

Unit 1V: MOTIVATION, GOAL SETTING **INTERPERSONAL SKILLS, TEAM WORK**

Motivation is the word derived from the word 'motive' which means needs, desires, wants or drives within the individuals. It is the process of stimulating people to actions to accomplish the goals. In the work goal context the psychological factors stimulating the people's behavior can be:-

- desire for money
- success
- recognition
- job-satisfaction
- team work, etc.

One of the most important functions of management is to create willingness amongst the employees to perform in the best of their abilities. Therefore the role of a leader is to arouse interest in performance of employees in their jobs. The process of motivation consists of three stages:-

1. A felt need or drive
2. A stimulus in which needs have to be aroused
3. When needs are satisfied, the satisfaction or accomplishment of goals.

Therefore, we can say that motivation is a psychological phenomenon which means needs and wants of the individuals have to be tackled by framing an incentive plan.

FACTORS OF MOTIVATION:

Employee motivation is the level of enthusiasm an employee brings to the workplace; whereas, employee engagement is the emotional commitment the employee has to the organization and its goals.

Motivating your employees does not have to be difficult or cost the earth, however it does require a balance of a few factors. Here are 5 factors we feel are key to creating motivated employees:

1. Reward and recognition

Reward and recognition come hand in hand. Recognition for good work has a limited shelf life; praise begins to lose its impact if not accompanied by reward. Exceptional work deserves reward and while recognition is sufficient in certain cases, employees begin to lose motivation if they are not rewarded for extra effort.

There are many ways to reward employees. Rewards can vary in both cost and impact and it is best to offer a portfolio of rewards, examples include once in a lifetime trips and experiences, vouchers or something as simple as an extra day off. The aim of rewarding and recognising employees is to encourage and motivate them to exceed within their roles and promote positive behaviours.

2. Development

Development is very important for motivating employees; studies have shown that 20% of employees prefer career development opportunities and training to monetary reward. Development makes an employee self-dependent and allows them to contribute more effectively in the work place, it also helps employees to enhance their input to your business.

When an organization invests in their employees, it breeds loyalty, retention and motivation. A study in the Harvard Business Review found that employees are appreciate and value when managers take a genuine interest in their development; it demonstrates to the employee that the organization believes in them and wants them to progress within the company. Development inspires employees to work harder so as not to let down the company that has invested in them.

3. Leadership

A study by Gallup found that, only 2 in 10 employees strongly agree that their performance is managed in a way that motivates them to do outstanding work – this clearly displays how much a good leader motivates employees. A good leader has the knowledge of what truly inspires loyal and motivated humans to perform at a high level. It is important that a good leader has reasonable expectations, gives credit where credit is due and appreciates their staff.

4. Work life balance

Providing a good work life balance nurtures employees. Motivated employees are less likely to take sick days, leave the organization and will be more prepared to work longer hours. Equally these same employees are more likely to 'burn out' and will feel less motivated if there is not a healthy work life balance. Whilst motivated employees will go above and beyond for the company, wanting to do their best, if exhaustion strikes they may start to lose the passion for their job. As an organization, it is important to ensure that employees are working reasonable hours and are combining work with activities that promote health and wellbeing.

5. Work environment

Motivated employees thrive in a positive work environment. This refers to the physical and non-physical environment – the physical environment is the office space and surrounding areas. Employees work better in open spaces that stimulate the senses, look at Google, they are known for their extraordinary office spaces that focus on employee wellbeing – with green spaces, quiet areas, beach volleyball, to name but a few! Google spare no expense on the employee environment believing that the space you work in greatly affects employee motivation. Google's philosophy is that "life at Google is not all work", therefore they promote casual collusion between employees, demonstrating how collaboration promotes creativity, drives production and increases motivation.

Regarding the intangible environment, motivated employees value engagement and communication. Engagement is achieved through many different factors such as, giving regular feedback, development and daily challenges. Effective communication is created through a continuous open dialogue, dependent on trust. Honest and open communication throughout the business is the foundation of creating a workplace where all employees can thrive.

To conclude, motivated employees can aid in increasing productivity, engagement and even profit! It is important not to take motivated employees for granted and continue to nurture them and ensure that they feel motivated and valued to do their best work for the organization.

SELF TALK:

Understanding self-talk

Take a minute and think about what you've said to yourself today. Was it critical? Or was it kind and helpful? How did you feel after you engaged in this inner discussion?

Your thoughts are the source of your emotions and mood. The conversations you have with yourself can be destructive or beneficial. They influence how you feel about yourself and how you respond to events in your life.

What is self-talk?

Self-talk is something you do naturally throughout your waking hours. People are becoming more aware that positive self-talk is a powerful tool for increasing your self-confidence and curbing negative emotions. People who can master positive self-talk are thought to be more confident, motivated, and productive.

How does self-talk work?

Although positive self-talk comes naturally to some, most people need to learn how to cultivate positive thoughts and dispel the negative ones. With practice, it can become more natural to think good thoughts rather than bad ones.

Positive self-talk

Positive self-talk is supportive and affirming. Consider the following two inner statements:

- "I'm going to speak up in the meeting today because I have something important to contribute." This sounds like a positive plan and attitude.
- "I don't think I want to speak up in the meeting today because I'll look foolish if I say the wrong thing." Contrast this negative comment with the statement above.

Rumination: Negative self-talk

Rumination is the flip side of positive self-talk. It happens when you replay upsetting or cringe-worthy thoughts or events over and over again in your head. Thinking through a problem can be useful, but if you spend a lot of time ruminating, small issues tend to snowball. Constant rumination can make you more likely to experience depression or anxiety.

This statement shows negative thoughts can grow and become self-defeating:

"I look so fat in this dress. I really am fat. Look at those thighs. No wonder I can't get a date. Why can't I lose weight? It's impossible."

GOAL SETTING

What is goal setting?

All businesses share a primary goal: Success. Goal setting, aligning and tracking those goals through actions and results are critical to greater business execution... and, as a result, greater success.

Most organizations see a dramatic increase in employee and business performance when they effectively set individual employee goals and closely tie them to the company's overall strategy.

Setting goals

The process of setting goals should be a collaborative process between an employee and his or her manager. Whether writing long- or short-term goals, the most widely-used framework is **S-M-A-R-T**.

- **Specific:** Well-defined to inform employees exactly what is expected, when, and how much. With specific goals, managers can easily measure progress toward goal completion.
- **Measurable:** Provide milestones to track progress and motivate employees toward achievement.
- **Attainable:** Success needs to be achievable with effort by an average employee, not too high or too low.

- **Relevant:** You should focus on the greatest impact to the overall company strategy.
- **Time-bound:** Establish enough time to achieve the goal, but not too much time to undermine performance. Goals without deadlines tend to be overtaken by the day-to-day crises.

Aligning goals

Goal alignment is critical for business success. It ensures that each person within your organization can see the direction for the business and know how their job fits in with the "Big Picture". To achieve goal alignment in your organization, you must first clearly communicate your strategic business objectives across the entire company. By allowing managers to access and view the goals of other departments, your organization can greatly reduce redundancy while finding better ways to support each other. With everyone working together toward the same objectives, your company can execute strategy faster, with more flexibility and adaptability. Essentially, goal alignment strengthens your leadership and creates organizational agility by allowing managers to:

- Focus employees' efforts on your company's most important goals;
- Understand more clearly all responsibilities associated with specific goals; and
- Strengthen accountability by assigning measurable, articulated goals visible company-wide.

Tracking goals

Once you've established your company-wide and individual goals, the next step is tracking progress on those goals. It's important for employees to track their progress on goals because they need to have the information available during the all-important review process. Additionally, managers need to be aware of progress on goals to step in with assistance or resources when it appears that goal targets will possibly be missed. Having this information handy is also helpful when management is not aware of all of the steps involved in reaching a goal and strong documentation assists you in discussions of past projects and successes when review time rolls around. Tracking your goals in a centralized location helps you stay on track in several ways:

- Organize, manage and reassess your goals frequently
- Create action plans with milestones for larger goals
- Track your time to make sure your daily efforts are focused on meaningful tasks.

Types of Goals

Generally, goals are categorized as either long-term or short-term. **Long-term goals** consist of plans you make for your future, typically over a year down the road. These typically consist of family, lifestyle, career, and retirement goals. Long-term goals are achieved over time as a person completes the stages of their life. People set long-term goals for themselves by envisioning what they want to be doing and where they want to be five to twenty years from the present. Then they use short-term goals to get there.

Examples of long-term goals

- Become a Mechanical Engineer
- Get a Master's Degree
- Buy a house
- Run a marathon
- Own my own company
- Retire at age 55

Short-term goals are ones that a person will achieve in the near future, typically in less than one year. Short-term goals are often, but not always, steppingstones on the way to achieving long-term goals. These types of goals are considered enabling goals because accomplishment of these goals will “enable” you to achieve an even greater goal.

EXAMPE OF SHORT TERM GOAL:

- Lose five pounds
- Paint my living room
- Get an "A" in Biology
- Get a 3.2 GPA or above this semester
- Build a deck
- Get a job for the summer



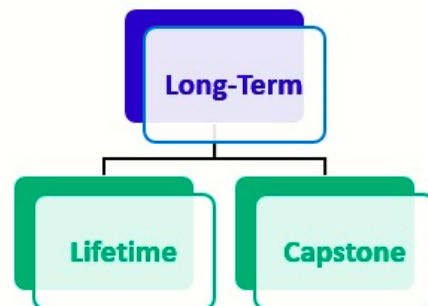
Long-term & Short-term Subdivided

These two categories, long and short-term goals, can be further subdivided. Long-term goals can be either lifetime goals or Capstone goals, while short-term goals can be further categorized by either foundational or provisional goals.

<i>Long-term</i>	<i>Short-term</i>
<i>Lifetime</i>	<i>Foundational</i>
<i>Capstone</i>	<i>Provisional</i>

“The reason most people never reach their goals is that they don’t define them, or ever seriously consider them as believable or achievable. Winners can tell you where they are going, what they plan to do along the way, and who will be sharing the adventure with them.” Denis Watley

Long-term Goals



Lifetime Goals

Lifetime goals are those major goals that you would like to accomplish over your lifetime. Depending on your age, these goals may be accomplished significantly later on in your life. Typically, these goals will have accomplishment dates of ten or more years in the future. Examples of lifetime goals include get a job as a teacher, become a professional basketball player, graduate from college, buy a house, or retire to Florida.

Lifetime goals may fall into one of several categories including career, education, family, financial, or just pleasure. You can have a Lifetime goal to become an accountant as well as goals of getting a Master’s Degree, having four children, making ten million dollars, and/or traveling around the world.

Lifetime goals are often general at first but as you work towards them, they become more specific. The original goal of “get a job as a teacher” becomes “Get a job teaching math to high school students,” which later evolves into “enter a career in teaching Trigonometry and Calculus to high school seniors.” As time goes on, the more defined your goals will become.

Lifetime goals often are your most meaningful and important goals. One problem, however, is that the achievement of these goals is usually far in the future. As a result, you may have trouble staying focused and maintaining a positive attitude toward reaching these goals. This is why it is helpful to set up **enabling goals**.

Enabling goals

An enabling goal is a distinctive type of shorter term goal. It is written to help achieve a longer-term goal. Enabling goals are like stepping stones that help us measure our progress toward reaching longer term goals. They can be considered “objectives” of long term goals.

WISH LIST:

Definition: Wish lists are collections of desired products saved by customers to their user account, signifying interest without immediate intent to purchase.

Offering wish lists is an effective way to reduce shopping cart abandonment and fulfill sales from customers who showed intent but didn't end up purchasing. Wish lists are mutually beneficial: they give customers an easy way to remind themselves of a product and help merchants measure product interest beyond a clear-cut sale.

How wish lists drive sales and engagement

Wish lists and mobile technology

As the number of shoppers using mobile devices to research and order online continues to grow, wish lists will become more relevant to the ecommerce experience. Just over half of all U.S. consumers will use a mobile device to research merchandise during the holiday season. Of these customers, 59 percent state they will use their tablet or smartphone to help make direct online purchases.

Retain leads

Wish lists are a middle ground between purchasing and forgetting: oftentimes, shoppers aren't ready to order, but want to remember the product and/or store for the future. Wish lists can encourage users to sign up for an account who wouldn't have otherwise; these prospects can then potentially be engaged in drip marketing campaigns if they opt-in for email notifications.

Out of stock products

When you run out of stock on a particular product, wish lists allow visitors to

track the item's status. It can also inform how much inventory to compile: products popular on wish lists have a higher likelihood to sell out. Once the product is back in supply, customers who saved it to their wish list receive a notification.

Sale items

This process is also applicable to items that go on sale. For example, ModCloth informs its site users when clothing and accessories in wish lists are featured at lower prices. This is an excellent method for re-engaging customers who exhibited both interest and hesitation to purchase.

Gifting

Shopping online for friends and family is simpler with wish list functions. Once a wish list is complete, the creator can send it to friends and family in anticipation of holidays, birthdays or life events. If a consumer is unfamiliar with an ecommerce store's products and would like to buy an item as a gift, he or she may not know where to start. Rather than walking into a brick-and-mortar store and discussing options with a sales representative, these buyers can refer to wish lists on ecommerce sites to better understand what items they should be purchasing.

INTERPERSONAL SKILLS:

What are Interpersonal Skills?

Interpersonal skills are the skills required to effectively communicate, interact, and work with individuals and groups. Those with good interpersonal skills are strong verbal and non-verbal communicators and are often considered to be “good with people”. Whether they’re used in your career or personal life, these skills are important for success.

Why Interpersonal Skills Matter

Most of what we do in life requires interaction with other people. In order to be successful in your career or have meaningful friendships, it’s critical to be good at getting along with others. While interpersonal skills are often considered to be something that comes naturally, that you’re either blessed with them or not, the truth is that they can be learned.

At CFI, our focus is on helping you advance your career. With that objective in mind, we’ve designed this guide to help you:

1. Be aware of the importance of interpersonal skills
2. Highlight your skills in a way that helps you get a job and advance your career
3. Assess your interpersonal abilities and develop a plan to improve them

Technical Skills v/s Soft Skills

When preparing a job application, the natural tendency is to focus on technical skills. It’s only natural, as most job descriptions focus on specific requirements such as accounting, finance, Excel, financial modeling, and related skills.

However, most hiring managers actually make their decision based on soft skills, even though they talk about all the technical skills required. According to a recent LinkedIn survey of 291 hiring managers, interpersonal skills are both more important and also harder to find. 59% of managers reported they have trouble finding people with the right soft skills.

The table below summarizes some key differences between technical and soft skills.

Technical Skills	Interpersonal Skills
IQ (Intelligence Quotient)	EQ (Emotional Quotient)
Following Rules	Changing Rules
Learned in School	Learned in Life
Easily Testable	Harder to Test
Can be Learned	Can be Learned
Heavy Focus in Careers	Equally Important, Less Focus

Types of Interpersonal Skills

*Communication Skills

- **Verbal Communication:** By verbal communication, we refer to a person's ability to understand things they say and the way to say them. Once you master the art of verbal communication, winning hearts is a cakewalk.
- **Non-verbal communication:** You might not have focused on it, but the spoken word is not the only way you communicate with others. Sometimes, it is your body language or tone or gestures that can communicate your thoughts or message. For instance, if you greet another person with a joyful tone and a smile, then your gestures communicate happiness and so on. Today, 93% of communication is through non-verbal means.

***Listening skills:** To be a good communicator, you need to be able to receive and correctly comprehend what others try to communicate.

*Emotional Intelligence

How often do you feel that things could be different if you had reacted differently to a situation?

Truth be told, emotions can be a strength when channeled effectively. By cultivating the ability to understand and manage our own as well as others' emotions, we can become successful in life. This ability to control and channel emotions is known as emotional intelligence.

*Teamwork

Do you take pride in being a lone wolf? Does it upset you when you need to collaborate with others and exchange information as well as instructions while working as a member of a group?

If the answer is yes, then you need to work on your teamwork skills.

Those who are better accustomed to working with others in a group or team environment have better chances of being successful in life.

The good news is that this ability can be cultivated through practice.

***Negotiation skills**

Whether it is bargaining for the best price with a seller or convincing a customer/client to pay the desired price for a product or service, the ability to negotiate well rests on good *interpersonal skills*.

Once you master the art of negotiation, you will be able to frequently extract a mutually agreeable outcome from a discussion. A good negotiator makes everyone feel like a winner while also getting what they want out of a deal or negotiation.

***Conflict resolution and decision-making**

When you work in a group with others, there are times when conflict becomes unavoidable. It might be the functionality of an app, the content on a webpage, or simply the color of a product that you and your team members can't agree upon.

No matter what the problem is, you need to apply your conflict resolution skills to de-escalate the situation. You can't just walk out of discussions and leave matters pending when important and quick decisions are to be taken.

Hence, there is a need for us to develop skills of understanding, empathy, and positivity to get through such a muddle. Through your skills, you can make others see your point of view and make them agree to a solution that works best. The ability to consider the pros and cons of a situation and take all points of view into consideration is important for decision-making.

GRATITUDE: UNDERSTANDING THE RELATIONSHIP BETWEEN LEADERSHIP NETWORKING & TEAM WORK

Leadership Networking

Some definitions:

A network is a set of connected relationships with people inside and outside your organization upon whom you depend to do your work. Within your network you share information, collaborate and solve problems.

Networking is the process of gathering, collecting and distributing information for the mutual benefit of you and the people in your network. You are not selling, you are telling. You are not asking for favours, you are giving valuable information, help or support.

Networking - creating a fabric of personal contacts who will provide support, feedback, insight, resources and information.

Leadership networking is about building relationships and making alliances in service of others - customers, clients, constituents, peers, bosses, and employees - and in service of the organisation's work and goals. A robust leadership network helps provide access to people, information and resources.

Two important aspects of group communication—especially in the business environment—are teamwork and leadership. You will work in a team and at some point may be called on to lead. You may emerge to that role as the group recognizes your specific skill set in relation to the task, or you may be appointed to a position of responsibility for yourself and others. Your communication skills will be your foundation for success as a member and as a leader. Listen and seek to understand both the task and your group members as you become involved with the new effort. Have confidence in yourself and inspire the trust of others. Know that leading and following are both integral aspects of effective teamwork.

Teamwork

Teamwork is a compound word, combining team and work. Teams are a form of group normally dedicated to production or problem solving. That leaves us with the work. This is where our previous example on problem solving can serve us well. Each member of the team has skills, talents,

experience, and education. Each is expected to contribute. Work is the activity, and while it may be fun or engaging, it also requires effort and commitment, as there is a schedule for production with individual and group responsibilities. Each member must fulfill his or her own obligations for the team to succeed, and the team, like a chain, is only as strong as its weakest member. In this context we don't measure strength or weakness at the gym, but in terms of productivity.

Teams can often achieve higher levels of performance than individuals because of the combined energies and talents of the members. Collaboration can produce motivation and creativity that may not be present in single-contractor projects. Individuals also have a sense of belonging to the group, and the range of views and diversity can energize the process, helping address creative blocks and stalemates. By involving members of the team in decision-making, and calling up on each member's area of contribution, teams can produce positive results.

Teamwork is not without its challenges. The work itself may prove a challenge as members juggle competing assignments and personal commitments. The work may also be compromised if team members are expected to conform and pressured to go along with a procedure, plan, or product that they themselves have not developed. Groupthink, or the tendency to accept the group's ideas and actions in spite of individual concerns, can also compromise the process and reduce efficiency. Personalities and competition can play a role in a team's failure to produce.

We can recognize that people want to belong to a successful team, and celebrating incremental gain can focus the attention on the project and its goals. Members will be more willing to express thoughts and opinions, and follow through with actions, when they perceive that they are an important part of the team. By failing to include all the team members, valuable insights may be lost in the rush to judgment or production. Making time for planning, and giving each member time to study, reflect, and contribute can allow them to gain valuable insights from each other, and may make them more likely to contribute information that challenges the status quo. Unconventional or "devil's advocate" thinking may prove insightful and serve to challenge the process in a positive way, improving the production of the team. Respect for divergent views can encourage open discussion.

John Thill and Courtland Bovee Thill, J. V., & Bovee, C. L. (2002). *Essentials of business communication*. Upper Saddle River, NJ: Prentice Hall. provide a valuable list to consider when setting up a team, which we have adapted here for our discussion:

- Select team members wisely
- Select a responsible leader
- Promote cooperation
- Clarify goals
- Elicit commitment
- Clarify responsibilities
- Instill prompt action
- Apply technology
- Ensure technological compatibility
- Provide prompt feedback

Group dynamics involve the interactions and processes of a team and influence the degree to which members feel a part of the goal and mission. A team with a strong identity can prove to be a powerful force, but it requires time and commitment. A team that exerts too much control over individual members can run the risk of reducing creative interactions and encourage tunnel vision. A team that exerts too little control, with attention to process and areas of specific responsibility, may not be productive. The balance between motivation and encouragement, and control and influence, is challenging as team members represent diverse viewpoints and approaches to the problem. A skilled business communicator creates a positive team by first selecting members based on their areas of skill and expertise, but attention to their style of communication is also warranted. Individuals that typically work alone or tend to be introverted may need additional encouragement to participate. Extroverts may need to be encouraged to listen to others and not dominate the conversation. Teamwork involves teams and work, and group dynamics play an integral role in their function and production.

Leadership

Whether or not there is a “natural leader,” born with a combination of talents and traits that enable a person to lead others, has been a subject of debate across time. In a modern context, we have come to recognize that leadership comes in many form and representations. Once it was thought that someone with presence of mind, innate intelligence, and an engaging personality was destined for leadership, but modern research and experience shows us otherwise. Just as a successful heart surgeon has a series of skill sets, so does a dynamic leader. A television producer must both direct and provide space for talent to create, balancing control with confidence and trust. This awareness of various leadership styles serves our discussion as groups and teams often have leaders, and they may not always be the person who holds the title, status, or role.

Leaders take on the role because they are appointed, elected, or emerge into the role. The group members play an important role in this process. An appointed leader is designated by an authority to serve in that capacity, irrespective of the thoughts or wishes of the group. They may serve as the leader and accomplish all the designated tasks, but if the group does not accept their role as leader, it can prove to be a challenge. As Bruce Tuckman
Tuckman, B. (1965). Developmental sequence in small groups. *Psychological Bulletin*, 63, 384–399. notes, “storming” occurs as group members come to know each other and communicate more freely, and an appointed leader who lacks the endorsement of the group may experience challenges to his or her authority.

A democratic leader is elected or chosen by the group, but may also face serious challenges. If individual group members or constituent groups feel neglected or ignored, they may assert that the democratic leader does not represent their interests. The democratic leader involves the group in the decision-making process, and insures group ownership of the resulting decisions and actions as a result. Open and free discussions are representative of this process, and the democratic leader acknowledges this diversity of opinion.

An emergent leader contrasts the first two paths to the role by growing into the role, often out of necessity. The appointed leader may know little about the topic or content, and group members will naturally look to the senior member with the most experience for leadership. If the democratic leader fails to bring the group together, or does not represent the whole group, subgroups may form, each with an informal leader serving as spokesperson.

Types of Leaders

We can see types of leaders in action and draw on common experience for examples. The heart surgeon does not involve everyone democratically, is typically appointed to the role through earned degrees and experience, and resembles a military sergeant more than a politician. The autocratic leader is self-directed and often establishes norms and conduct for the group. In some settings we can see that this is quite advantageous, such as open-heart surgery or during a military exercise, but it does not apply equally to all leadership opportunities.

Contrasting the autocrat is the laissez-faire, or “live and let live” leader. In a professional setting, such as a university, professors may bristle at the thought of an autocratic leader telling them what to do. They have earned their role through time, effort, and experience and know their job. A wise laissez-faire leader recognizes this aspect of working with professionals and may choose to focus efforts on providing the professors with the tools they need to make a positive impact. Imagine that you are in the role of a television director and you have a vision or idea of what the successful pilot program should look like. The script is set, the lighting correct, and the cameras are in the correct position. You may tell people what to do and where to stand, but you remember that your job is to facilitate the overall process. You work with talent, and creative people are interesting on camera. If you micromanage your actors, they may perform in ways that are not creative and that will not draw audiences. If you let them run wild through improvisation, the program may not go well at all. Balancing the need for control with the need for space is the challenge of the laissez-faire leader.

Not all leaders are autocrats or laissez-faire leaders. Thomas Harris and John Sherblom Harris, T., & Sherblom, J. (1999). *Small group and team communication*. Boston, MA: Allyn & Bacon. specifically note three leadership styles that characterize the modern business or organization, and reflect our modern economy. We are not born leaders but may become them if the context or environment requires our skill set. A leader-as-technician role often occurs when we have skills that others do not. If you can fix the copy machine at the office, your leadership and ability to get it running again are prized and sought-after skills. You may instruct others on

how to load the paper or how to change the toner, and even though your pay grade may not reflect this leadership role, you are looked to by the group as a leader within that context. Technical skills, from Internet technology to facilities maintenance, may experience moments where their particular area of knowledge is required to solve a problem. Their leadership will be in demand.

The leader-as-conductor involves a central role of bringing people together for a common goal. In the common analogy, a conductor leads an orchestra and integrates the specialized skills and sounds of the various components the musical group comprises. In the same way, a leader who conducts may set a vision, create benchmarks, and collaborate with a group as they interpret a set script. Whether it is a beautiful movement in music or a group of teams that comes together to address a common challenge, the leader-as-conductor keeps the time and tempo of the group.

TEAM WORK:

The Taj Mahal, one of the seven wonders of the world, is a magnificent monument. Although most people remember it as Shah Jahan's token of love for Mumtaz Mahal, many forget it took several thousand people to build the 17th-century mausoleum.

It was the combined effort of stonemasons, sculptors, dome builders, calligraphers, carpenters and designers that went into creating the white marble monument.

It would've been impossible without different teams of professionals working together.

Time and again, the importance of teamwork has been emphasized throughout history.

In job interviews, you'll often come across the question, "Do you work better independently or as part of a team?"

Interviewers use the response to this question to understand if you can collaborate with others and work well as part of a team. Most organizations encourage teamwork because they want to achieve their goals in a labor effective and time-efficient manner.

You work better when you work together. It's useful to learn about the importance of teamwork in our professional and personal lives.

What Is Teamwork?

Teamwork, at its simplest, is the process of collaborating and working together in a group to achieve a common goal. When a group of people works cooperatively, they're combining each of their personal strengths to enhance their overall performance of the team.

In the process, they're creating a positive atmosphere of encouraging and motivating each other. Good teamwork brings forth a variety of viewpoints, experiences, and skills.

However, teamwork is much more than achieving common goals. It's also about skills that are essential to your personal and professional lives. Teamwork skills are qualities that allow you to work effectively with others. You're better equipped for collaborative assignments like projects and meetings.

Developing teamwork skills boosts your ability to communicate well and be comfortable with showing your vulnerabilities to others. You tend to become empathetic, which positively impacts your mental health and your personal growth.

At various points in life, one is required to work alongside others. It may be school teachers assigning group projects or managers putting several employees in charge of one assignment.

Teamwork will follow wherever you go. Learning about teamwork importance is therefore vital. Deeper work relationships lead to new and lasting opportunities. Efficient teamwork can help you strengthen your resume and that'll lead to well-rounded personal development.

What Is The Importance Of Teamwork?

Learn about teamwork importance and exude confidence in your next team meeting.

Here are a few advantages that'll highlight the importance of teamwork:

1. Diverse perspectives

A diverse team is a productive team. Teams with different social and professional backgrounds, skillsets, and experience levels will prompt unique ideas. However, it's important that you create and encourage a

safe space for multiple voices to be heard. Eliminating the fear of being put down encourages individuals to share their honest perspectives.

2. Improving Efficiency

Organizations and leaders can improve efficiency in their businesses by promoting teamwork. Getting employees to work together will allow difficult tasks to be distributed into manageable chunks. It'll help meet deadlines more effectively. It's also a great way to put every team member's skills to best use. Teams innovate and achieve goals faster.

3. Regulating Performance

When you work solo, it's difficult to track progress every time. You may lose your usual momentum and there isn't anyone to point that out to you. Another aspect of the importance of teamwork lies in the fact that it helps monitor your progress. Since many people share a goal, responsibilities, and accountability end up being shared too. When one member's performance dips, others will let them know.

4. Better Learning Opportunities

Teamwork creates learning opportunities for group members. Imagine your organization has to create a publicity brochure to promote your projects. You have the design team and the content team working separately. They're more likely to execute and perform on different tangents. Now make them work with each other. Everyone's performance will drastically improve because they'll learn from each other and cooperate better.

5. Strengthening Work Relationships

When different people work towards achieving the same goal, they establish bonds. The more projects you work on, the more you communicate and cooperate with each other. It's human nature to form connections with people with whom you've worked collaboratively. They'll even motivate and support you in the long run.

6. Self-fulfilling

The support and encouragement you get from teamwork are highly motivating. There is a renewed sense of purpose that feeds your appetite for success. Gaining confidence from group accomplishments helps in positive reinforcement of the self. You'll keep wanting to work in groups because the boost to your morale is intoxicating.

7. Promoting Workplace Synergy

Learning about teamwork importance and using it consciously promotes workplace culture. Shared goals, motivations, and consistent cooperation give rise to workplace synergy. As an organization, you're incentivizing

your employees to be their very best selves by investing in team building. Teamwork drives a company's vision and goals due to shared values and responsibilities.

NECESSITY OF TEAM WORK PERSONALLY:

Teamwork gives individuals the opportunity for **personal** growth. A team environment is a learning environment. Everyone on the team will have a diverse set of skills and different experiences to bring to the table. By working together, individuals can learn quickly from one another, expand their knowledge and their skillset, and find additional room for improvement.

NECESSITY OF TEAM WORK SOCIALLY:

A teamwork environment promotes an atmosphere that fosters friendship and loyalty. These close-knit relationships motivate employees in parallel and align them to work harder, cooperate and be supportive of one another.

Individuals possess diverse talents, weaknesses, communication skills, strengths, and habits. Therefore, when a teamwork environment is not encouraged this can pose many challenges towards achieving the overall goals and objectives. This creates an environment where employees become focused on promoting their own achievements and competing against their fellow colleagues. Ultimately, this can lead to an unhealthy and inefficient working environment.

NECESSITY OF TEAM WORK EDUCATIONALLY:

Teamwork teaches essential communication and social skills, such as active listening and effective speaking. **Teamwork** teaches students how to respectfully and confidently express their ideas and opinions effectively in a group setting. It's **important** for students to recognize that speaking is not the same as talking.