

Managing teams assignment

[Business](#), [Management](#)



Managing Teams In this assignment I am going to be defining teams in my own words, also explaining why it is a good idea to work within a team. I will also be describing some different types of teams and their associated benefits. A team consists of people of all levels in an organisation whom come together to work on a particular project within their division. I believe that it is a good idea to work as a team because, everybody has different ideas so there will be a lot of varied input. There is more support for each other because the workload is shared.

It gives people the opportunity to use their skills to their best potential, and allows you to learn about each others strengths and weakness. It also gives you motivation to achieve your goals as a team, while also learning to interact with your peers. **Formal Teams** This type of team would be one that has been set up for a specific purpose. To set tasks or a group of tasks the group would need a team leader, whose responsibility it would be to oversee that these tasks were done. On time and also to a good quality. Everybody in the team would be given a job according to their skill.

This is called specialisation. Examples of a formal team would be a sales team, a team of teachers or a management team. The benefits of working in such a team is that everybody will get told what to do by their team leader whoever that may be, so everyone knows what job has to be done, they will also have to report back to the team leader which will increase efficiency and motivation. **Informal Teams** Such teams have less rules and expectations it is as such less formal. This type of team could consist of maybe two or three people, although it can contain how many people as desired.

This kind of team could come together at any time whenever required any can be started for any reason and all have the same aims. Examples of an informal team would be a study group. The benefits of working in this team is because there are no formal rules there is a much relaxed atmosphere and everyone within the team is all there to support each other and could contribute some really good information. Temporary/ Project Teams This type of team is normally set up for a short period of time to complete a task they would then usually split up after the task is completed.

However if a team is consistently successful then they may be called back together to work on similar projects if they arise. They will normally come together to discuss what it is that is needed to be done. The team will be lead by a project manager, although self planning and self organising will also be required, there should normally be no communication breakdown within the team, but team members should ensure that this is not a problem with this and other members of the organisation.

Examples of such a team would be a group of experienced people who may come together to work because there is a concert, each person will have experience in a different field. For example there will be security, floor managers, technical people and people to put the stage together ect;, they will all have to work together to ensure that everything goes as planned and there is no mistakes.

Benefits of working within a team is that because they are set up just for a main purpose they get on with the task in hand basically they know what has to be done and they just get on with it because they know they have limited

time to do so. **Permanent Team** This type of team is one which works together continuously on a regular basis, they have specific targets to achieve. Examples of this type of team would be paramedics, fire-fighters and soldiers in the army.

Benefits of working within this type of team is that where they have specific targets and limited time to do this they concentrate more and learn to trust each other. They also have security knowing that someone who is familiar with the organisation is undergoing the task in hand. They also have the knowledge to ensure success. **Virtual Team** This type of team is one which has been set up so they can communicate with anybody across the world, they can use all sorts of technology to do so, such as satellite link or via the internet.

The benefits of working in such a team are that they save money on things like travel and hotels. It also gives them the opportunity to share ideas and business propositions with all different types of people from all over the world. **Senior Management Team** This team consists of a group of managers that come together to make policy decisions within the organisation. For example a team of managers of a supermarket sit down and discuss what products to sell next year and whether to cut costs and what new products they should introduce to the store.

The benefits of working within this team are because they are all managers everyone gets heard and they have the knowledge and expertise to make the business a success and also what they propose will get done, they will then instruct other teams as what to do. **Work Team** This type of team

consists of people who work together normally within the same function, and undertake the day to day jobs within the organisation. Examples of this type of team would be a sales team in which everyone would have their own department EG; Women's wear, menswear, household and electrical goods.

The benefits of working in this type of team is that everybody has their own experience of working within that particular department of their organisation, therefore they are working to a level and gaining knowledge that could improve their position to a manager. They also have the required experience that will help to increase the output of the business. Quality Circle This team consists of a group of people who have come together to discuss the problems that arise within the organisation, and put together a plan to see how the problems can be solved.

Examples of this type of team would be a study group who will come together and discuss ways in which they can work. The benefits of working within such a team are that everybody thinks they are part of the entire decision making and that on its own is a very healthy thing for the business.

Conclusion During my investigation I have found out that there are many different types of teams and the way that they operate is varied from one to the next. But although each one different they are all successful in their own right. I believe that they all contribute towards business success.