

Training session :

Team management

9:05

PART 1 : 5 min

So today we are going to speak about team management ? Because this concept is everywhere now, so it's very important to know it.

First thanks to your prétask I saw that you know all, the concept of team management so thank you first for you pré-task. you've all done a good job ! You have all identified the issues, the need and the skills to mobilize in team management. Now we will try together to go even further.

Question If someone can now explain with his own world what is it ?

What is the team management ?

=managing a group of individuals is team management.

We can explain the team management with this image :

Some task cannot be done alone :

You can try using a pen with a single finger it's impossible

You Need other finger to hold it

Yes the Five finger are managed to work in coordination.

= Involves teamwork, communication, objective setting and performance appraisals.

=the capability to identify problems and resolve conflicts within a team.

There are various methods and leadership styles a team manager can take to increase personnel productivity and build an effective team

PART 2 : 15 min

Why team management is necessary ?

10 min : Exercise 1 : Create a padlet and each one can write different things on it. :

<https://padlet.com/camilleduparcc/xiz9omamme01>

Thank you all for your participation to this padlet : but all I just sum up some idea to clarify the things :

- For better ideas
- achieve the company's desired objective.
- change any preconceived ideas and negative perceptions,
- work to ensure a better job environment for everyone concerned.: -create a positive workplace,
- bringing your team members together to a creative environment in which they can unfold their individual potential.
- the increase in employee performance and organizational productivity. - increased performance and efficiency
- allows the members to cooperate with each other when they need help : -exchange skills
- increased employee satisfaction
- reducing unnecessary conflicts
- healthy level of competition** which pushes team members to become better and better over time!

9:25

PART 3 : 50 min

Question : Team imagine your best way to manage a team :

So now let's move to how make efficient team management ?

First I will explained what I think is the best strategy to manage team. We will make an exercise.

Exercise 2 : Create a Mindmap with all the advice, tips to manage a team. Make group of 2 : 25 min 10 min (3 min/group)

How to make effective team management ?

What are the best tips :

Maintain good communication :

- Inform employess about dead line,
- intern communication
- Encourage honest and constructive feedback
- Ask them questions about what problems they have to deal with and possible solutions. They may have some insight that you can't see from your office.
- Make yourself accessible.
- Learn to listen first before responding and show respect for what your employees say when they do come to you.
- Keep your door open.
- Try a chat channel, like Slack, Google Hangouts for face-to-face time

Be Transpsarent

- Be transparent- mutual respect
- And used **overview of projects** and responsibilities, via their shared Project Boards:
- Retain an overview of team and project progress
- "How can your company learn, grow and succeed if people are afraid to be themselves, voice their opinions and genuinely show that they care about the brand and team? Having the company become a sort of safe space allows for brilliant ideas to flow and for problems in your company to be flagged and addressed head-on."

Be real :

if you're feeling the pressure and need a helping hand, don't be afraid to admit it and if you make a mistake,

You're not a superman .

By showing the human side of yourself and allowing your staff to get to know you a bit better, your team will feel more relaxed and comfortable approaching you.

Be decisive

To be able to assert their authority and make important decisions for the team.

Set a good example= be a model

Your staff will look to you for guidance and inspiration, so it's essential that you set a good example to gain their respect.

If you expect them to behave professionally and commit to their work, it's vital that you do so yourself. Make sure that you are doing your job, continuing to develop your career and support your team in doing so too.

Build positive working relationships : Cohesive leadership

get to know members of your team individually

what they are interested in, it will build a much better rapport among the team

Your relationship with each employee is important, but the way the whole team interacts is vital. = Focus on team culture

Collaboration

Try mapping out your ideas. Generating ideas collaboratively while mind mapping has been found to boost creative thinking,

Collaboration has been found to increase creativity, so tools like Google Drive, Microsoft team, one drive

Acknowledge good work

- positive feedback it will help to build their confidence and encourage them to get more involved in the future
- Encourage creativity , trust them
- Recognise your employees' talents

Delegate jobs to the right people +Defined team roles and responsibilities

Get to know them individually is so you can assess what their strengths are.

People perform better and are more engaged in roles where they feel they are employing their best skills

Manage conflict

When there is conflict in the workplace, it should not be ignored. Turning a blind eye could lead to a negative atmosphere, which could have implications for staff productivity and communication among the team may suffer.

Common goal

Develop independent workers

Independent worker is an effective worker.

Equip your team with proper training, excellent tools and adequate resources so that they can work to the best of their abilities. On your part, you also need to delegate work effectively and avoid micromanaging.

« If you don't let them run with their ideas they will never learn to fly. »

Explain why

It's difficult for employees to conquer a challenge if they don't understand why they are doing it. Take the time to explain the reasoning behind any changes or ambitions.

Find real motivators

There are lots of different motivators that you should consider

When you discover the real motivators for each individual you can use this information to encourage your team when they're in a slump.

This is explained in ted conference :Stop Trying to Motivate Your Employees | Kerry Goyette | TEDxCosmoPark 5.20 - 11.09

Bod and Sara : explained the way to manage

Tips : Video : <https://www.youtube.com/watch?v=7lhVUedc1a4>

What do you think about it ? Are agree with that ? Why ? Or not ?

10: 15

BREAK : 15 min

7 LEADERSHIP STYLES DISPLAYED BY GREAT LEADERS, PAST AND PRESENT

LEAD-ER-SHIP

The position or function of a leader, a person who guides or directs a group

BILL CLINTON

- Born August 19, 1946
- 42nd President of the United States
- Oversaw the country's longest peacetime economic expansion



DONALD TRUMP

- Born June 14, 1946
- Real Estate mogul and billionaire
- Hosts the NBC reality series The Apprentice



CHARISMATIC LEADERSHIP

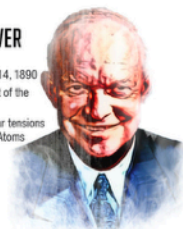
- Uses charm to get the admiration of their followers
- Shows concern for their people and looks after their people's needs
- Creates a comfortable and friendly atmosphere for their followers by listening and making followers feel heard

PARTICIPATIVE LEADERSHIP

- Acts more like facilitators rather than dictators
- Facilitates the ideas and the sharing of information with the end goal of arriving at a decision
- Considers and factors opinions of the collective mind of the group

DWIGHT EISENHOWER

- Born October 14, 1890
- 34th President of the United States
- Eased Cold War tensions by promoting Atoms for Peace



JOSEPH MCCARTHY

- Born November 14, 1908
- US Senator
- Became chair of the Senate's subcommittee on investigations



SITUATION LEADERSHIP

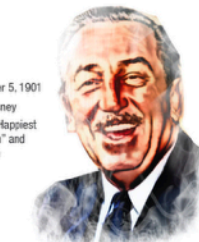
- Considers three factors when making decisions: the situation, the capability of the followers and the capability of the leader
- Adjusts to whatever limitation is laid out in front of him by his subordinates and the situation
- Acts in a dynamic way based on the different situations they are faced with

TRANSACTIONAL LEADERSHIP

- Establishes a clear chain of command
- Motivates his subordinates by presenting them with rewards and punishments
- States requirements for a subordinate with corresponding rewards

WALT DISNEY

- Born December 5, 1901
- Founder of Disney
- Created "The Happiest Place On Earth" and Mickey Mouse



ABRAHAM LINCOLN

- Born February 12, 1809
- 16th President of the United States
- Brought about the emancipation of slaves



TRANSFORMATIONAL LEADERSHIP

- Motivates their followers
- Appeals to their followers' ideals and morals
- Empowers their followers using their own beliefs and personal strengths

THE QUIET LEADER

- Leads by example without telling people what to do
- Does not give loud speeches, sweeping statements or clearcut orders
- Does what needs to be done, inspiring their followers to do the same

GEORGE WASHINGTON

- Born February 22, 1732
- 1st President of the United States
- Leader of the Continental Army in the American Revolution



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Sources:
<http://www.brighthub.com/officetheme/articles/78430.aspx>
<http://www.biography.com/people/>

SERVANT LEADERSHIP

- Takes care of the needs of their followers first before they take care of their own
- Acts as a servant to followers, instead of acting like a king
- Serves their followers rather than force upon them what they want

10: 30

PART 4 : 35 min

Exercise 3 : explain the leadership style and after the pros and con of each type of leadership . Do ppt presentation 2 by group take 2 style : Present after to other member of the group 25 min - 10 MIN

So thank you everyone for you job !

11:05

PART 5 : 40 min

What are the typical problem in team management ?

Problems in team management : 5 min

- Absence of Trust
- Fear of conflict
- Lack of commitment
- Avoidance of accountability
- Inattention to Results

Resolving problems through team management

What is Team building 5 min

How make team building ?

Team building activities

= are a series of simple exercises involving teamwork and communication.

= to increase the trust amongst team members

= allow team members to better understand one another.

When choosing or designing team building activities it is best to determine if your team needs an event or an experience. Generally an event is fun, quick and easily done by non-professionals.

Team building experiences provide richer, more meaningful results.

Now let's practice !

Back to Back Drawing

Back to back drawing is a team building activity where two members of a team sit back to back. One member is given a picture while the other is given a blank piece of paper. The member with the picture has to describe to the other member what the picture includes and the other member has to sketch

what is described. At the end of the game, both members compare the picture and the drawing to see how similar they are.

This game aims to improve verbal communication between team members.

We are going to modify a little the game as all the people will can play :

Who want to describe the picture to all the group ?

What do you think about this game ? Do you like it ? Do you think it improve communication ?

Exercise :

10 min

The Human Knot

The human knot is a team building activity where team members stand in a circle and grab hold of the hands of other participants that are not immediately next to them. The objective is to unravel the circle of entangled hands.

This game, through the physical touch between team members, will allow them to feel more comfortable with each other. Furthermore, this game can improve the verbal and physical communication between team members and enable the team to identify which communication process is the most effective within the team.^[15]

Try the human knot

5 min

We can stop know off you want

So you found this activity annoying and inappropriate ?

you found it embarrassing and too forced. It's exactly what some people reproach and blame to team building activities .

Reality of the team building. 5-6 min

I will explain it in detail ...

I listened a French podcast : au turbin, the name was « team building »

It's a French podcast that questions the new ways of working today, it challenges some contemporary problems. In this podcast we listen to people from different backgrounds discuss, exchange, debate.

The said that the aim of the team building is to federate the teams but they tell us to be wary of team building.

Because now we are in a society with a decrease in collective exchanges at work, so there are a modification of the way of work.

During this podcast there are many testimonials of employees invited to team building events.

Their testimonies illustrate how team building mixes private and professional contexts in a way that is "inappropriate", sometimes embarrassing, but intentional.

Team building management contemporary (individualisation of everyone has his work , narcissisation: ride us who you are you will grow up, become stronger)

hyperhumanization, hyper-confrontation

and what is missing is the team at work when it is extremely important today for the resolution of certain problems and therefore it is necessary to "recreating the collective by forming teams under influence »

and from the point of view managerial we will do it in our way and thus the team building now allows us to rebuild teams but under the influence of an extremely standardized way: we play on conviviality, achieve well-being, much more than on the professional side , we want outside of work, the team building illustrates well the idea of wanting to recreate on collective, staging

By setting up the team building, the companies regain control over these moments of collective exchanges

This allows people to be managed in a context where they are vulnerable, they will engage (because knowledge is power)

Recreating collective under influence.

Create a very special team spirit: docile and user-friendly, conviviality hides docility: we want you well,.The message is: the company takes care of you, in a friendly but docile atmosphere. At work! We tell you.

In conclusion to the podcast, sociologist Danièle Linhart analyses the concept and explains how team building is a tool of modern management, "built on an individualization and psychologization of the employee, to the detriment of respect for professionalism".

So are you agree with this criticism ? Or not ?

11:45

10 MIN 5 min Kahoot : 10 question + 5 min Motorola

Thank you all for your participation to my training session ! I hope you have appreciated this time !

Question of kahoot

1) Why team management is necessary ?

the increase in employee performance and organizational productivity T
healthy level of competition T
unfold our individual potential. T
modify the structure of an enterprise F

2) What is the criticism the sociologist Daniele linhart make to the team building ?

Recreating collective under influence T
Create a very special team spirit: docile and user-friendly T
Create a too much friendly atmosphere at the office and not studios enough F
it's a waste of time and money F

3) What are the typical problems faced by team management :

Over-confidence F
Fear of conflict T
Lack of commitment T
Gets too much attention to result F

4) What are the characteristics of the quiet leader ?

Learn by exemple without telling people what to do T
Acts more like facilitators rather than dictators F

Does what needs to be done inspiring their follower to do the same. T

Empower their followers using their own belief and personal strength. F

5) Companies with safe space allows for brilliant ideas to flow and for problems in your company to be flagged and addressed head-on.”

T or F ?

Pre-task :

Dear member of the Sekoitus team,

I invite you to my training session on Wednesday 20th of November at 9am to learn more about the Team management.

So I attach the pretask to return to me before Monday 18th of November by mail.

Please, explain what is the team management with you own words ?

Why team management is necessary ?

Please, explain some tips and strategy to make efficient team management ?

What is the necessary skills to make efficient team management ?

ZOHAIR : Explain what is the team management with you own words ?

For me it's the ability to organize and coordinate a team when you are a leader in order to achieve a goal. So the team management will be a mix of different skills such as communication, organization, sharing tasks etc

2) Why team management is necessary ?

This is necessary because it allows to have a frame during a project. With a defined framework and a clearer organization it is easier to move forward on the project and thus have a clear objective.

3) Explain some tips and strategy to make efficient team management ?

To make team management more efficient, you need:

- Hire the right people
- Set achievable goals
- Establish a team mission

- Delegate tasks efficiently
- Maintain open communication
- Manage your time wisely

4) What is the necessary skills to make efficient team management ?

For me, the skills to have a good team management is speaking, communication, self-confidence, ease of speaking, and organization

Satsuki .

1) Explain what is the team management with you own words ?

→ it is the method to make team work more efficiently and build the bonds between the members.

2) Why team management is necessary ?

→ because teamwork need managing tasks between the members.

3) Explain some tips and strategy to make efficient team management ?

→ the role should be given to the members. Also, conversation including useless one for work is needed.

4) What is the necessary skills to make efficient team management ?

→ to know what we should do, communicate with others, and be interested in others (including some private information)

Noemie :

Explain what is the team management with you own words ?

Is the ability of a company to coordinate, and carry out, a project through an efficient team that, provides the correct tools to achieve a goal.

2) Why team management is necessary ?

Because we need to manage the team for the success of a company, otherwise, it would be difficult to determine whether a team is headed in the right direction. So, team management is necessary since it is the responsible to increase to productivity within a group and for that drives good business results.

3) Explain some tips and strategy to make efficient team management ?

First of all, it's necessary to establish a team mission so everybody knows the point of the task, and, then delegate each role to the members of the team.

Provide a positive environment is also always an important key to bear in mind if you want the team to do their best.

From now on, provide feedback makes the team's performance increase for the next task and so be more efficient.

4) What is the necessary skills to make efficient team management ?

-Know how to **delegate** and **coordinate** the correct tasks to the correct person.

-**Motivation** to the group to take responsibility for their job, and produce superior outputs, otherwise, they won't do the task as well as they could.

-A **good communication** and be able to create a **positive environment** is another skill that helps the team to be more efficient and productive since they feel more comfortable to criticize when something gets wrong or communicate when somebody has a problem with the project.

Annaelle

Pre-Task Team Management

- 1) Team Management is a group of people who works together for a same aim within an organization.
- 2) Team Management is important to improve/increase the relation between employees (create a community), to have few point of view for the project (more creative) and to do task faster.
- 3) - Communication
 - Be transparent
 - Creative Box
 - Tree of ideas
- 4) To make an efficient Team Management, it's necessary to be attentive to each ideas, each task done and to share the feedback. So listen and communicate.

Sources :

<https://www.forbes.com/sites/brianscudamore/2016/03/09/why-team-building-is-the-most-important-investment-youll-make/#3e88b358617f>

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