

MPU 2422 EVENT MANAGEMENT

TEAMWORK SKILLS

COURSE OUTLINE



LEARNING OUTCOME

Introduction

3 Components of Effective Team

7 Drivers of Team Effectiveness

What a Leader Should Do?

What a Team Member Should Do?

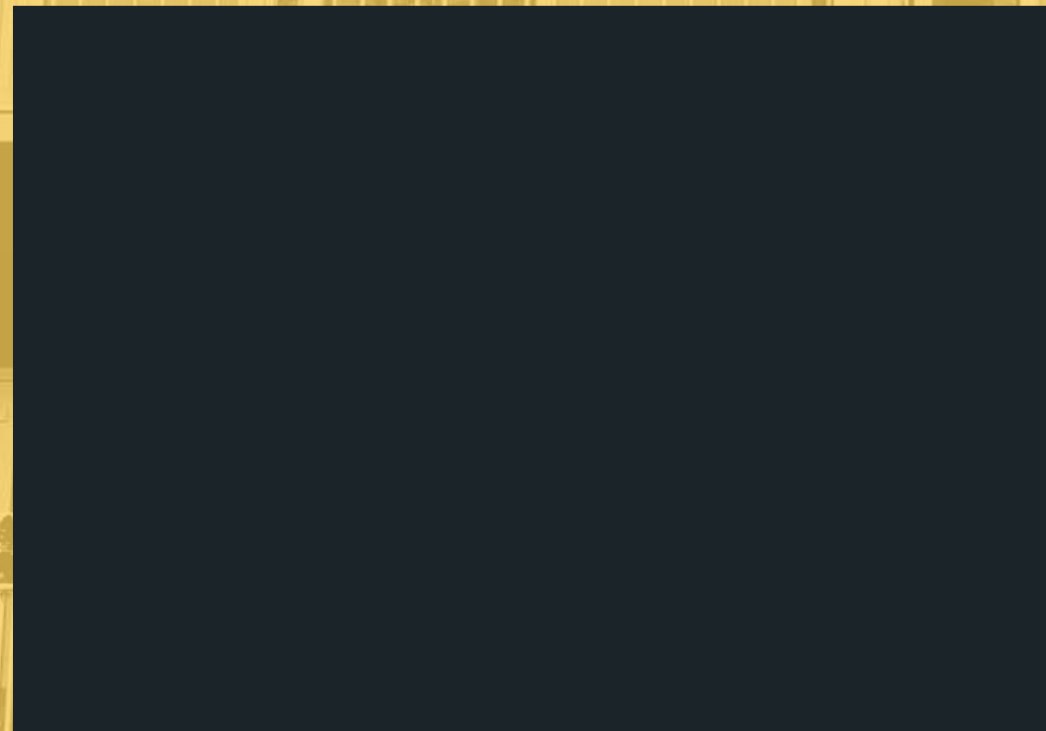
WHAT IS A TEAM?

INTRODUCTION

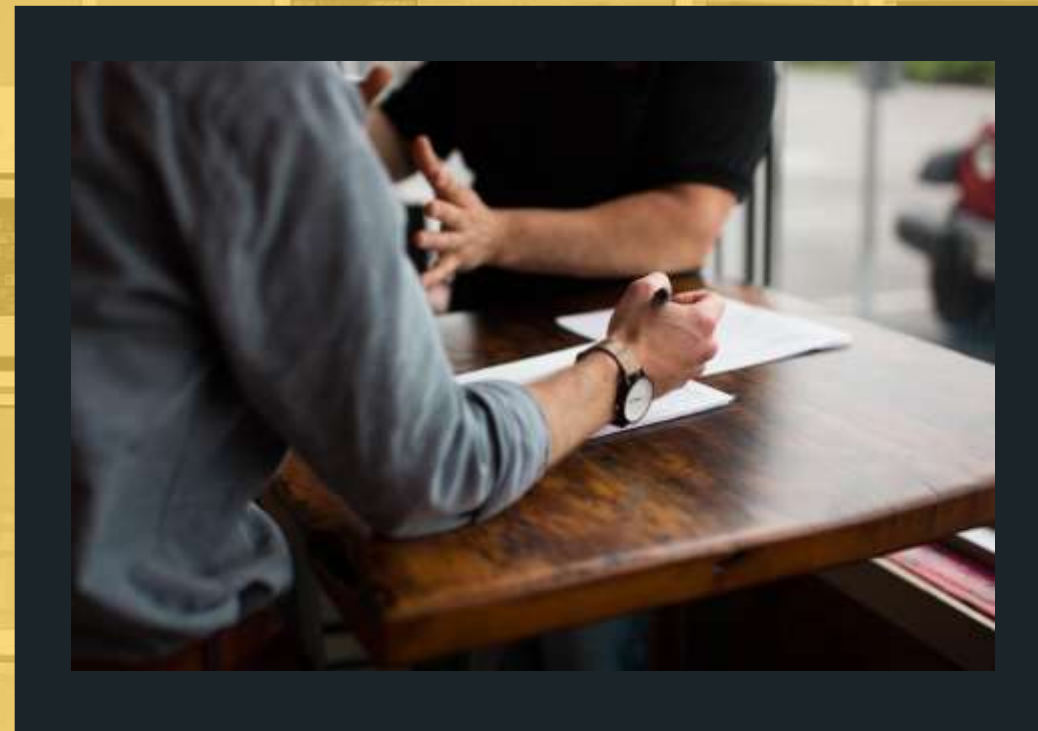
A team is made up of two or more people, who interact and rely with each other in a situation by sharing a common goal or mission.

A highly effective team is one that demonstrates sustained performance, team resilience, and ongoing vitality.

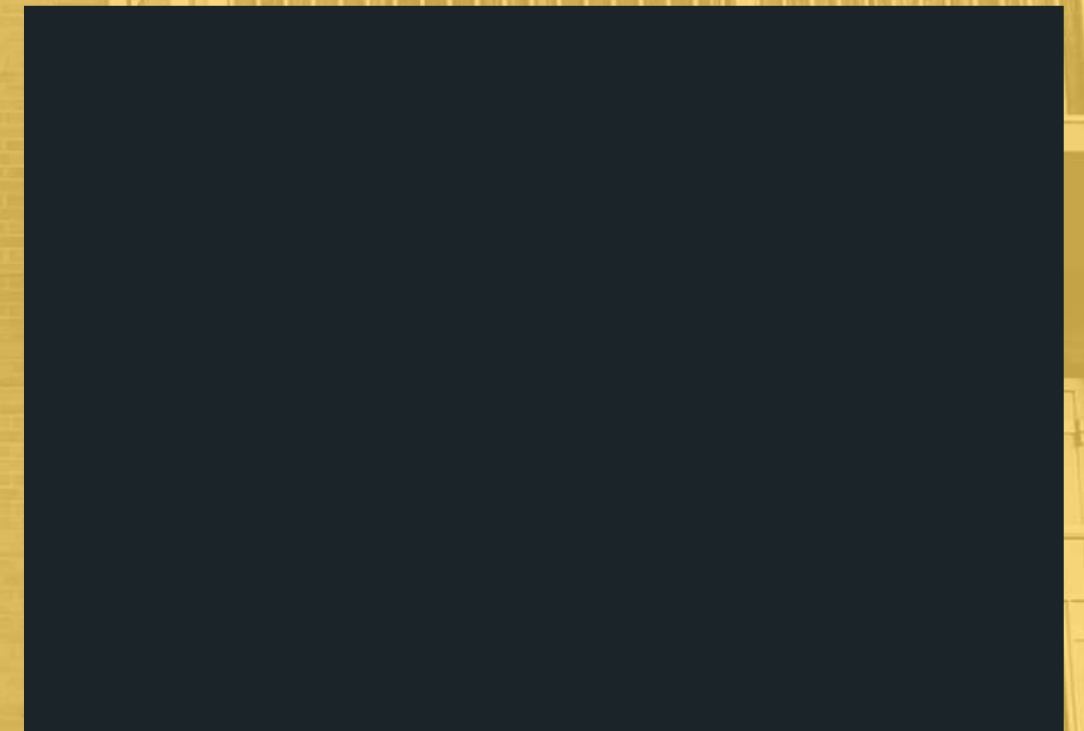
3 COMPONENTS OF EFFECTIVE TEAM



**SUSTAINED
PERFORMANCE**
Generating positive
results over time.



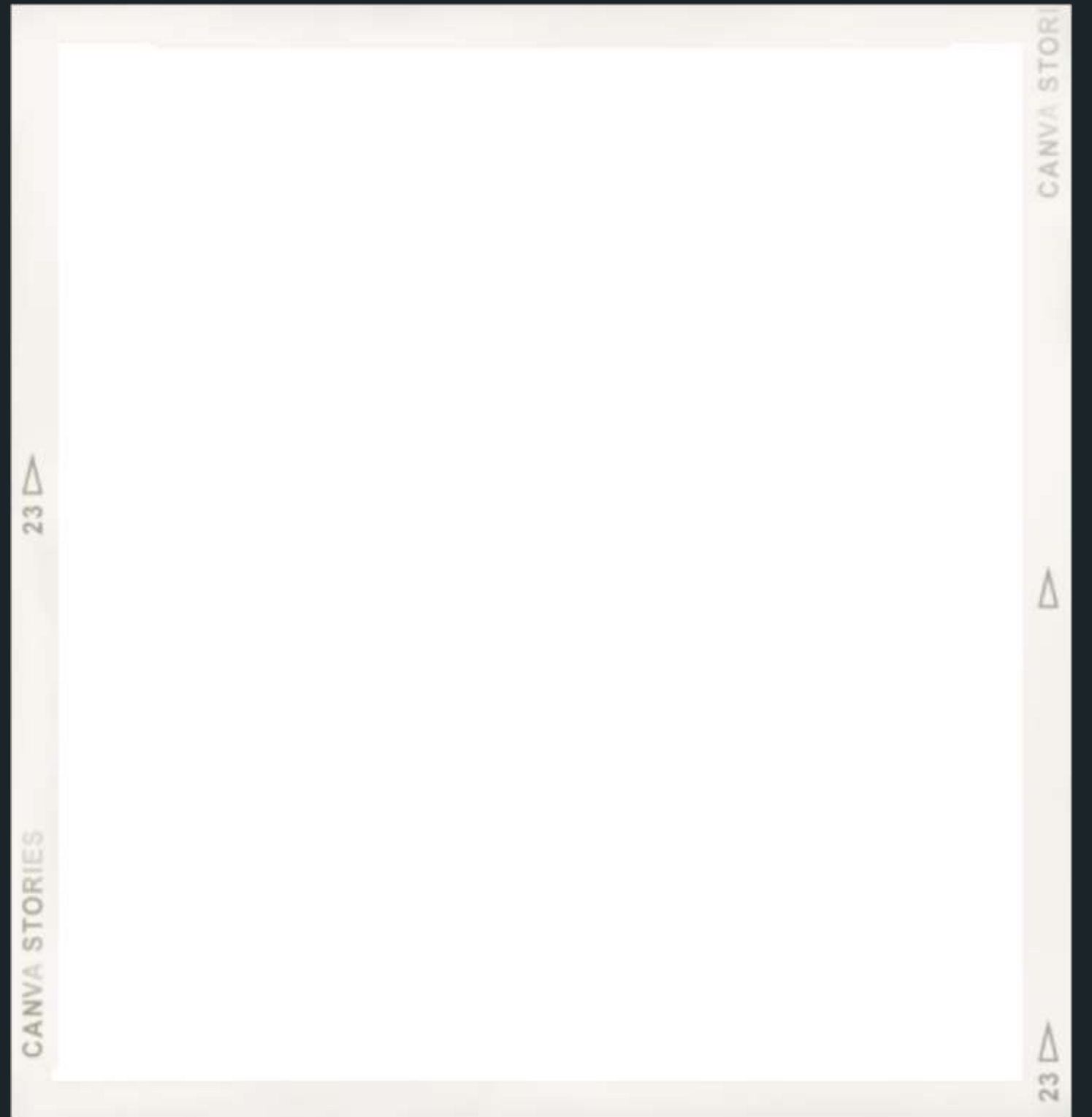
TEAM RESILIENCE
Working through
challenges and
bouncing back from
difficulties.



VITALITY
Maintaining energy,
vibrancy, and resources
needed for future
success.

7 DRIVERS OF TEAM EFFECTIVENESS

THESE ELEMENTS CREATE TEAM
EFFECTIVENESS



7 Drivers of Team Effectiveness

CAPABILITY

Having **enough manpower**. If your team lacks critical competencies, it will be difficult to succeed.

COOPERATION

It is about mindset of willingness to **work together** - a belief and attitude about my teammates and my team.

COORDINATION

It is about teammates demonstrating **the right teamwork behaviors**.

COMMUNICATION

It is about **information exchange**—to accomplish work, maintain awareness, and foster positive relationships both within and outside the team.

7 Drivers of Team Effectiveness

COGNITION

It is about **shared awareness and understanding**—
for example,
about priorities,
roles, the situation,
and expectations.

CONDITION

It is about the
**environment in
which the team
is embedded**

—they send signals that either

support or deprive teamwork.

COACHING

It is about
leadership—the
leader as well as team
members
demonstrating
effective leadership
behaviors.

WHAT A LEADER SHOULD DO?

Helping the team
succeed

Ensure that
your team
has the
talent it
needs to be
successful.

Staff your
team with
enough
team
members
who think
“team first”.

Take actions
that builds
your team’s
“collective
efficacy”—so
they believe
the team can

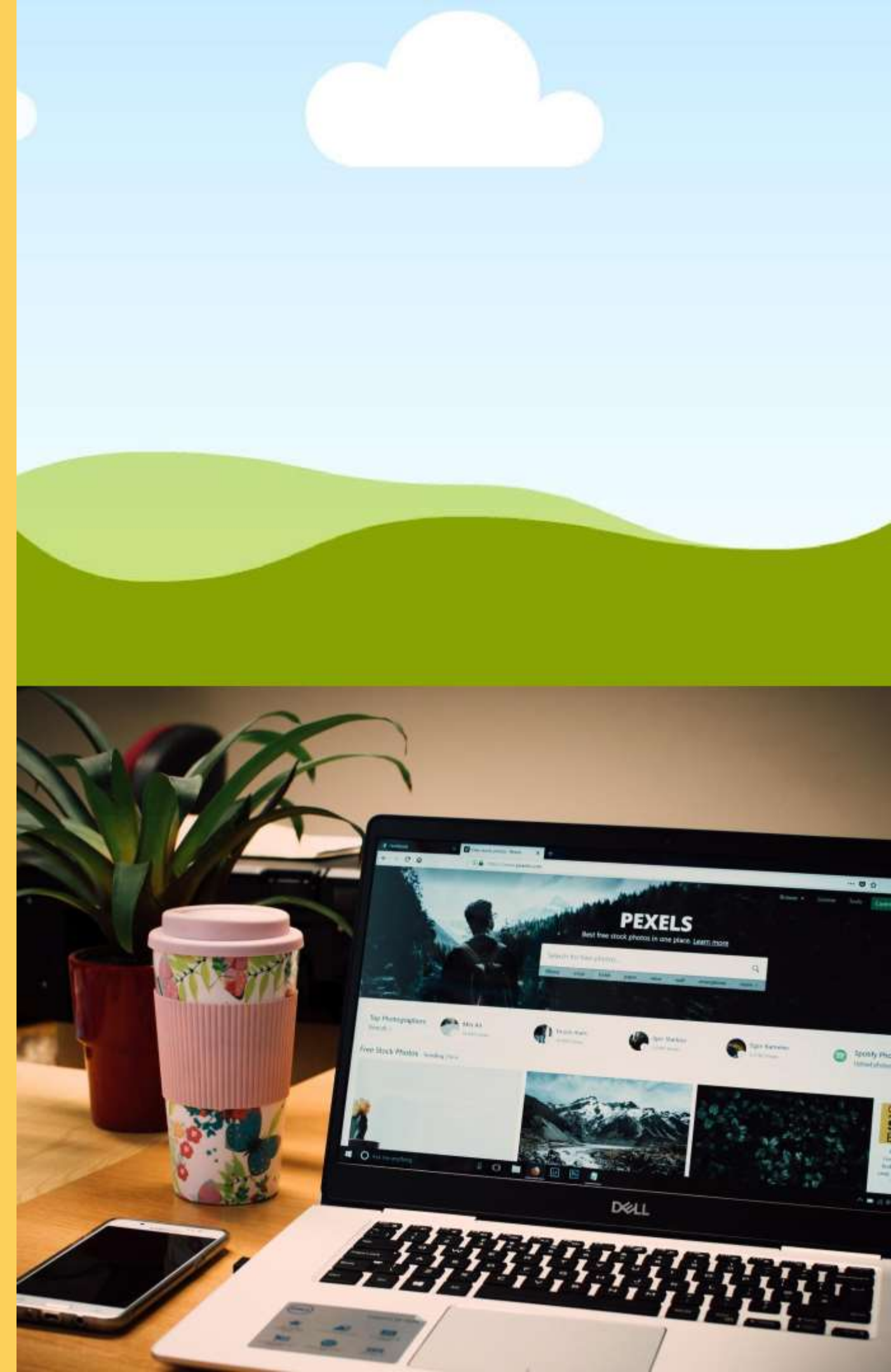
Act in a manner
that
consistently
promotes a
sense of
psychological
safety.

Prepare
your
team
members
to back
up one
another.

TEAMWORK QUOTES

“Alone we can do so little, together we
can do so much.”

Helen Keller



BREAK

WHAT A TEAM MEMBER

SHOULD DO?

Being a great team

member

Stay alert
and be
aware of
what's going
on in your
team.

Be proactive
and offer to
provide
support
without
waiting to be
asked or told
to do so.

Seek ways to
adapt and
improve —
both
personally
and for the
team.

Fulfill your
commitments
— do what
you say you
will do and
complete your
assignments.

Be an effective
communicator.

WHAT A TEAM MEMBER

SHOULD DO?

Being a great team

member

Care more about what is right than who is right.

Acknowledge your mistakes and voice your appreciation.

Provide and seek feedback within your team.

Don't be a toxic teammate.

Represent your team and team members when interacting with people who aren't on your team.



“THE STRENGTH OF THE TEAM IS
EACH INDIVIDUAL MEMBER. THE
STRENGTH OF EACH MEMBER IS THE
TEAM.”

Phil Jackson

