sub-groups as opposed to an entirety. Correspondence may stream well inside the subgroups, however not between them. This can cause miscommunication, misconstruing, and lead to poor performance and poor result

## **8 Strategies that can support team cohesion**

These are the strategies which can support team cohesion.

- ✓ Look for diversity
- ✓ Practice teamwork
- ✓ Utilize individual strengths
- ✓ Communicate effectively
- ✓ Give feedback
- ✓ Ask for feedback
- ✓ Celebrate success

### **8.1 Strategies support team performance**

These are the strategies that can support team performance.

- ✓ Lead by example
- ✓ Build up trust and respect
- ✓ Encourage socializing
- ✓ Cultivate open communication
- ✓ Clearly outline roles and responsibilities
- ✓ Organize team processes
- ✓ Set defined goals
- ✓ Recognize good work

## **8.2 Strategies to improve team participation:**

To improve the team participation you should look at the issue's why they are not participating. There are strategies to improve team participation

- ✓ Communicate with each member
- ✓ Ask for the feedbacks about the environment
- ✓ Ask for the feedback about you as a team leader
- ✓ Give them a motivation workshops time by time
- ✓ Ask the question to every member and give them some time to answer it
- ✓ If someone hesitate they give him/her a chance to speak in front of team as a leader

## **9 Strategies for gaining consensus**

### **9.1 Ensure and Encourage Participation**

Have you at any point had one of those group gatherings where a specific part pitches thoughts more decisively than the rest? This can regularly bring about a slanted end, which can have negative repercussions on the organization. To decrease the probability of this happening, you can present the Stepladder Technique during group talks. The result of this technique? Individuals will feel heard and recognized. Individuals' suppositions won't be affected by the assessments of everyone around them, and they'll feel more certain about their decisions than they would in a gathering domain where others' conclusions might be amazingly not the same as theirs

### **9.2 Participation**

Not exclusively is each individual included, yet every single individual is additionally expected to partake by contributing sentiments and recommendations. While there are different jobs that others may have, every individual has an equivalent offer (and stake) in a ultimate choice.

### **9.3 Co-operation**

Every one of the individuals included team up and expand upon one another's worries and recommendations to think of a choice or arrangement that will fulfill everybody in the gathering, instead of simply the dominant part (while the minority is overlooked).

## **10 Issue resolution strategies**

### **10.1 Don't Avoid Conflict**

It depends on which type of person you are someone are not interested in other's matter and they let on others to resolve their conflict this is approach is not so bad. But not always ask others to resolve their conflict try to involve in other matters and look at the issue.

### **10.2 Choose a Neutral Location**

One of the first steps to diffuse any conflict is to change the environment. Individuals are warmed and that outrage is regularly attached to a spot. It sounds odd, yet simply expelling the individuals from the room they're battling in will help placed the contention in context. At that point, to determine the contention, you'll need to carry the resentful people to an impartial area. A nonpartisan space will initially bring things down to a level where a helpful discussion can happen. Also, by recommending a gathering in a café, or anyplace outside the workplace where there isn't inherently a power dynamic, you are bound to make an agreeable climate where you can beneficially manage whatever caused the issue.

### **10.3 Start with a Compliment**

After you've split away from where the contention emerged, you can address the issue. In any case, you would prefer not to hop directly into a discussion with an accusatory tone. Your main responsibility is to hear all sides and settle on an official choice dependent on the realities and the necessities of the work being finished. In this way, to get an individual agreeable enough to talk, start by complimenting them. You need to demonstrate that there is no miscreant or hero here. You're tackling the issue, not the individual.

### **10.4 Don't Jump to Conclusions**

The explanations behind any contention are regularly more intricate than they initially show up. So as to be simply in your treatment of all gatherings included, it is prompted not to close anything at the counterbalance. Regardless of whether you think the contention is self-evident, offer everybody a chance to share their viewpoint. Get a feeling of the history in question. You would prefer not to expect anything about anybody. Assemble your realities like a calm investigator, and after that say something with the astuteness of a judge.

### **10.5 Offer Guidance, Not Solutions**

Something else to consider as you address strife in your workforce isn't bouncing to simply correcting an inappropriate. This means there could be a conspicuous purpose behind the contention and a comparably clear approach to get individuals back in agreement working profitably.



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