Team Management: - A Cumulative Effort

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Abstract - **This paper will highlight the use of "team management" and its effectiveness in creating amazing quality in everything that business represents. People are the most critical assets of any organization as they give their part of life in working for the company. Not only are they an asset, but they are often an untapped resource of knowledge and continuous improvement. It takes serious effort and dedication to build a strong team that works on organization objectives and goals. This paper will discuss all the positive and negative impacts of the team to improve and maintain the outstanding team in every part of the business. We close the article with some effective techniques to bring out the maximum team effort from the employees to fulfill the tasks and some obstacles and challenges that team management generally faces in attaining their task goal**

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INTRODUCTION

According to Katzenback and Smith in 1993, said that "a team may be defined as a small group of people with complementary skills who work actively together to achieve a common purpose, for which they hold themselves collectively accountable." The team usually sets their own goals and choose the approach that helps them to realize those goals and work together to achieve the same [1]. A good team works for an organization towards the desired output to bring results without putting any extra input [2].

Overview of Team Management

Team management is the process of managing a team in an organization to administer and coordinate a group of people to perform a specific task to achieve its objective. It involves teamwork, setting of goals, building team, communicating with each other and performance appraisals. Team management follows a synergetic way of doing any task. It is a disciplined methodology, involving all employees in an organization, to create a high-performance culture. Team management is a system of managing performance through the total involvement of every employee toward aligned, measurable, performance goals and this can be accorded with effective team management strategies and innovative measures [3]. In an organization, every management process such as risk management, discreet management, management information system works in accordance with team performances [4-6].

It is the practice of daily life in a high-performance organization. Team management is a description of the new relationships between employees, their manager, and their organization. Team management is an integral part of any organization and for managers to bring the desired business and achieve their personal and professional goals for successful completion of work

Required Qualities Of Leader to Create High Performing Team-

· Communicate high-performance standards.
· Make sure team members have the right skills.
· Explain clear rules for team behavior.
· Find ways to create early success.
· Continually introduce new facts and information.
· Make sure members spend more time together.
· Give positive feedback and reward high performance.

UNDERSTANDING THE TEAM MANAGEMENT PROCESS

According to Lawrence M. Miller, there are some necessary steps in the team management process. The team has to do the following while doing their work process and priorities in the organization [1]

1. Define Team Principles: All groups, whether families, athletic teams, or work teams' function well when they have common understanding priorities and principles. Define the team's policies around an organization's vision and how they want to work as a team. Procedures may include agreements to conduct discussions with absolute frankness and honesty; to agree to adhere to the decision in unity as if their own decision must respect all inputs and maintain focus on the need and demands of customers.

2. Clarity of Role and Responsibilities: Each team member must be cleared about their roles and responsibilities to achieve the task. Many times people are not clear about their work and role and get mess up with their work. They must clear about their roles, data collection, presentation, customer support, facilitation, etc.

3. Specify Important Customers and Requirements: Focusing on key customers and requirements is an important part of improving quality as per their needs and demand. The team management process institutionalizes this focus as a routine responsibility of every employee on every team. Each team decides how best to define their customers and how to gather data on requirements. They may interview their customers, gather survey, or telephone information, and seek customer feedback on their performance.

4. Develop a Balanced Scorecard: The purpose of the team management process is to improve business performance. Every team should know about their data. They must know the reflection of their work output and customer satisfaction. It can be done through the measurement of productivity, quality, price, and cycle time. It is generally developed through presenting visual scorecards, which make them relate their performance. It is reviewed based on work completion and performance.

5. *Work processes analysis*: Teams are created to achieve specific work to complete it with responsibility. The processes may be assembling a particular product in a manufacturing environment, servicing a group of customers, selling to a defined market group, or for a senior management team, developing a business strategy. Each team should be an expert in those processes for which it is responsible. To be an expert in it, one must know the process, map it quickly, and its time cycle to complete it.

6. *Prioritize Problems*: Problems are a normal part of all work environments. It is the purpose of teams to resolve delays and disputes when making decisions, reduce friction and interpersonal conflicts, and solve those problems most effectively and rapidly.

7. Recognize Contributions: To encourage the employees' efforts and contributions, there should be rewards designed to meet individual excellence and team targets. Every effort must be appreciated and rewarded in terms of promotion, appraisal, bonus, or special allowances.
Many teams include recognition as a regular item on their meeting agendas.

TEN EFFECTIVE TEAM MANAGEMENT TECHNIQUES FOR MANAGERS
*1) Hire the right people for the right job: -*Finding the right team members for your team is difficult, but it is also crucial. The right talent in organizations bring high level of effectiveness
which help in keeping project productivity.
2) S**et achievable goals:** Keep in mind that your team is very likely to miss deadlines without clear, concise goals (short-term and long-term). Goals must be set with lot of discussions and brainstorming.
3) Establish a team mission: Having a good team management strategy is a complete waste if your team does not feel like a team. You must assign roles to your team and they must know goals to bring strong team together with mission. Suggestion and discussions in group will bring ideas and positivity.
4) Delegate tasks effectively: With multiple people working on the same project, you must ensure that you delegate the right roles and responsibilities to the right person. You must know your team member skills and strength to help in for team management strategy while allotting tasks to them [8,9].
5) Maintain open communication: Keeping communication channels wide open is essential to the success of any business. A manager should have free and effective communication with the team members. **Using a tool like Proof Hub.Com** can help you as well as allow you, your team, and your project to run smoothly and avoid deadlines from being missed
6) Manage time wisely: Avoid time-wasting activities like too many meetings, too much social media use, too many phone calls, etc should be a part of your team management plan. Keep your team's priorities in check so that they can keep their productivity and performance on track.
7) Discuss teamwork in performance reviews: Accountability is essential to maintaining a productive work environment for a team. That is why you, as a manager/leader, should discuss everyone's contributions to the team and how well they are staying involved more frequently. You must adopt habit of appreciating your team for its positive contribution and improvements towards any shortcomings.
8) Provide feedback more often: Hiring the right talent is not enough to make effective team management a reality. You always must keep them motivated. Keep motivating your team by praising them so that they can drive for results. Conduct more frequent and constructive performance reviews. Also, give your team members a chance to provide you with feedback on your leadership tactics to ensure, you are doing everything necessary as a manager and consider their feedback with a positive mindset.
9) Resolve team issues: Teams are expected to work together. Unfortunately, there are often when teams disagree on things, which can even lead to workplace conflicts. That is what makes conflict resolution an important aspect of your job as a manager. must be there problem solver and keep helping them out from all problems and conflict among the team [7-10].
 10) Cheer on Your Team: As the team manager, you are your team's biggest cheerleader. You are the one who should make the team feel appreciated for all the hard work they do. You should ensure that they get such sense of accomplishment which they need, to bring out the best version of themselves in the workplace. As part of your team management strategy, keep motivating your team with short pep talks now and then.
11) Knowledge up gradation: The team must be equipped with latest trends of technological advances like artificial intelligence, IOT, phygital, online marketing tools, big data sciences, cyber security and other information technological advances [11-16].

TEAM MANAGEMENT RESULTS

Team management is a system of management. It is not a program. It is an investment in the performance of an organization. It must produce results, otherwise it is a bad investment. The team management process has consistently demonstrated business results and has become a lasting practice in an organization.

Motivation and Sense of Belonging- It's a tem who enjoy and suffer small things together while working team. They create special kind of togetherness and belonginess
while working together and started treating each other as a family. Just need strong bonding and clarification. They get motivated by success of any team member and always work
toward shared goals, ready to help always and keep support every time.

Excellent Communication- Team involves everyone to perform and communicate in an organization. Both employees and managers serve on teams. The Teams are forums for communication. Communication becomes more efficient as the team members interact and discuss everything among themselves.. One person often asks a question that is on the minds of many. Morale and team member efficiency will always be high as everyone is well communicated, have same information and knowledge, and still feel together.

Long Last Behaviour change- Permanent behavioural towards working will be permanent as they work in a team and get habit of performing well and towards goals which make them lead and inherent the property of achievement, which will be long-lasting compared to some short term training module. Team management creates systems that lead to permanent changes.

*Shared Learning from a Diverse Workforce: -*Teams provide the employee with an opportunity to contribute to the larger group and learn from the strengths of others. Each of us is "wired" differently. We think differently, analyse the world differently, and present our thoughts and ideas in various ways. Team teams are the way to achieve specific goals and afford to handle everything in every situation.

Performance Enhancement – In team, performance of every members enhanced which drive for results. It happens because everyone is very much clear about their roles and everyone thinks themselves as business manager. Also, with the help of scorecard, everyone puts there 100 percent to work and come on, which makes them proud , confident, and motivated. Also it shows the action plans which help in improve to demonstrate qualities and drive for high performance.

CHALLENGES AND OBSTACLES

One of the main aspects of an organization is team management. Team are there to face both success and failure, challenge and obstacles too. Employee can work together and resist themselves while working with other whom they are not familiar with them. Then organization must take step or training module to bring together through team building process. According to Field and Swift in 1996 said that team very often face challenges that decrease their efforts among the team and lose their ability to make decisions. The team may not able to work together and didn't share common goals and objectives. Therefore defining goals is must and priority to face conflict and challenges. Without adequate team training and preparation, it is unlikely that teams will work effectively to develop and realize a shared vision. Challenges arises when there is lack of communication among the team, sometime personal conflicts also arise and ego also came in between. Teambuilding activity will help improve teams' overall performance in terms of communication, solving issues, rectifying conflicts, and generating strong relationship among the teams. Team managers always assume that team members will take initial and come in front for decision-making instead of telling them. And it is true in many cases, but sometimes team members wait for the instruction to be given. This may be rectified with few leadership training through which teams learn leadership quality and prioritize everything, which provides them with job satisfaction. Workplace practice must be genuine and complemented to keep them relax and comfortable. When the team doesn't get all this, they feel irritated and waste time for an organization and look for change. The organization loses their value and trust results in employee reduction and production [11-13].

CONCLUSION

Team Management is an important aspects of every organization and it must adopt to bring results and positive work among the people of an organization. Team management needs to work towards specific goals and to rectify many organization issues. As every members in organization are affected with something and to resolve all issues team management is must so that leader can bring motivation, positivity, and sense of urgency among the employees and can drive towards specific goals and objectives. Each team members get benefitted too in terms of personal and professional achievement. However, the benefits are enormous and despite the challenges, effective team management provides many benefits to organizations.

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