



# Intermediate apparel production

NTQF Level – II

# Learning Guide#7

**Unit of Competence:** Work in Team Environment

**Module Title:** Working in Team Environment

**LG Code:** IND IAP2 M03 0919LO3-LG03

**TTLM Code:** IND IAP2 M03 09 19 TTLM3, 0919v1

**LO1:- Describe team role and scope**



<b>Instruction Sheet</b>	<b>Learning Guide #7</b>
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

1.1 Identifying the role and objective of the team

1.1.1 Work activities in a team environment with enterprise or specific sector

1.1.2 Demonstrating Limited discretion, initiative and judgment

1.2 Identifying team parameters, reporting relationships and responsibilities

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to:

- Identified the role and objective of the team from available sources of information
- Identified team parameters, reporting relationships and responsibilities from team discussions and appropriate external sources

**Learning Instructions:**

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 2 to3.
3. Read the information written in the “Information Sheets 1” “Information Sheets 2”.
4. Accomplish the “Self-check 1” “Self-check 2” in page 8 and 11 respectively.
5. . Submit your accomplished Self-check. This will form part of your training portfolio.



<b>Information Sheet-1</b>	<b>Describe team role and scope</b>
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## Introduction

### 1.1 Identifying team role and objective

#### Definition of team

##### What is team? :

Two or more people working interdependently towards a common goal, getting a group of people together does not make a “team.” A team develops products that are the result of the team's collective effort and involves synergy. Synergy is the property where the whole is greater than the sum of its parts.

**Team Building:** The process of gathering the right people and getting them to work together for the benefit of a project.

Working in a team is a process that allows a group of people with common objectives and complementary knowledge, to reach their common goals, whose responsibility or fulfillment is incumbent of them all.

#### Team Building Objectives

All participants will engage in a meaningful and active exploration of the issues facing the group and how good team and leadership skills benefit all team members. Particular attention will be paid to objectives set out by the client; some examples are:

- Giving the team an opportunity to have some fun together.
- Emphasizing leadership skills as integral to great teamwork
- Exploring ways the team sees your organization's mission and values applied in their day-to-day work lives.

Thus, it is important to identify the role and objective of team from available sources of information



**What is an ideal work environment?** Answer to this question may be very subjective. An ideal environment of a person may not be very comfortable for others because of different people who come from different backgrounds, ethnic races; languages, faiths, political views and most importantly have different psychological behaviors. So what kind of environment can an employer provide to employees which doesn't make the environment alien for them and eventually getting the best out of employees without having them to leave their comfort zone. This will make employees more focused on work rather than the issues caused due to work environment. Development of a professional working environment should be an evolutionary process. It is not just about the bookish human resource management methodologies rather it should be based on problems and concerns of employees at the organization in real terms. By doing this employer will be able to develop realistic, practical and employee friendly methodologies which may eventually lead to better work environment for the mutual benefit of the employer and the employee. Do you consider yourself a team player? Do you work alone often and very rarely seek help or give advice to others? Many people prefer working alone and thus they never gain any additional knowledge from the experience of others. When you work in a team environment you have the opportunity to learn and help others. Therefore you will accomplish more.

You do not necessarily have to work as a "team" in the sense that there are five basketball players on the court or 11 football players on each side of the ball on the field. When you are applying the "team" concept, you can work with as little as one other person. No matter how many people you work with, 100 or 1, the point is that you collaborate with them as often as possible when needed.

When working in a team environment, people will have different opinions and ideas. You must be willing to express your own ideas while listening and accepting others' ideas in a respectful manner. If you immediately shoot down a person's idea because you feel it is a "stupid idea" or "doesn't make sense" then you are not being a team



player. The most successful companies, regardless of which country they are located in or what they sell all must work as a team to achieve the ultimate goal, which is creating a profitable business and make it run as efficiently as possible.

There are different roles that those working in a team will undertake for the most part. When working in a team environment, one must understand what their role is. If everyone is doing the same job or trying to be the "leader" little will get accomplished. There are specific names for those working in a group dynamic such as the "specialist" - a team member who has the majority of the knowledge in a given subject, the "plant" - the creative innovator who strives to think of new ideas and ways to approach a situation, "shaper" - a team member who seeks to get the very best out of the team and tries to instill enthusiasm and confidence in the team.

Whether you are assigning your team members jobs or are doing a job yourself, it is important to understand what an individual can handle and what you can handle yourself. If you have a question then ask the question before you get started on your work. When a team is failing in one aspect, it may fail entirely.

Knowing what your team members are capable of will give you the advantage in succeeding. Why? If you assign a job that you know that person isn't ready for yet, they will struggle and fail to deliver the assignment. If you assign that assignment to someone who has experience in that particular field, then the work will get done in a timely fashion.

When working in a team environment, it is important to be willing to listen to people and be open to new ideas. There is nothing a well-organized team can't accomplish. If you come across someone who isn't willing to work in a team environment, you must stress the importance of the team concept. Use old clichés like, "There is no I in team" in order to get your point across. The faster you are able to make them understand that the team is more important than one individual, the faster you can resume your own duties.



## What makes a team?

- Common goal or purpose or objectives
- Awareness of membership and commitment
- Common operating norms
- A need for each other/interdependence
- Accountability to a higher level
- Acts in unity, almost like a single organism.

## What exactly is a team Role?

ADr Meredith Belb in defines a team role as "Our tendency to behave, contribute and interrelate with others in a particular way."

Knowing everyone's role and being familiar with the responsibility of those roles create efficiency and flexibility. Ideas for clarifying roles of the team include:

- Review team members' roles frequently.
- Relate team member expectations to the team's overall purpose.
- Clarify responsibilities when action planning.
- Learn what others do on the team.
- Figure out ways to help each other.

### 1.1.1 Working activities in a team environment

A team environment is essential to a workplace. A team is defined by its composition, culture, and goals. It is made up of people with complementary skills who have common goals.

To find out, it is important to look at the team environment, which is the milieu in which the team operates. This is comprised of three elements:

- The composition of the team
- The culture of the team
- The goal of the team



**The composition of the team** is the people and skills that comprise the team.

**Culture** is the shared values of the team.

**Goals** of the team are the overarching aims that the team is trying to accomplish.

**Here are five opportunities to turn everyday moments in to team building activities for work place performance:**

- Revel the trouble with communication
- Wipe out cynicism for innovation
- Strengthen relationships and collaboration
- Unite behind the common goal

### **1.1.2 Limiting discretion, initiative and judgment**

Judgment has a number of meanings, so some additional clarity is needed. To address our questions on judgment and decision making, we are excluding specific legal definitions. For our purposes, we will confine the meaning of judgment to

- The ability, capacity or facility to make considered and effective decisions come to sensible conclusions, perceive and distinguish relationships, understand situations, and form objective opinions especially in matters that affect action.



<b>Self-Check -1</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

❖ Give the short answer

1. What is team?
2. What exactly is a team Role?
3. What is the composition of the team?





**Answer sheet**

**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

**Answer Sheet**

Score = _____
Rating: _____

**SELF CHECK-1 answer sheet**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1-----

2-----

3-----



## Information Sheet-2

## Identifying team parameters, reporting relationships and responsibilities

### 1.2 Identifying team parameters, reporting relationships and responsibilities

What are team parameters?

No team can work ethically or efficiently without defined and consistent parameters. Parameters keep the team focused and provide a policy.

There are six types of responsibility vulnerability:

1. Unassigned responsibility. Within a socio-technical system, the responsibility for some critical task is not assigned to any agent. This is most common in circumstances where the system designers only consider what normally happens and do not think of how exceptions are handled. When such exceptions arise, it is not clear who should take responsibility for dealing with them.
2. Duplicated responsibility. This occurs in a system when different agents believe that they are the holder of some responsibility and each acts to discharge that responsibility. If each agent interprets the responsibility in exactly the same way, then this simply results in inefficiency. If, however, they interpret it differently, inconsistent information may be created and problems may arise when one agent interprets information created by another.
3. Uncommunicated responsibility. In this situation, there is a formal assignment of responsibility (typically to a role) but this is not communicated to the agent assigned to that role. Therefore, they are not aware that they should discharge that responsibility.



4. *Misassigned responsibility.* In this situation, the agent who is assigned the responsibility does not have the competence or resources to discharge the responsibility. Therefore, the proper discharge of the responsibility cannot be guaranteed. To reason about misassigned responsibilities, you need to understand something about the nature of the responsibility as well as the responsibility.

5. *Responsibility overload.* This vulnerability arises when the agent who is assigned a set of responsibilities does not have the resources to properly discharge all of these responsibilities. This is particularly likely to arise when an agent must handle exceptions that arise at the same time as other responsibilities that they must discharge.

6. *Responsibility fragility.* This occurs when a critical responsibility is assigned but there is no backup assigned who can take over if the responsibility holder is unavailable. This is a particular problem for time critical responsibilities where there is not an option of simply delaying the responsibility discharge until the holder becomes available again.



<b>Self-Check – 2</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

- ❖ Give the short answer

**Directions:** Answer all the questions listed below:

1. What are team parameters?(15)



**Answer sheet**

**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

**Answer Sheet**

Score = _____
Rating: _____

**SELF CHECK-1** answer sheet

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1-----

2-----

3-----



## List of Reference Materials

<https://www.coursehero.com>file> >team –parameter-in-thi—

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Implementing an occupational health and safety (OHS)program

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