

TEAM WORK IN WORKPLACE ETHICS

MOD V

TEAM

- Group of people
- Work intensively
- For a common goal

Features

- Group of people
- Set of values represented in a team
- Outperform individuals
- Committed to a purpose
- Interdependence
- Positive synergy

Elements

- Leadership- critical to build a team
- Commitment- 'we' more than 'me'
- Contribution
- Co-operation- movie 'rock on'
- communication- clear and open
- Conflict mgt- team wins/fails based on the
- Change mgt- pros and cons of change
articulate it appropriately

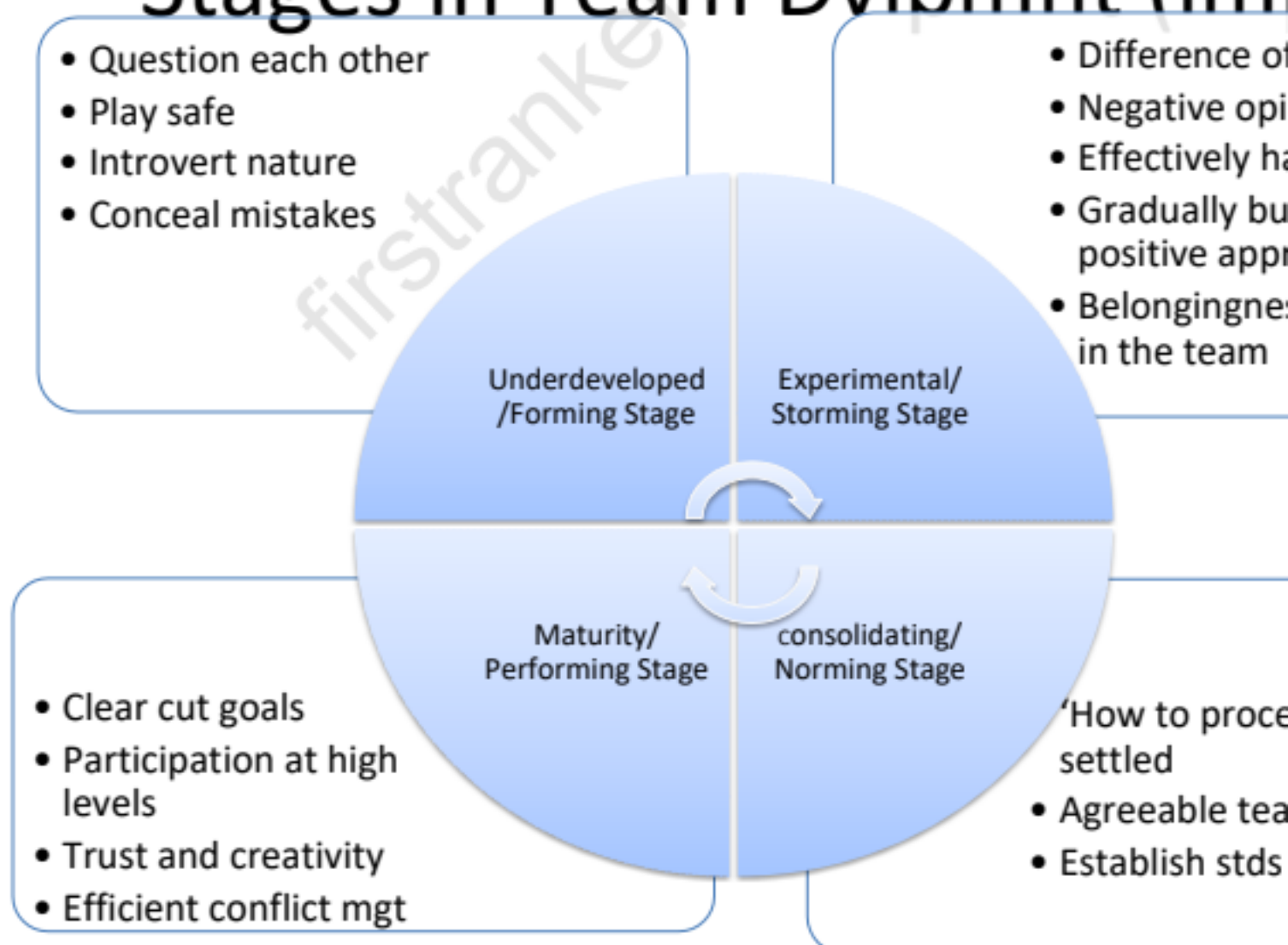
Why working in teams – important

- e/e satisfaction
- Improves communication
- e/e motivation enhanced
- More committed to goals
- Job skills developed
- Higher productivity

Types of teams

- Problem solving
- Self managed teams
- Cross-functional teams
- Virtual teams

Stages in Team Dvlpmnt (im)





Important announcements

- II test on 20th May Friday. 2.00- 3.30
- Attendance compulsory
- Student presentation wef assignment submission deadline i.e. 25th and 26th May only. (2 hrs day)
- No student shall absent from these hours.
- No further chances of presentation shall be
- Each student shall be put in team and presentation by each shall not be more than 10 minutes.
- The groups and other info will be shortly emailed

WPE CONTD.. Team rules

- Team goals-to get the highest priority and not personal goals
- No positional behavior- member's job/ position secondary when working in team
- Decisions to be taken based on what is right not who's right
- No inequality in team
- Maintain flexibility
- Team to move in one direction
- Decide based on facts & analysis
- Take real time decisions

Teamwork in Workplace & Eth

- Is workplace ethics necessary to productivity & teamwork?
- Ethics-helps in aligning values of business workers

Team meetings

- Gathering of people
- To exchange info
- Take decisions
- Or carry out actions already agreed upon

Corporate slang- team huddle.. etc



Objective

- To convey info
- To collect info- status report/issues
- To develop options- brainstorming
- To exchange ideas and experiences
- To discuss prob/issues of common interest
- To persuade
- To resolve conflicts/confusions
- To take decisions

Types of team meetings (imp)

Based on purpose

- Problem solving
- Decision making
- Feed-forwarding (reporting & presenting)
- Feedback (reactions & feedback)
- Combination

Based on formality

- Formal
- Informal

Stages of Team meetings (im

Planning

- Purpose and participants
- Time, venue, materials, room layout

During

- Start on time, opening remarks, gt into the agenda
- Balanced participation, discussion on track based agenda, closing remarks (final comments)

After

- Evaluation- constructive feedback
- Follow up- chairperson to monitor progress on action
- Minutes of the meeting



Team meetings & documentation (imp)

- Notices- before conducting meeting.
- Agenda –specific items of business (dock
- Quorum
- Minutes
- Voting- when there is no unanimity- sh
hands/ poll
- Resolution-decision taken

Why hold team meetings?

It is significant coz...

- It improves group perf
- Encourages support of decisions
- Infuses creative thinking
- Keeps the team members focused
- Getting to know each other's roles
- Maintain team cohesion



Problems..

- Roles poorly performed in meeting fails the team
- Poor planning
- Silence=agreement??
- Only few talk
- Leader's abilities to drag the team in the right direction
- Poor time mgt
- No decisions taken
- Cross-talking disturbance
- Small group triangle discussion after the meeting
'real meeting'

Professional responsibility

- Obligations and stds in the performance of services.

Elements

- Professional-client relationship
- Define client needs and problems
- Role of IT in profession
- Risk- likely problems in the deal
- Social responsibility

Principles of Prof.Resp.

- Serve with integrity
- Provide services objectively
- Competence- by continuous learning improvement
- Be fair and reasonable
- Confidentiality
- Professional conduct
- Diligent and prompt



Self learning..

- ASME code of ethics also a part of student presentation..
- Important for short notes in the examination

Rules of Prof. Resp.

- Always work towards excellence
- Be accountable as a result trustworthy
- Be courteous and respectful
- Honest, open and transparent
- Be competent and improve continuously
- Always be ethical in approach
- Act with integrity
- Respect confidentiality
- Set good examples