

Lesson Note – Teamwork

Topics:

1. Stages of team development
2. Types of teams
3. Five Factors for Team Success

The Stages of Team Development

A good team takes time to build. Teams go through the following stages.

Stage 1: Unfamiliar

At the beginning, the team members are unfamiliar with each other. They spend some time getting to know each other and figuring out how to work together. Trust among team members is low.

Stage 2: Familiar

After some time, the team members become familiar with each other, and they can work together towards a common goal. Trust among team members starts to build.

Stage 3: Caring

At this stage, the team members care about each other's happiness and success. They don't see each other as just people they have to work with, but rather people they enjoy working with. The team members communicate their needs with each other and support each other.

Stage 4: Exceling

At this stage, team members all know each others' strengths and weaknesses without any emotional conflict. They trust each other and can say, "*You go ahead and do this task because you are better at it than I am.*" They are focused on achieving the best they can as a team rather than as an individual.

Most teams start at the unfamiliar stage, but some teams can start higher if the team members know each other or have worked together before. It takes time to rise up the stages, so not all teams will reach stage 4 before the team separates. Furthermore, developing a team takes conscious effort, so even if a team is together for a long-time, if they don't consciously put in the work, they still may not reach stage 4.

Types of Teams

In life and in the workplace, we will all be part of teams. Below are the common types of teams you may encounter.

Temporary Teams are when a group of people are put together to do something within a limited time frame. For example, a school project that requires you to work in a work is a temporary team. You work together to do the project, and after the project is finished, the team separates. These types of teams are also common in professional service industries like consulting, law, and finance.

Long-Term Teams are when a group of people are expected to work together for a long-time. For example, a manager of a department might have 3 employees. That team of four is expected to stay the same for the long-term. Even if an employee leaves, another new employee will be hired to fill that position, keeping the team structure the same. Another example is a family. Each person in the family has their expected roles, and the team is expected to stay together for the long-term.

Recurring Teams are when a group of people are put together temporarily to do complete a task, but that task needs to be re-done periodically. For example, companies may put together a team to do strategic planning at the beginning of the year. Once the team finishes, the team members don't see each other again until next year, when they meet again to do the same task for a new year.

Five Factors Affecting a Team's Success

Read this article: <https://www.weeklywisdomblog.com/post/five-factors-for-team-success>

Reading Comprehension Questions

1. Which type of team can start at stage 2?
2. How do the five factors of team success relate to the stages of team development?
3. What are some examples of rules of engagement?
4. Why is it important to agree on a shared goal as a team?
5. What are some examples of shared values?
6. Why is diversity important for teams?