



# TEAMS AND TEAM WORK

## TEAM

Group of people working together to perform common achievement / goal.

## TEAMWORK

Cumulative actions of the team during the achievement of goal.

## BENEFITS OF TEAMWORK

- Improved solutions to quality problems.
- Improved communication.
- Improved integration.
- Improved honesty.

## TYPES OF TEAM

- ✓ **Process improvement Team-** Improvement of process.
- ✓ **Cross functional Team-** solving complex problems.
- ✓ **Natural work Team-** normal routine work.
- ✓ **Self Directed/ self managed Team-** plan, execute & direct.

## Characteristics of successful Teams

Sponsor- person from council members.

Team charter- document/ person indicating mission.

Team composition- shouldn't exceed 10 members.

Training- members are well trained.

Ground rules- basic rules.

Clear Objectives- Stated clearly.

Accountability- periodic status report.

## Characteristics of successful Teams - Cont.....

Well defined decision procedures.

Resources- tools.

Trust – management trust on team.

Effective problem solving- efficient methods.

Open communication- everyone should talk.

Appropriate leadership- leader who leads.

Balanced participation.

Cohesiveness- single unit not in subgroups.

## Barriers To Team Process

Insufficient training.

Lack of management support.

Lack of planning.

Project scope too large.

No clear measures of success.

## Recognition & Reward

Recognition is a process whereby management shows acknowledgement.

Recognition is a form of employee positive motivation.

The acknowledgement may be financial, psychological in nature.

Reward is a tangible one, such as increased salaries, gain sharing etc.



# Recognition & Reward

## NEED FOR RECOGNITION

- ★ Improve employees moral.
- ★ Create satisfied workplace.
- ★ Stimulate creative efforts.

## Types of rewards

- ★ Intrinsic rewards- Non monetary, appraisals
- ★ Extrinsic rewards- pay / compensation issues

# Performance Appraisal

Performance appraisal is a systematic and objective assessment or evaluation of performance and contribution of an individual.

## Need for performance appraisal

- ✿ To identify employees for salary revision, promotion etc.
- ✿ To determine training and development needs.
- ✿ To motivate employees.
- ✿ To validate the selection procedures.
- ✿ To make the supervisors more observant of their subordinates.

# SIX PROCESS OF PERFORMANCE APPRAISAL

1. Establish performance standards.
2. Communicate performance.
3. Measure actual performance.
4. Compare with standards.
5. Discuss the appraisal with employees.
6. If necessary , take correction actions.

# Benefits of Employee Involvement

Empowering .

Better decisions.

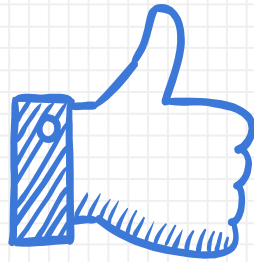
Better improvement.

Corrective action.

Effective Cooperation & Communication.

Loyalty Increases & Floating Population Reduces.

More Money to Share.



# THANKS!

