

# Developing Teams

## (Levels A, B & C)



### Underpinning Competencies

- Directional Clarity
- Giving Clear Information
- Planning and Scheduling Work
- People Enablement
- Appraising People and Performance

### Linked Assessments (where applicable)

- Teambuilding Effectiveness Profile

Teamwork is an essential aspect of social existence. Whether we choose to be or not, we are members of many groups. We have to consider and co-operate with a wide variety of other people in the course of our daily lives. The social contracts we have with, for example, colleagues at work, family members and friends, are in some instances successful and pleasurable and in others not. This module sets out to explain how and why this is so and to help you understand that there is much we can do to make these relationships more positive and productive.

In particular the module focuses on the development of effective teams within the workplace. It starts by looking at what teams are and what it is that makes some teams more effective than others. The module then describes some of the factors managers need to bear in mind when forming or leading workgroups. It describes the classic stages of group development and identifies ways in which managers can facilitate the successful evolution of their teams.

Having established the features of effective teams, the module moves to show how managers can take a proactive role in analysing group development needs and implementing programs which will meet those needs.

### Objectives

At the end of this module you will be able to:

- describe the characteristics of an effective team
- form and manage a work group or team
- identify the strengths and weaknesses of the team, measured against work requirements
- establish and agree objectives for team development
- encourage team involvement in the preparation and review of their own development plans.