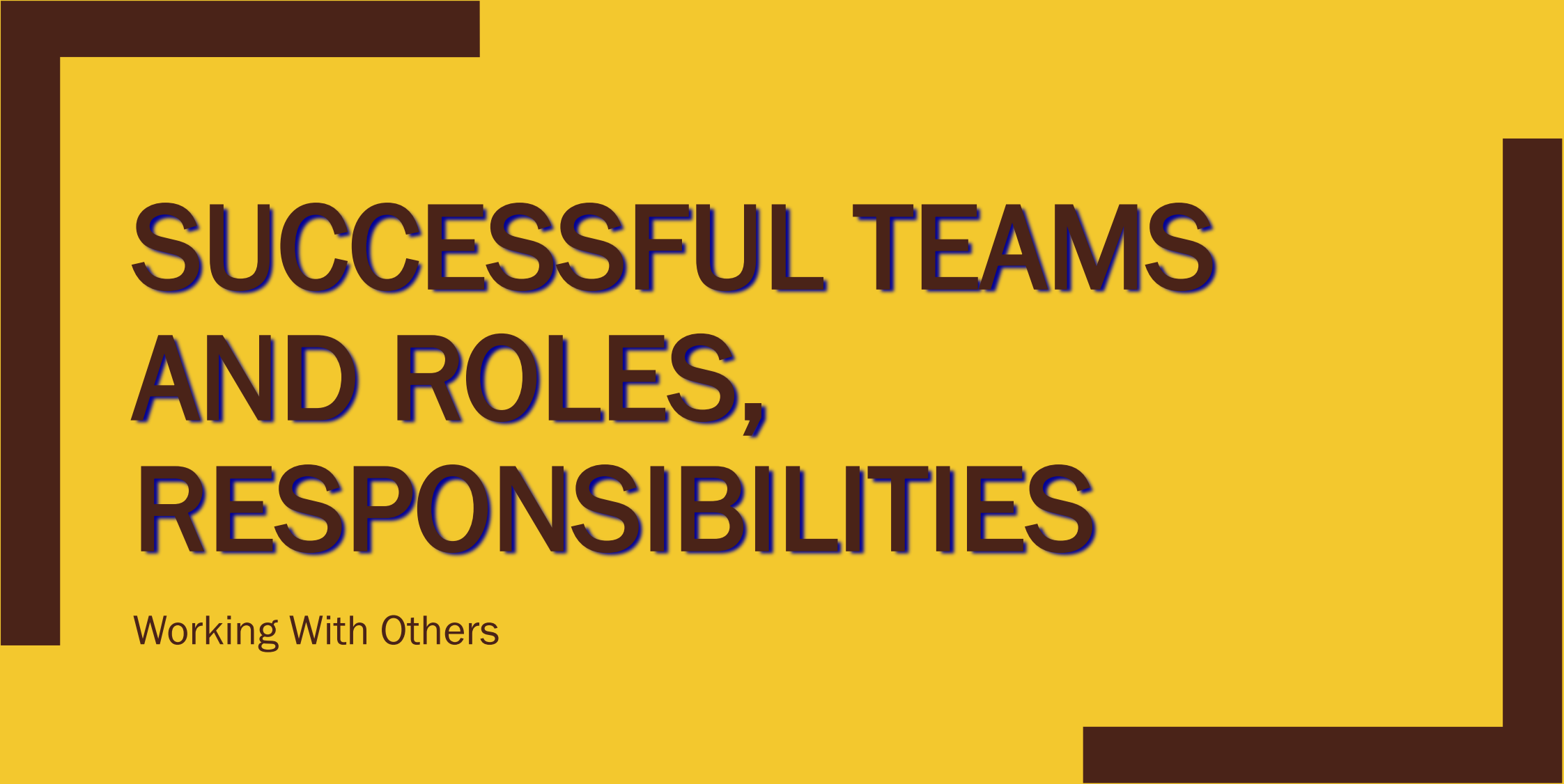


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SUCCESSFUL TEAMS AND ROLES, RESPONSIBILITIES

Working With Others

Success

- What do you think provides for a successful team?
- Think about sport teams, business teams
- What roles are there?
- What qualities do individuals need?
- How best do teams work and achieve success?

Successful teams:

- have shared goals
- make decisions together
- trust each other
- discuss problems openly
- value each other's ideas
- have leaders who encourage – they don't dominate.

Unsuccessful teams:

- don't have clear team goals
- can't make plans
- criticise each other
- don't communicate well
- gossip and quarrel
- can't organise tasks – no leader or too many leaders.

Reasons for failure

- When teams fail, there can be many reasons
- Sometimes the reasons can be beyond the team's control. For example, people who work in the tourist industry in Scotland work very hard, but are sometimes defeated by the weather
- Often, though, the reasons for failure lie within the team itself
- Sometimes there is the wrong mix of personalities – too many people wanting to lead or no-one wanting to lead
- Wrong leader, incorrect roles, not bringing the team together, not pulling their weight

Roles

- For a team to be successful every member in the team has to have a role, just like actors having roles in a play.
- For a group or team, the roles are not just about the tasks they complete – they are more about the way the group members behave.
- Team members don't sit down and agree on roles like these. Somehow the roles just emerge as the team starts work.

Leader

- Ensures people are included
- Brings everyone together
- Draws people out
- Good judge of character
- Approachable, accommodating and not too bossy either!



Ideas person



- Creative
- Imagination
- Inventive
- Good ideas



Information gatherer

- Investigates
- Data collection
- Collates information



Team worker

- Listens
- Sensitive to others and their feelings
- Builds bridges between others
- Fills gaps
- Puts in a shift



Critic

- Spots problems
- Lists issues
- Contemplates various angles of approach
- Discusses possible downfalls
- Not too negative



Finisher

- Makes sure tasks start on time
- Ensures deadlines are met
- Keeps everyone on target
- Reminds of objectives and aims within time



Joker

- Lifts morale
- Keeps atmosphere light
- Good humour
- Encourages others
- Good timing as with any good comedian
- No-one should get away with being the joker all of the time!
- Joker should also have another role within the team

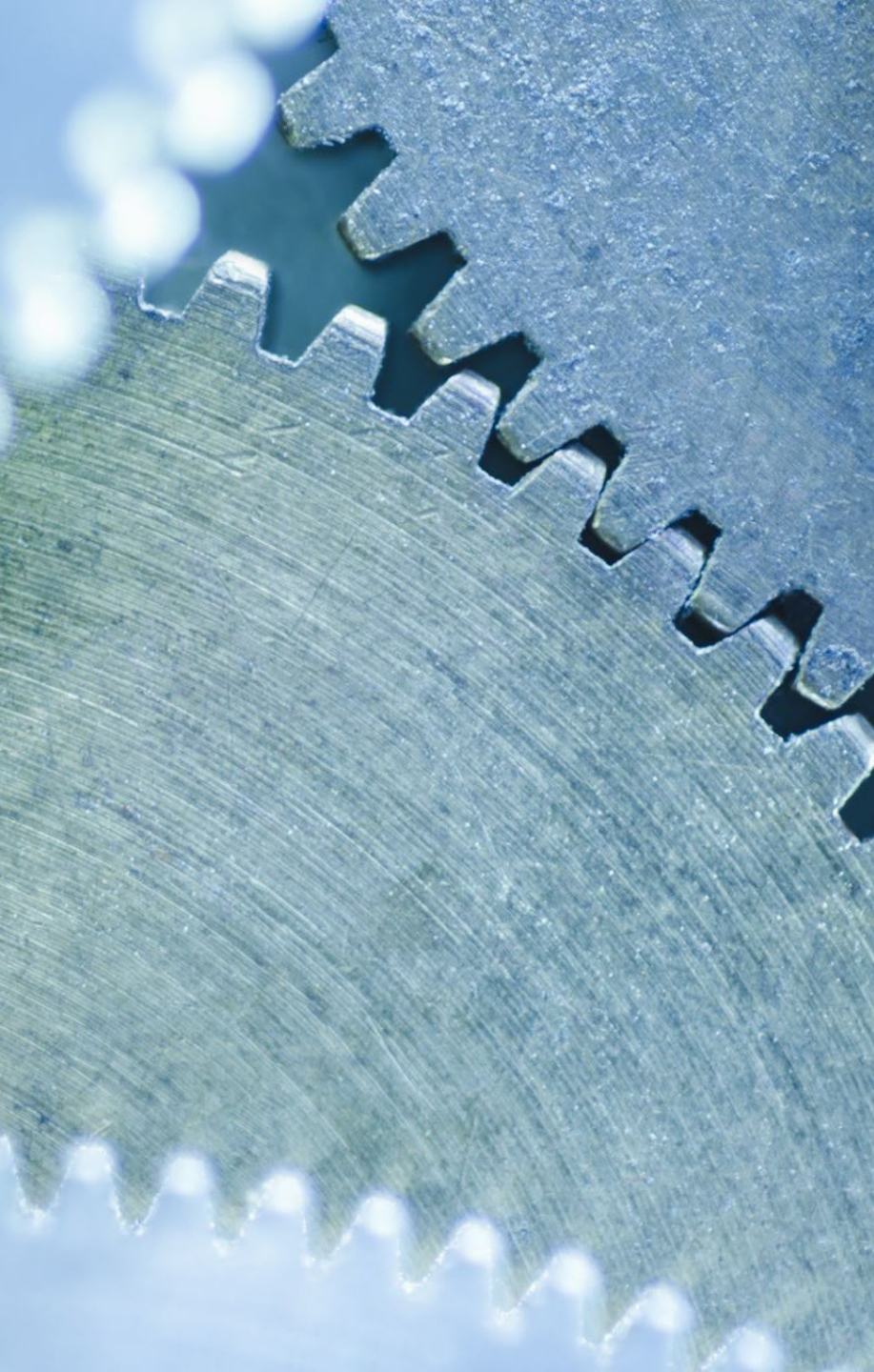
Team members - roles

Confirming that list:

- Leader
- Ideas Person
- Information Gatherer
- Team worker
- Critic
- Finisher
- Joker

Each person can do more than one role – if the whole team were only jokers and didn't do anything else ... nothing would get done!





Roles and responsibilities

- Roles must be identified
- The responsibilities that go with each role must also be identified
- Each made clear to everyone within the team
- A place in the team for everyone
- Working with each others skillset, abilities, desires, knowledge and experience as best possible