

## **Top Ten Tips for Getting Employees to be Team Oriented Instead of Self Focused**

In the modern work environment, almost every task is too complicated to be handled by just one employee. While it is still very important for each person to do their job efficiently, there also needs to be an emphasis on ensuring that a team spirit takes precedence over personal objectives. Typically, the way a manager behaves will have a profound impact on building a team oriented outlook, as well as maintaining it. Fortunately, there are a number of ways that a manager can ensure each subordinate keeps a strong focus on the team effort.

**1. Clearly State That You Expect Everyone to Work Together in a Way That Benefits the Organization.** As obvious as it may sound, you need to put this in writing. When your subordinates know that you want them to work together as a team, they will make an effort to do so. In many cases, this can help diffuse tension, as well as help focus each person on keeping a positive outlook.

**2. Explain Organizational Goals on a Routine Basis.** When a person does not understand why they have to perform a specific task, it can create any number of insecurities. For example, if a person is assigned a task, they may feel that it is a prelude to being demoted or let go. On the other hand, when you take the time to explain how the job advances the organization and the team, you will get higher levels of co-operation.

**3. Choose Individuals for Jobs Based on Ability.** There is nothing worse than assigning individuals a job that they will not excel in. While they are struggling to do what has been assigned, they will secretly be thinking they be doing much better with a different task.

**4. Build Morale When You Match Skills to Tasks.** When your team mates are able to excel in their position, you will have more opportunities to congratulate them for a job well done. Do not miss this opportunity to help build good sentiment with your team members. This, in turn, may also inspire them to react in a more positive manner when unexpected challenges come up.

**5. Offer Examples of Maintaining a Positive Outlook.** Regardless of how often your team encounters a specific task, problems may come up. It will not be of much help when anger or blaming behaviors develop. To avoid these problems, you can act as an example by not blaming staff members when problems happen. In many cases, if you find a way to roll forward with a smile, your team will be more than happy to follow you.

**6. Reward Team Behavior Over Personal Focus.** Something as simple as a bonus for the entire team can inspire each person to do just a bit better. If one member of the team wants to take a longer lunch break, they will be reminded that the team will also suffer for these decisions. On the other hand, putting the team first will help everyone get a reward.

**7. Encourage Each Person to Do Better.** If someone is not doing well, you need to take the time to retrain them or help them overcome their obstacles. These situations should be viewed as an opportunity to grow, as opposed to points where you assign blame.

**8. Let Team Members Solve Problems Together.** If a problem develops, there is always an instinct to jump and try to give orders. This will not give your team a chance to work together in a harmonious way. Take a step back and allow each member to be part of the solution.

**9. Allow Team Members Shine in the Role of Service.** There is nothing worse than a manager that takes all of the praise for a job well done. If your supervisor makes note that your team is performing well, let him/her know that it was a team effort. Do not be afraid to ask for a bonus or incentive to Encourage continued progress in beneficial directions. When your subordinates hear that you negotiated this kind of arrangement, they will know they are appreciated in a team capacity.

**10. When Subordinates Recommend Procedure Changes, Take it Into Consideration.** There will always be times when your policies do not help subordinates deal with real time situations. As a result, you may need to make changes based on the reports you receive. As long as the recommendations serve the overall goals of the company, you should make changes to your policies as needed.

**11. Use Task2Announce.com** – Task2Announce (T2A) enables you to effectively manage individual and team tasks. “Assign a Task and Forget It” - Task2Announce sends out task notifications via email and proactively follows-up (over and over again) with the task recipient until the task is 100% complete. As tasks are updated and/or completed, T2A sends you notifications and scheduled reports. Reports give overall completion statistics for Projects (Tasks that are grouped together), Individuals (a person’s performance level), Overdue Tasks, etc.

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