



Team Management and Workplace Productivity

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ABSTRACT:

This paper discussed the relation between team management and workplace productivity. Team Management is done by a single person or a group to volunteer and systematize a group of people for completing a job. Team management consist of communication between team, Performance assessment and goal setting. Workplace productivity is a concept which contributes in the increase of productivity. The team leaders use awards, incentives, appreciation to increase productivity. Paper present different tips to build a smarter team and improve quality and efficiency of productivity:

Keywords: Team Management, Workplace Productivity

INTRODUCTION:

Team Management is done by a single person or a group to volunteer and systematize a group of people for completing a job. Team management consist of communication between team, Performance assessment and goal setting. Team management is the ability to find problem also to find solutions over these problems. There are many ways of leadership and team management skills to make a better team. The teams can come of various lengths. The main purpose of team is to achieve a common goal and they also communicate for this purpose. There are certain types of teams like management team, this team does the work of counselling and managing other workers and teams. Also there are teams like project teams or parallel, work teams whose main objective is to achieve goal.

COMPONENTS OF A LEADING AND VICTORIOUS TEAM:

COMMON AIM:

The main success of team is achieved when all the team members have a common goal. Initially team members have different ideas, aligning those ideas to the main idea brings success. It is very important for the team leaders to set common target. In this manner all teammates will work towards the main goal. Other team mates agreeing to this common goal is utmost essential. If there is not a common goal it would be difficult for team members who disagree with the goal to put their efforts. This may result in failure of achieving the goal. In some cases team members may even get distracted from goal, if there is not a common goal in which they are interested in.

COHERENT LEADERSHIP:

In any team that is working cohesion within team leaders is important. The meaning of coherent leadership is the team act as one and take unified decision unlike the scene in which all team members do their own work and work separately. Coherent leadership makes sure of the fact that the team works in a single direction. For coherent leadership to be possible it is crucial for team leader to have good communication skills.

EFFECTUAL COMMUNICATION:

The total hierarchy of management must have effectual communication. Effectual communication will have the message to be transported in precise manner without any hindrance. This will in turn help in making decisions faster and thus make working easier and smoother. Effectual communication will also help in increasing pliability of a company and thus will make it less prone to changes to the outside market. The social media usage also contributes to the communication, knowledge sharing and co-ordination.

DELINEATE TEAM ROLES AND OTHER RESPONSIBILITIES:

Roles that are assigned in not a proper way contribute to the failure of teams. If team mates don't know their work properly they won't able to put in their full efforts. It is the work of team leader to properly assign the roles and other responsibilities to each member of team and confirm if all of them are working properly and together. The first step done by team leader is to set a target and then decide what all things will be needed to complete this target. The next step is to identify the strength and weakness of team mates and accordingly assign them different tasks.

It is team leader responsibility to confirm that each member know their own responsibility and thus make a successful communication channel.

The team members can take various roles and have their own work responsibilities which is unique to them. A target oriented role is assigned when team member comes with a brainstorming idea, or does something like synchronizing activities, or may be finds some new details. A social role is assigned when a team member inspire other mates to work together. This also helps in increasing involvement and contribution in work. Individual role takes place when a single person causes hindrance to teams performance. This people often avoid communicating with others and need self-attention. There are also times when various task is assigned to a single person known as role conflict.

Different ways of management of team:

ECONOMIC 101:

The leader of the team makes assumption of certain level and decides a certain level, once the team mates achieve this level they are rewarded by some money. The best way to manage a team is to give money as reward and punish in case of failure. This method uses money as a reward to direct motivation to team members. This concept is same as the concept by Frederick Taylor of scientific management which says that the key form of stimulus for worker is money. The main disadvantage of this method is it just takes money into account and doesn't consider other factors like aspirations and personal contentment. Furthermore using systems like punishment and reward can discourage the team members as different people are motivated by different things. The other downside is the punishment may lead to loss of confidence in workers and also dishearten them.

CAPTIVATE AND GENERATE:

This new strategy that is captivate and generate is made by managers. Captivate and generate encourages the participation and discussion between team members. Also they participate with other team mates. This builds a strong team and unity in team member which is the core aspect. Captivate and generate method helps in increasing team work productivity, responsibility and also helps in achieving targets.

ORDER AND DIRECT:

The order and direct method is somewhat similar to management in military, this system was mostly used in the earlier period of 21st century. This method is originally known as command and control. In this method leader of the team assign the task to the team mates and if they fail to complete they would be punished. The team leader has full permission and can use this bossy rights. The method of team management has a lot of disadvantages. Team spirit is reduced as team leader has right to punish the members. The punishment reduces productivity as it hinders the confidence of the employees. In present times particular work is by the employee in which he has expertise. Applying this management principle will reduce the productivity of the organisation. Also in big companies the team leader also don't have enough time to monitor each person's progress. Thus implementing this is loss for company.

OBSTACLES IN TEAM MANAGEMENT:

INATTENTIVENESS TO OUTCOME:

The team mates as well as the leader must take the responsibility of the results that they produce. They must take full responsibility of their targets. Inattentiveness to purpose brings heavy losses to the company.

NOT TAKING RESPONSIBILITY:

The team members must take the responsibility of the consequences of the team. Each team member must take the responsibility for the task they are assigned. If they fail to take responsibility then the purpose of team is not fulfilled. Trust is the most important thing in the team. Lack of faith in other team members leads to lack of accountability. As a result of which team members will be reluctant to put their full efforts. The team must believe each other and this leads to success of team. Team leader must trust his team and hold them accountable. This would bring a sense of responsibility in the mates and hence would work for the betterment of team. This will also help them in learning from mistakes.

ABSENCE OF DEDICATION:

If team mates don't show interest in a decision this causes to stoppage of workflow. This is very dangerous. Team members must contribute their ideas, show their thoughts, perspective etc.

FRIGHT OF DISPUTE:

The team mates has the fright of arguing with other team mate or with the leader. A sense of non-existence arises if the members hold in their fears and do not communicate about it with other members or the leader. The absence of believe in the other team members and leader causes the fright of dispute. The team mates have a fear of vulnerability in front of each other. But if team mates have a feeling of trust then even if they are vulnerable among each other that's fine. This results in better debates. Also encourages productivity thus targets are achieved.

LACK OF FAITH:

The team members must be vulnerable with each other this builds a sense of trust among the team mates and the team lead. Team members must help each other, they must direct each other in case of need. They must acknowledge their failure. The team members should have good amount of trust and communication. They must be willing to share their ideas. This leads to the success of team.

MANAGEMENT OF TEAM AND SOLUTIONS TO COMPLICATIONS:

VENTURES TO MAKE A GOOD TEAM:

Ventures to building a good team involves activities like communication. The main thing is to increase trust amongst each other. Also team mates must be able to appreciate each other. Organising various events according to the likes of team members is one the way. This activities boosts teams work performance. This activities must be held on yearly basis.

EVALUATION:

A response form can be submitted by the team mates for the changes they want or some ideas or in general some advice. This helps the team mates to increase their productivity and also help them understanding their short-comings. The concept of evaluation helps in removing one person rule and the best of decision are took. This also helps in building trust among other team mates. The feedback process helps in assessment. The senior team mates can assess the junior and help in proper and greater functioning of team. Each member can go through the feedback and understand what steps they must take.

TRUST BUILDING:

Trust is the most basic and the most essential part of the team. Trust in team members help in solving a lot of problems. The team members and leader must be ready to accept their mistakes, failures and must be ready to be vulnerable amongst each other. This helps in building trust.

TRAITS OF SUCCESSFUL TEAM:

The success in team is achieved by completing the targets, choosing the right target and having believe in achievement of those targets. Communication is the most basic and effective way of building successful team. The team member must be willing to share their ideas and thoughts and must contribute their full efforts. Trust among team members is the core characteristic of successful team. Trust helps in building productivity and helps in achieving higher goals.

WORKPLACE PRODUCTIVITY

Workplace productivity is a concept which contributes in the increase of productivity. The team leaders use awards, incentives, appreciation to increase productivity. Also maintaining healthy communication in the team is the core aspect. This all thing largely contribute to the increase in productivity at work.

RELATION BETWEEN MANAGEMENT AND PRODUCTIVITY:

It is the responsibility of team leader or team manager to increase the level of productivity. There are different ways to do this. Unnecessarily making employees work hard would be useless. Management is the biggest crucial part in the company. Acknowledging the efforts of the employees, their achievements, their struggles and also putting your efforts with them in task are some of the qualities of good team leader or manager. The companies must not demand very much from their employee. Instead they should train them. The employee must always be acknowledged and recompensed. This creates a sense of belonging towards the company by the employee also help them with various aspects. Their task is to bring best out of the employee. Managers also take the responsibility of maintaining the workload pressure of the employee. In addition they also take care of their employee their health and acts as great support.

Following are the ways in which managers can increase the productivity in the company:

MAKING GOALS:

The goals must be very specific, achievable, there must be certain time limit in which it can be achieved. The goals must be relevant to the requirement and also must be measurable. It is very important that this all aspects are covered before setting a goal. Covering this aspects would surely lead to the achievement of goal.

EMPLOYEE FEEDBACK:

Employee must give their regular feedback, also share their ideas and advices, this leads to the growth in team bond and also helps in taking great decision. This also helps in maintaining proper atmosphere in the team. Feedback ensures continual growth in a firm.

EASY COMMUNICATION:

The teams in the company must be very well interlinked. They must always be ready to associate as it makes work easier and systematic. Communication between all team members with each other, their managers and leaders regarding targets, doubts or other stuff is very important.

ASSIGNING RESPONSIBILITIES:

Managers must assign the task to the team members according to their expertise, experience and skills. This also lessens the workload of manager and

also increases a sense of responsibility in the employee. It makes the employee feel belonged. This helps in achieving targets easily and also taking productivity and workflow to next level.

PRODUCTIVITY OF TEAM AT WORKPLACE:

Nowadays as most of the employee are working away from office the use of technology can help in building smarter workflow. Taking regular video-call meetings, asking if they need help on regular basis. Using various other technologies to monitor their progress, can substantially increase productivity. The data of employee's work hour and tasks completed helps in taking productive decision and also acting accordingly.

METHODS OF UPGRADING PRODUCTIVITY OF TEAM:

By using following tips you can build a smarter team and improve quality and efficiency of productivity:

APPRECIATION AND REWARDS:

This is one of the prime thing to build a sense of trust within the employees. It also increases healthy competition, which in turn increases the productivity. Recognizing the effort of employee is very much necessary. This makes employees work even harder.

FEEDBACK:

Timely feedback helps in understanding drawbacks in the system and also helps in taking effective decisions. The mistakes of employee should be corrected with a lot of understanding. The mistake should be corrected in gentle manner so that they come up whenever they face difficulty. Being generous to employee is very much needed. Through feedback employee can also highlight some mistakes in the system or ideas or advice.

CONSISTENT MEETINGS:

Conducting meetings helps in tracking the regular progress. Meetings can be done even though there is not much to debate. Due to a lot of work, managers often don't get time to take meeting. But regular meeting helps in avoiding failure.

SHARED TARGET:

The shared target shows how each employees work contribute to the ultimate target. This bring more focus in employee. Also helps in assigning work according to expertise.

STANDUP MEETING:

Stand up is a short meeting which is held regularly in which all the team members talk about their progress on the target. This aligns a lot of strategies in achieving goal.

DASHBOARDS AND TRENDS:

Dashboard helps in watching regular trends and new patterns that are forming. This is very good for analysis and making changes accordingly.

TRACKING TIME:

The employee can track time that is required for each task. This also helps in analysing the time required to complete a task. Also helps in improving productivity.

DIFFERENT FORMS OF PRODUCTIVITY:

TEAM AND SOLE OR INDIVIDUAL PRODUCTIVITY:

Personal productivity consist of the factors like being keen about self-health, diet etc.
Team productivity is based on how well each person or is each person giving their full effort.

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