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Support for managers



May 2024



TEAMWORK SPIRIT

Good teamwork is essential, and when every member of the team feels supported, productivity increases significantly. This is why it is so important for managers to engage in cultivating team spirit during team meetings. It is therefore worth considering what are the characteristics of a well-collaborating team, what role the manager plays in the development of collaboration and what strategies for conducting team meetings are most effective. Finally, we will look at typical challenges that may arise during team meetings.

WHAT ARE THE CHARACTERISTICS OF GOOD TEAMWORK?

A well-cooperating team is one in which, firstly, everyone is focused on a common goal and strives to achieve it. Thus, cooperation is a priority here and everyone is working towards joint success regardless of individual goals. Secondly, such a team is characterised by open communication. Team members are willing to listen and fully express their ideas, opinions and concerns. Creative discussion is welcomed and everyone feels involved and listened to. Thirdly, there is mutual trust in such a team – everyone feels safe and is ready to support one another in difficult situations. Of course, good collaboration is also based on flexibility, with team members willing to adapt to new conditions and approach problems from different perspectives. Their work together is dynamic and adaptive.

THE MANAGER'S ROLE IN DEVELOPING COLLABORATION

It is the manager who is responsible for developing and maintaining good teamwork – they should be an example to others through their commitment, integrity and professionalism. They should also be involved in developing the communication skills of team members by ensuring that training or workshops are provided. The manager is also responsible for open and transparent communication within the team and should make sure that everyone is able to speak freely. It is important that they know the strengths and weaknesses of their employees and how to motivate and support them. The manager should also encourage cooperation and helping one another, as this creates strong bonds and increases the effectiveness of teamwork.

STRATEGIES FOR CONDUCTING TEAM MEETINGS

Skilfully run team meetings can increase team member engagement, stimulate creative thinking and lead to better results. Here are some tips:



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Active participation of all team members – it is useful to encourage opinions and ideas, and to allow time for reflection and individual thought.

Meeting agenda – preparing the issues we want to cover is important so that everyone knows what to expect, what objectives are to be achieved.

Effectiveness – during meetings it is good to avoid unnecessary digressions and focus on relevant topics.

Engagement – to get everyone involved during a meeting, you can use different methods and techniques such as brainstorming, group discussions or presentations. It is also important to remember to divide the time evenly between all participants and ensure that everyone is heard.

CONFIDENCE BUILDING AND OPEN COMMUNICATION

The foundations of a well-functioning team are trust and open communication, so it is important for a manager to be honest and consistent in their actions if they want to gain the trust of team members. It is also important that they actively listen and engage in conversations, as this makes employees feel valued. Encouraging constructive criticism and constructive conflict resolution also builds trust and promotes openness. In addition, consistency in feedback, both positive and negative, is an important factor, as this makes it clear to employees how their performance is being assessed and how they can develop.

THE MOST COMMON CHALLENGES IN TEAM MEETINGS

Team meetings are sometimes challenging, especially when there are disagreements, conflicts or inefficiencies. When there is conflict between team members, it is worth treating it as an opportunity to learn and grow, rather than as something negative. A fairly common situation during meetings is the lack of involvement of team members. One way of coping with it is to involve all participants by asking questions, asking for opinions and ideas and giving space for individual reflections. It is worth encouraging open and constructive discussion and helping to find solutions that meet the needs of all parties. Another challenge can be inefficiency when meetings are too long and with an undefined theme. It is good to ensure that meetings have a clear agenda, are well prepared and focused on relevant issues. It is also important for the manager to be able to organise the meeting time effectively.

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