

# Working in teams



University of  
South Australia

## Key aspects

- **Team management**

- Teams & responsibilities
- Work flow/breakdown
- Task scheduling

- **Communications**

- Project meetings
- Written documents





# Teams & Responsibilities

- Each member meets the professional needs of the team
- Make the best of what you have and recognise others strengths
- Individual character assessment should assist in team building

[2] **Meredith Belbin** (a philologist and researcher) states:

*“For an effective team, what is needed is not well balanced individuals, but individuals balance well with each other”*



# Meredith Belbin's team model

- **9 different behaviours**

- **Organiser:** reliable person and concerned about practical issues
- **Motivator:** confident person and focuses goals & schedules
- **Pusher:** dynamic person forcing speed
- **Soldier:** creative person gathering solutions
- **Gatherer:** searching for information and communicating
- **Listener:** perceiving and combining other's ideas
- **Completer:** conscientious person eliminating errors/flaws
- **Specialist:** expert in a specific appropriate field
- **Evaluator:** strategically thinking person looking for alternatives



# Basics of Team

- Clear understanding of the purposes
- Act with mutual trust and support
- Respect and utilize each others differences
- Exercise open and honest communications
- Strive for excellence

Choose a team name.

Choose a team logo.