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 th
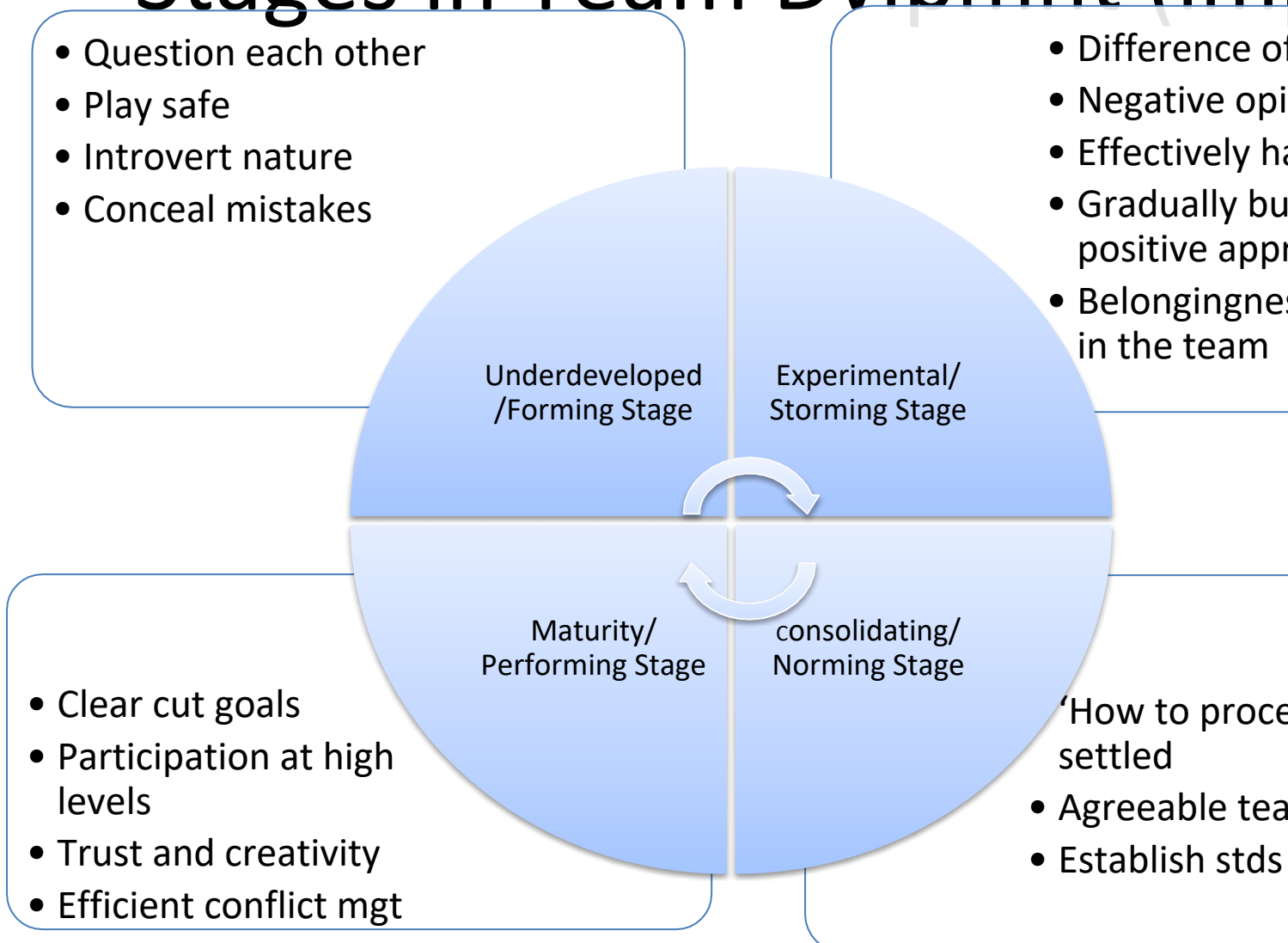- Change mgt- pros and cons of change articulate it appropriately

Why working in teams – importa

- 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 (imp

- Question each other
- Play safe
- Introvert nature
- Conceal mistakes

- Difference of
- Negative opi
- Effectively ha
- Gradually bu
  positive appr
- Belongingnes
  in the team

Underdeveloped
/Forming Stage

Experimental/
Storming Stage

Maturity/
Performing Stage

consolidating/
Norming Stage

- Clear cut goals
- Participation at high levels
- Trust and creativity
- Efficient conflict mgt

'How to proce
settled
- Agreeable tea
- Establish stds

Important announcements

- II test on 20th May Friday. 2.00- 3.30
- Attendance compulsory
- Student presentation wef assignment subm
  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 an
  presentation by each shall not be more t
  minutes.
- The groups and other info will be shortly en

WPE CONTD..
Team rules

- Team goals-to get the highest priority and not pe
  goals
- No positional behavior- member's job/ posi
  secondary when working in team
- Decisions to be taken based on what is right
  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 intere
- To persuade
- To resolve conflicts/confusions
- To take decisions

Types of team meetings (imp

Based on purpose

- Problem solving
- Decision making
- Feed-forwarding (reporting & presentin
- 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 agend
- Balanced participation, discussion on track based agenda, closing remarks (final comments)

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

Team meetings & documentatio (imp)

- Notices- before conducting meeting.

- Agenda –specific items of business (dock

- Quorum

- Minutes

- Voting- when there is no unanimity- sho 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 di
- 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 performan
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 st presentation..

- Important for short notes in the examina

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 continously
- Always be ethical in approach
- Act with integrity
- Respect confidentiality
- Set good examples